Scope of Services- Janitorial Services for Altadena Shop

Address: 252 West Mountain View Street, Altadena, California 91001								
Public Works Division: Fleet Management Division								
Public Works Site Contract Manager: Mr. Jose Mora								
Phone Number: (626) 794-7732								
E-mail: jmora@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		ay						
Required Service Hours, Days, and Staffing		\Box				ly		
Days of Service: Monday through Thursday				/	>	ıal	λ	eq
Hour of Service from: 7:30am to 9:00am		Business	A	hl	erl	n	all	ρí
Minimum Required Hours Per Day*: 3 hrs/day		<u>S</u> :	el	nt	ırt	۸	Ω	ЭЭ
Minimum Required Number of Staff*: 2 (each staff - 1.5hrs/day)		S)	Ve	10	пs	j-/	nr	Ż
Description of Service Areas	Square Footage		>	2	Q	Semi-Annually	Α	As-Needed
Restroom No.1	130	ach				S		
Restroom No.2	90	ш						
Restroom No.3	45							
Restroom No.4	325							
Upstairs Offices and Hallways	1400							
Downstairs Shop Office and Lunchroom	710							
Total Square Footage	2,700							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars								Χ
Sweep uncarpeted floors		Χ						
Clean and disinfect all sinks and drinking fountains and disinfect		Χ						Χ
Spot mop uncarpeted floors		Χ						Χ
Wash/clean door glass and frames			Χ					

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

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as			Х				
necessary.			^				
Clean all exterior screens			Χ				
Clean air diffuser grills and ceiling area around diffusers			Χ				
Clean exterior window ledges			Χ				
Clean sidewalks, remove gum and stains from sidewalks around outside of	N/A						
building	111/7						
Empty exterior trash cans at designated locations and dump the collected	X						X
trash in the designated container. Replace plastic liners, as necessary							
Sweep up and pick up loose trash from around buildings and the yard	X						1

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

Scope of Services- Janitorial Services for Altac	dena Shop
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EXHIBIT	1.1	FLT-3-1
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Wash walls			Χ	
I V a SIT Walls			^	

Scope of Services- Janitorial Services for Palmdale Shop - Fleet

, , ,								
Address: 38126 North Sierra Hwy. Palmdale, California 93550								
Public Works Division: Fleet Management Division								
Public Works Site Contract Manager: Mr. Jeff Davis								
Phone Number: (661) 274-8248								
E-mail: jeffdavis@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 3:0	00pm	≥						
Required Service Hours, Days, and Staffing		Day				>		
Days of Service: Monday through Friday						a		Q
Hour of Service from: After 4:00pm				<u>></u>	Ţ.	Ω		qe
Minimum Required Hours Per Day*: 1 hr/day				ıth	ţe	n	La	ě
Minimum Required Number of Staff*: 1				o	<u>a</u>	Y -		Ž
Description of Service Areas	Square Footage	ch Business	>	Monthly	ð	semi	Ar	As-Needed
Restroom No.1	420					(U)		
Restroom No.2	45	Ш						
Restroom No.3	90							
Restroom No.4	80							
Upstairs Offices and Hallways	0							
Downstairs Shop Office and Lunchroom	670							
Total Square Footage	1,305							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		N/A N/A						
Sweep uncarpeted floors								
Clean and disinfect all sinks and drinking fountains and disinfect		Χ						X

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

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

Clean and disinfect toilet bases Wash kick plates and push plates on doors Clean and disinfect basin and floor drains Wash partition stalls. Clean exterior surfaces of accessible traps and pipes Clean and disinfect all restroom fixtures, mirrors and floors. Polish all chrome fixtures Clean and disinfect showers N/A Stock restrooms with supplies Clean and mop all showers Clean and mop all showers Clean and mop all showers Clean and 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 Empty and Wash containers inside and out; replace plastic liners Wash partitions greas N/A Sweep uncarpeted floors in eating areas N/A Damp wipe chair and table legs Damp mop uncarpeted floors in eating areas N/A Spot wash walls and doors N/A N/A N/A N/A N/A N/A N/A N/	Remove stains and disinfect in toilet bowls and urinals		Χ					
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Clean exterior surfaces of accessible traps and pipes Clean and disinfect all restroom fixtures, mirrors and floors. Polish all chrome fixtures Clean and disinfect showers Stock restrooms with supplies Clean and mop all showers Clean and mop all showers N/A Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary Spot clean partitions glass Clean all glass entrance doors Lunch Rooms Empty and Wash containers inside and out; replace plastic liners Wash table tops and serving areas Dust chairs N/A Sweep uncarpeted floors in eating areas N/A Damp wipe chair and table legs Damp mop uncarpeted floors with clean water N/A Spot wash walls and doors								
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Clean all glass entrance doors Lunch Rooms Empty and Wash containers inside and out; replace plastic liners Wash table tops and serving areas N/A Dust chairs N/A Sweep uncarpeted floors in eating areas Vacuum carpeted floors in eating areas N/A Damp wipe chair and table legs Damp mop uncarpeted floors with clean water Spot wash walls and doors		Х						
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Vacuum carpeted floors in eating areas Damp wipe chair and table legs N/A Damp mop uncarpeted floors with clean water Spot wash walls and doors N/A	Dust chairs	N/A						
Damp wipe chair and table legs Damp mop uncarpeted floors with clean water Spot wash walls and doors N/A N/A	Sweep uncarpeted floors in eating areas	N/A						
Damp wipe chair and table legs Damp mop uncarpeted floors with clean water Spot wash walls and doors N/A N/A	Vacuum carpeted floors in eating areas	N/A						
Damp mop uncarpeted floors with clean water Spot wash walls and doors N/A N/A	Damp wipe chair and table legs	N/A						
Spot wash walls and doors N/A	Damp mop uncarpeted floors with clean water	N/A						
Clean inside and outside of all refrigerators N/A	Spot wash walls and doors	N/A						
	Clean inside and outside of all refrigerators	N/A						

Elevators Clean tracks Sweep uncarpeted floors N/A Sweep uncarpeted floors N/A Spot wash walls and doors Damp mop uncarpeted floors N/A Stairwells Sweep stairs and landings Sweep stairs and landings Damp wipe handrails Damp mop uncarpeted stairs and landings N/A Spot clean walls Spot clean walls Sweep and wet mop all steps Holding Tanks Damp mop floors and disinfect with germicidal solution Spot clean walls Dust or damp wipe bars Clean ain skytoilets and disinfect with germicidal solution N/A Spot clean walls N/A Spot clean walls N/A Sweep and wet mop all steps Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Spot clean walls N/A Spot clean walls N/A Sweep and wet mop all steps Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Spot clean walls N/A	Clean inside and outside of all microwaves	N/A						
Sweep uncarpeted floors System Sys	Elevators							
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Spot wash walls and doors Damp mop uncarpeted floors N/A Vacuum carpeted floors N/A Stairwells Sweep stairs and landings N/A Damp wipe handrails N/A Damp mop uncarpeted stairs and landings N/A Damp mop uncarpeted stairs and landings N/A Vacuum carpeted stairs and landings N/A Vacuum carpeted stairs and landings N/A Spot clean walls N/A Sweep and wet mop all steps N/A Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Dust or damp wipe bars N/A Clean floor drains Clean sinks/toilets and disinfect with germicidal solution N/A N/A Clean sinks/toilets and disinfect with germicidal solution N/A N/A N/A Clean all exterior screens N/A	Sweep uncarpeted floors	N/A						
Damp mop uncarpeted floors N/A			Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors N/A Stairwells Sweep stairs and landings N/A Damp wipe handrails N/A Damp mop uncarpeted stairs and landings N/A N/A Damp mop uncarpeted stairs and landings N/A N/A Damp mop uncarpeted stairs and landings N/A Damp mop and use mop all steps N/A Damp mop floors and disinfect with germicidal solution N/A Damp mop floors and disinfect with germicidal solution N/A Damp mop floors and disinfect with germicidal solution N/A Damp mop floor drains N/	I .							
Stairwells Sweep stairs and landings Damp wipe handrails Damp mop uncarpeted stairs and landings N/A Vacuum carpeted stairs and landings N/A Spot clean walls Sweep and wet mop all steps Holding Tanks Damp mop floors and disinfect with germicidal solution Spot clean walls N/A Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Spot clean walls N/A Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Spot clean walls N/A Dust or damp wipe bars Clean floor drains Clean floor drains Clean sinks/toilets and disinfect with germicidal solution N/A Exterior Areas 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. Clean all exterior screens								
Sweep stairs and landings 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 Holding Tanks Damp mop floors and disinfect with germicidal solution N/A Spot clean walls N/A Spot clean disinfect with germicidal solution N/A Spot clean floor drains Clean floor drains Clean sinks/toilets and disinfect with germicidal solution N/A Exterior Areas Sweep steps, outside landings and sidewalks immediately adjacent to N/A Remove washable graffiti Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens N/A		N/A						
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Spot clean walls Dust or damp wipe bars Clean floor drains Clean sinks/toilets and disinfect with germicidal solution Exterior Areas Sweep steps, outside landings and sidewalks immediately adjacent to Remove washable graffiti Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens N/A	Holding Tanks							
Dust or damp wipe bars Clean floor drains N/A Clean sinks/toilets and disinfect with germicidal solution Exterior Areas Sweep steps, outside landings and sidewalks immediately adjacent to Remove washable graffiti N/A Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens N/A	Damp mop floors and disinfect with germicidal solution	N/A						
Clean floor drains Clean sinks/toilets and disinfect with germicidal solution Exterior Areas Sweep steps, outside landings and sidewalks immediately adjacent to Remove washable graffiti Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens		N/A						
Clean sinks/toilets and disinfect with germicidal solution Exterior Areas		N/A						
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Remove washable graffiti Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens N/A N/A	Exterior Areas							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary. Clean all exterior screens		N/A						
necessary. Clean all exterior screens N/A N/A		N/A						
Clean all exterior screens N/A	•	N/A						
		N/A						

Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of	N/A						
building	14//						
Empty exterior trash cans at designated locations and dump the collected	N/A						
trash in the designated container. Replace plastic liners, as necessary	14/71						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner in designated location	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds					Χ		
Vacuum draperies	N/A						

Scope of Services- Janitorial Services for Palmdale Shop - Fleet

EXHIBIT I.1 FLT-3-2 GROUP 3

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

Address: 4628 Briggs Street, La Crescenta, CA 91214								
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Mr. Vic Vanderwielen								
Phone Number: (818) 248-3842								
E-mail: VVANDER@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:00 a.m. to 4:30 p.m.								
Required Service Hours, Days, and Staffing		ay						
Days of Service: Monday and Thursday						lly		
Hour of Service from: 12:00pm to 1:00pm		SS		>	>	Ja	>	ec
Minimum Required Hours Per Day*: 1 hr/day		je	K)	ļŲ	er	าบเ	all	eq
Minimum Required Number of Staff*: 1		Sir	эe	ınt	art	Ar	η	ě
Description of Service Areas	Square Footage	Busines	Weekly	Monthly	Qua	mi-,	Anı	As-Needed
Superintendant Office	132	ach				Se		4
Foreman Room No. 1	121	Ш						
Foreman Room No. 2	191							
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
Total Square Footage	1,037							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phon	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	Х						
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	Х						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills	Х						
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	Х						
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables	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						Х	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	Х						
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager						Х	
High dust all office and corridor areas, and other overhead areas	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	Х						
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls	х						
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						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	N/A						

Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Х						
N/A						
N/A						
N/A						
N/A						
N/A						
Х						
N/A						
N/A						
Х						
N/A						
N/A						
N/A						
N/A						
N/A						
Х						
N/A						
N/A						
Х						
N/A						
N/A						
N/A						
N/A						
	X	X	X	X	N/A	X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	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	١,						
sweep up and pick up loose trash from around buildings and the yard	N/A	١.						
Spot wash walls, as necessary	N/A	1						
Clean outside sand jars	N/A	1						
Clean and wipe out all exterior ash trays with damp cloth	N/A	1						
Custodial Closets/Storage Areas								
Sweep uncarpeted floors	N/A	λĪ						
Empty waste containers; remove debris	N/A	1						
Damp mop uncarpeted floors	N/A	1						
Vacuum carpeted floors	N/A	1						
Dust shelves	N/A	١						
Materials shall be arranged/stored in an orderly manner	N/A	1						
Balconies and Ledges								
Clean floor areas and ledges	N/A	١ ٦						
Wipe railings	N/A	1						
All Areas						<u> </u>		
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A	١						
Dust or Vacuum ceiling vents	N/A	1						
Wash partition glass	N/A	1						
Strip resilient tile, apply floor finish and buff	N/A	1						
Dust/clean venetian blinds	N/A	1						
Vacuum draperies	N/A	4						
Dust high ledges and moldings	N/A	١ [
Vacuum upholstered furniture	N/A	١ [
Shampoo or steam clean carpeting						Х		
Wash windows	N/A							
Wash walls	N/A	١.						

Scope of Services- Janitorial Services for Santa Clarita Yard

Address: 21190 Centre Pointe Parkway, Santa Clarita, California 91350)							
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Mr. John Rice								
Phone Number: (661) 255-0672								
E-mail: jrice@dpw.lacounty.gov								
Office Hours: Mon to Fri: 6:00 am to 4:30 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Mondays 8 am -12 pm, Weds & Fridays, 8 am - 11 am		λý						
Hour of Service from: As indicated above		Day			Quarterly	lly		
Minimum Required Hours Per Day*: 3 hrs/day		38			>	Ja	>	90
Minimum Required Number of Staff*: 1		je	$\frac{1}{2}$	hl	erl	IJ	all	þ
Description of Service Areas	Square Footage	Busines	Weekly	Monthly	art	An	Annually	As-Needed
Supervisor office (carpeted)	562	30	\geq	M	γn	i-	۸	<u>-</u>
Kitchen	100				9	en	1	Ą
Bathroom	83	ıch				S		
Crew area	474	Еа						
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							
Total Square Footage	3,185							

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

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

								0110
	Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean toilet bases	Х							
Wash kick plates and push plates on doors			Х					
Clean basin and floor drains	Х							
Wash partition stalls .			Х					
Clean exterior surfaces of accessible traps and pipes	Х							
Clean all restroom fixtures, mirrors and floors.	Х							
Polish all chrome fixtures				Х				
Clean Showers	Χ							
Stock restrooms with supplies	Χ							
Clean and mop all showers	Χ							
Clean drinking fountains and sinks. Also, remove hand prints on walls								
around fountains	Χ							
Empty all waste receptacles and wipe out with damp cloth. Replace								
plastic liners, as necessary								Х
Spot clean partitions glass			Χ					
Clean all glass entrance doors	Χ							
Lunch Rooms								
Empty and Wash containers inside and out; replace plastic liners								Х
Wash table tops and serving areas	Х							
Dust chairs			Х					
Sweep uncarpeted floors in eating areas	Χ							
Vacuum carpeted floors in eating areas	х							
Damp wipe chair and table legs			Х					
Damp mop uncarpeted floors	х							
Spot wash walls and doors	X							+
Clean inside and outside of all refrigerators	۲		X					
Clean inside and outside of all microwaves			X	1	1		1	\vdash
			- 1		<u> </u>		<u> </u>	

	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Elevators					U)		
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells			<u> </u>				
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks		_					
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to							
facility	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot							
clean, as necessary.			Х				
Clean all exterior screens			Х				
Wipe down tables & chairs	Х						

							0.10
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean air diffuser grills and ceiling area around diffusers			Х				
Clean exterior window ledges			Х				
Clean sidewalks, remove gum and stains from sidewalks around							
outside of building	Х						
Empty exterior trash cans at designated locations and dump the							
collected trash in the designated container. Replace plastic liners, as	х						
sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary							Х
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	х						
Damp mop uncarpeted floors	х						
Vacuum carpeted floors	х						
Dust shelves	Х						
Materials shall be arranged/stored in an orderly manner	Х						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas		ı	T	1		ı	
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							х
Dust or Vacuum ceiling vents			х				
Wash partition glass			Х				
Strip resilient tile, apply floor finish and buff			Х				
Dust/clean venetian blinds			Х				

EXHIBIT I.1 SWMD-3-2 GROUP 3

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

Scope of Services- Janitorial Services for Eaton Yard

2986 New York Drive, Pasadena, California 91107								
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		Day						
Days of Service: Tuesday and Thursday						ly		
Hour of Service from: 12:00pm to 1:30pm		SS		_	>	lal	>	be
Minimum Required Hours Per Day*: 1.5 hrs/day		es		hl	ərl	n	all,	ğ
Minimum Required Number of Staff*: 1		Sin	el	ntl	ırt	۸	ıU	6
Description of Service Areas	Square Footage	Business	Ne	Monthly	na	j-∫	'n	As-Needed
Flood Maintenance Offices	602			_	Q	эπ	\forall	ΑS
Two Bathrooms	193	ch				Se		
Kitchen area	336	Еа						
Hallway	307	ш						
Driller's Office	216							
New Bathroom #1	84							
New Bathroom #2	60							
Training Room	900							
Total Square Footage	2,698							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, T	elepho	ne St	talls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Χ						

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

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

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

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

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

Scope of Services- Janitorial Services for Eaton Yard	Scope of	Services-	Janitorial	Services	for Eaton	Yard
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EXHIBIT I.1	SWMD-3-3
	GROUP 3

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Wash walls			Х	

Scope of Services- Janitorial Services for San Dimas Yard

Address: 118 Pony Express Drive, San Dimas, California 91773								
Public Works Division: Stormwater Maintenance		1						
Public Works Site Contract Manager: Maria Diaz-Castillo								
Phone Number: (626) 445-7630		>						
E-mail: mdiaz@dpw.lacounty.gov		Day				>		
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.						all		О
Required Service Hours, Days, and Staffing		Business	<u>></u>	>	rly	າບຄ	lly	de
Days of Service: Monday through Thursday]∴	 4	ıth	ţe	Semi-Annually	Ja	ě
Hour of Service from: 7:00 am to 8:00 am		JS) (e	or	lai	-A	I	Ž
Minimum Required Hours Per Day*: 1 hr/day		B	<	\geq	7	Ξ	A	As-Needed
Minimum Required Number of Staff*: 1		ch)	el	,	<
Description of Service Areas	Square Footage	Ø				(C)		
Building 1-Flood Maintenance offices & 1 bathroom with shower	483	Ш						
Building 2-Crew room office. 1 bathroom with shower, hallway & west end	748							
crew room with kitchen	740							
Total Square Footage	1,231							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		Х						
Damp mop non-carpeted areas		Х						
ICnot week wells			•					l .
Spot wash walls		Χ						

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

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

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

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

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

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

, , , , ,								
Address: 38126 N. Sierra Highway Palmdale, CA 93550								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Arden Hughes								
Phone Number: (661) 265-7134		ay						
E-mail: ahughes@dpw.lacounty.gov		Õ				ly		
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		SS			>	lal	_	þ
Required Service Hours, Days, and Staffing		es			ərl	nu	E	gge
Days of Service: Monday through Friday		Business	Weekly	nt	Quarterly	۸V	n	ее
Hours of Service Between: 4:00 pm to 10:00 pm		sns	\ \	<u>ا</u> وا	na	/ -l	nn	Ż
Minimum Required Hours Per Day*: 1 hour/day			>	2	Q	m	A	\S
Minimum Required Number of Staff*: 1		ch				Эе		1
Description of Service Areas	Square Footage	Ea				0)		
Restroom No.2 (Men)	55							
Offices, Hallways, Lobby/Conference Room	1,045							
Total Square Footage	1,100							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Х					
Damp mop non-carpeted areas			Χ					
Spot wash walls			X					

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

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

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

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

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

Scope of Services- Janitorial Services for Eaton Yard

(Wookly, Monkiny, quarterly, commannad, and annad).								
Address: 2811 Woodlyn Drive, Pasadena, CA 91107								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Cal Ito								
Phone Number: (626) 798-9154								
cito@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.		ay						
Required Service Hours, Days, and Staffing		Da				Y		
Days of Service: Tuesday Only					>	all	/	þ
Hour of Service from: 1:00 PM to 4:00pm		es	Weekly	hly	eri	nu	Annually	As-Needed
Minimum Required Hours Per Day*: 3hrs/day]. Si) je	ntl	ırt	۸n	ານຄ	ЭЭ
Minimum Required Number of Staff*: 1		Sü.	Ν	10	en:	ıi-/	ınr	Z
Description of Service Areas	Square Footage	ach Business		_	Ø	Semi-Annually	A	As
Building No.1 Office	1458					U		
Building No. 2 Trailer	960	Ш						
Building No.								
Building No.								
Building No.								
Building No.								
Total Square Footage	2,418							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	one S	Stalls					
Empty waste containers and ashtrays			Х					
Clean debris from sand jars			Х					
Sweep uncarpeted floors			Х					
Clean all sinks and drinking fountains			Х					
Spot mop uncarpeted floors			Χ					

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

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

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

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

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	Each Business Day	Weekly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary			Х			
Clean outside sand jars	N/A					
Clean and wipe out all exterior ash trays with damp cloth	N/A					
Custodial Closets/Storage Areas						
Sweep uncarpeted floors	N/A					
Empty waste containers; remove debris	N/A					
Damp mop uncarpeted floors	N/A					
Vacuum carpeted floors	N/A					
Dust shelves	N/A					
Materials shall be arranged/stored in an orderly manner	N/A					
Balconies and Ledges						
Clean floor areas and ledges	N/A					
Wipe railings	N/A					
All Areas						
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		x				
Dust or Vacuum ceiling vents		Х				
Wash partition glass		Х				
Strip resilient tile, apply floor finish and buff		Х				
Dust/clean venetian blinds	111/2	Х				
Vacuum draperies	N/A					
Dust high ledges and moldings		Х				-
Vacuum upholstered furniture		X				
Shampoo or steam clean carpeting Wash windows		Х	\ <u></u>			$\vdash \vdash \vdash$
Wash walls			Х			-
Wasii walis		Х				

Scope of Services- Janitorial Services for RD 524

Address: 3916 Dunsmore Avenue, La Crescenta, 91014								
Public Works Division: Road Maintenance		1						
Public Works Site Contract Manager: Ms. Nallely Olguin		1						
Phone Number: (661) 947-7173								
E-mail: NOLGUIN@dpw.lacounty.gov		ay						
Office Hours: Monday to Thursday 6:30am to 5:00pm)a				>		
Required Service Hours, Days, and Staffing		S				all		Q
Days of Service: Monday through Thursday		SS	<u>></u>	ly	r)	Ω	lly	As-Needed
Hour of Service Between: 7:00am to 2:00pm		Busines	송	ıth	te	nr	Ja	ě
Minimum Required Hours Per Day*: 2 hrs/day		JS	e(or	a	-A	lu	Ž
Minimum Required Number of Staff*: 1		B	>	\boxtimes	7	π	٩r	-S
Description of Service Areas	Square Footage	다 당		Monthly		Ser	'	Ä
Restroom No.1 (Main Office)	68	Ø				(U		
Restroom No.2 (Tree Crew Restroom)	98	Ш						
Main Office Building	565							
Tree Crew Office	185							
Crew/Locker room Building	1,250							
Total Square Footage	2,166							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Х					
Damp mop non-carpeted areas			X					

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	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						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
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		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

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

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

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

Address: 5213 North Encinita Avenue, Temple City, 91780								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki		1						
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov		a						
Office Hours: Tuesday to Friday, 6:30am to 5:00pm		\Box				<u>></u>		
Required Service Hours, Days, and Staffing		SS			>	<u>a</u>	>	þe
Days of Service: Tuesday through Friday		Business	Weekly		9r	n	all)	As-Needed
Hour of Service Between: 7:00 am to 2:00 pm		Sin	l j	nt	IT	\ \	າບຄ	9
Minimum Required Hours Per Day*: 1.5 hrs/day		Sing	Λe	10	en	j-/	nr	Z
Minimum Required Number of Staff*: 1			>	2	Q	١٤	A	S
Description of Service Areas	Square Footage	ach				Se	Annually	٩
Restroom No.1	70	Щ						
Restroom No.2	186							
Office Building	271							
Crew/Locker room Building	736							
Total Square Footage	1,263							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	s					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Χ					

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

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

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

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

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

Scope of Services- Janitorial Services for RD 518 Yard

Address: 161 North Valencia Street, Glendora, 91740								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov		ay						
Office Hours: Monday to Thursday 6:30am to 5:00pm						Шy		~
Required Service Hours, Days, and Staffing		SS	_	V	<u>></u>	na	>	Э
Days of Service: Monday through Thursday		Je	₹,	ΙH	er	l	al	eq
Hour of Service between: 7:00 am to 2:00 pm		Business	96	nt	art	Ar	η	As-Needed
Minimum Required Hours Per Day*: 1.5 hrs/day		3u	Š	ЛC	n:	Ji-,	n	_
Minimum Required Number of Staff*: 1				_	Q	ЭΥ	A	ΑS
Description of Service Areas	Square Footage	ach			Quarterly	Se		
Restroom No.1	58	Ш						
Restroom No.2	199							
Office Building	415							
Crew/Locker room Building	619							
Total Square Footage	1,291							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			X					

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

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ
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					Χ		
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Х					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting	N/A						
Wash windows				Χ			
Wash walls			Χ				

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

Address: 38126 North Sierra Highway, Palmdale, CA 93550								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong								
Phone Number: (661) 947-7173								
E-mail: qluong@dpw.lacounty.gov		ay						
Office Hours: Monday to Friday 6:30am to 5:00pm		\Box				ly		
Required Service Hours, Days, and Staffing		SS			>	ıal	Annually	As-Needed
Days of Service: Monday through Friday		<u>6</u>		l (erl	n) 	ğ
Hours of Service from: 5:00 pm to 11:00 pm		Business	<u> </u>	nt	ırt	۸۸	Ω	ee
Minimum Required Hours Per Day*: 6 hrs/day		ŠÜ	Λ	10	ПS	i-/	n	구
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)		<u> </u>	_	_	Q	Шí	A	JS.
Description of Service Areas	Square Footage	ach				Se		
Restroom No.1 (Women)	315	Щ						
Restroom No.2 (Men)	150							
Lunch Room (Conference Room)	540							
Offices, Hallways, Lobby	6035							
Total Square Footage	7,040							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						1
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Χ					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas		Χ					
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in					Χ		
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing					Х		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
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EXHIBIT I.1 RMD-3-4 GROUP 3

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

Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Х						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
	Эау			^	ally	,	b
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	Ea	We	Mor	Qua	mi-A	Ann	N-S1
					Se		٩
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ
	ر S Day	λ	<u> </u>	r. Ž	emi-Annually	lly	ded
	Each Business Day	Weekly	Monthly	Quarterly	ıi-Anr	Annually	As-Needed
	Bus			ď	Sem	∢	As
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					Χ		

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

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

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

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

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

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

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls	1		Х				

Scope of Services- Janitorial Services for RD 551 Yard

Address: 4859 West Avenue, L-12 Quartz Hill, CA 93536								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong								
Phone Number: (661) 947-7173		Day						
E-mail: qluong@dpw.lacounty.gov		Õ				<u>></u>		
Office Hours: Tuesday to Friday 6:00am to 4:30pm		S			>	<u>a</u>	_	þé
Required Service Hours, Days, and Staffing		Business	Weekly	Monthly	ərl	nu	 	As-Needed
Days of Service:Tuesday through Friday		i	<u>6</u>	nt	rte	۱	ne	ее
Hours of Service Between: 4:30 pm to 10:30 pm		Sn	Ve	10	na	/- !	пп	Ż
Minimum Required Hours Per Day*: 1.5 hrs/day			>	2	Q	m	A	S
Minimum Required Number of Staff*: 1		ch				36		1
Description of Service Areas	Square Footage	Еа						
Restrooms	269							
Office, Crew room, & Kitchenette	1031							
Total Square Footage	1,300							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		Χ						
computers, chairs, tables and cabinets			Х					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					

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

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

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

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

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

Scope of Services- Janitorial Services for RD 523 Yard

Address: 17931 Sierra Highway Canyon Country, CA 91351								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Nallely Olguin								
Phone Number: (661) 947-7173								
E-mail: NOLGUIN@dpw.lacounty.gov		ay						
Office Hours: Tuesday to Friday 6:00am to 4:30pm		\Box				Ŋ		
Required Service Hours, Days, and Staffing		SS			>	lal	>	ре
Days of Service: Tuesday through Friday		Business		<u> </u>	ərl	nn	<u> </u>	As-Needed
Hours of Service Between: 4:30 pm to 10:30 pm		I∵⊆	<u>é</u>	⊔t	ırt	۸)U	ЭЭ
Minimum Required Hours Per Day*: 1.5 hrs/day		Single	Λe	10	na	j-/	nr	Z
Minimum Required Number of Staff*: 1			>	2	Ō	H	A	\S
Description of Service Areas	Square Footage	ach		Monthly		Se		٨
Office restroom	60	Щ						
Crew room restroom	70							
Crew room	860							
Office	560							
Total Square Footage	1,550							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Χ					

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

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

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

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

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	N/A						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges					•		
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting	N/A						
Wash windows				Х			
Wash walls			Х				1

Scope of Services- Janitorial Services for RD 555 Yard

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

Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	N/ X N/	Business Day	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X	X

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

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

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

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

Scope of Services- Janitorial Services for RD 526 Yard

Address: 27624 Parker Road Castaic, CA 91310								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Nallely Olguin								
Phone Number: (661) 947-7173		Day						
E-mail: NOLGUIN@dpw.lacounty.gov		Ö				ly		
Office Hours: Monday to Thursday 6:00am to 4:30pm		SS			Y	ıal	>	þe
Required Service Hours, Days, and Staffing		Business	\ \		Quarterly	n	Annually	As-Needed
Days of Service: Monday through Thursday		Si) je	ntl	ırte	۸)U	ee
Hours of Service Between: 4:30 pm to 10:30 pm		Sns	Ve	10	ns	j-/	nr	Z
Minimum Required Hours Per Day*: 1.5 hrs/day			>	2	Q	ш	A	\S
Minimum Required Number of Staff*: 1		ach				Э6		1
Description of Service Areas	Square Footage	Еа				0,		
Office and restroom	864							
Crew room and restroom	322							
Total Square Footage	1,186							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Х					

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

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 Sweep and mop tile and concrete floors. Buff, as needed. Restrooms Empty waste containers and replace liners Clean and refill dispensers, including sanitary napkins and hand washing X Clean sinks, sink fixtures and mirrors Disinfect sinks, toilets, toilet seats and urinals X Spot wash walls, partitions and doors Replace plastic liners in waste containers Remove mineral deposits around faucets Remove stains in toilet bowls and urinals Clean wall area behind basins and toilet bowls Clean toilet bases 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 line restroom fixtures, mirrors and floors. Polish all chrome fixtures Clean and mop all showers X Clean and mop all showers		_						
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Clean Showers X Stock restrooms with supplies X Stock restrooms with supplies	Clean all restroom fixtures, mirrors and floors.	Χ						
Stock restrooms with supplies X								
Clean and mop all showers								
	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	Χ						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Χ						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	Χ						
Wash table tops and serving areas	Χ						
Dust chairs	Χ						
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Χ						
Clean outside of all refrigerators		X					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						

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

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

Scope of Services- Janitorial Services for RD 557 Yard

Address: 38126 North Sierra Highway Palmdale, CA 93550 Public Works Division: Road Maintenance Public Works Site Contract Manager: Mr. Quang Luong Phone Number: (661) 947-7173 E-mail: qluong@dpw.lacounty.gov Office Hours: Monday to Thursday 6:00 am to 4:30 pm Required Service Hours, Days, and Staffing Days of Service: Monday through Thursday Hours of Service Between: 4:30 pm to 10:30 pm Minimum Required Hours Per Day*: 1.5 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Crew Room, Restrooms, Kitchenette Office Total Square Footage	Square Footage 858 462 1,320	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, Crew room, & Kitchenette	1,020							
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Χ					
Damp mop non-carpeted areas			X					
Spot wash walls			Χ					

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

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

	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						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
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		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						

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

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

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).

Address: 8505 East Avenue T Littlerock, CA 93543								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong								
Phone Number: (661) 947-7173		Day						
E-mail: qluong@dpw.lacounty.gov		Ö				<u>></u>		
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS	Weekly	/	>	lal	>	As-Needed
Required Service Hours, Days, and Staffing		Busines	۲ly	hΙλ	ərl	n	all,	þ
Days of Service: Tuesday through Friday		Sin	el	nt	ırt	٦	Ω	ee
Hours of Service Between: 4:30 pm to 10:30 pm		Sns	Ve	10	ns	i-/	n	ᄀ
Minimum Required Hours Per Day*: 1.5 hrs/day			<i>></i>	2	Q	ΕĹ	\triangleleft	JS
Minimum Required Number of Staff*: 1		ch				Se		1
Description of Service Areas	Square Footage	Ea				•		
Crew Room, Restrooms, Kitchenette	858							
Office	462							
Total Square Footage	1,320							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls	-		Χ					

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

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

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

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

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

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

Address: 38126 North Sierra Hwy, Palmdale, CA 93550 (Construction H Public Works Division: Construction Division Public Works Site Contract Manager: Roy Cruz Phone Number: (626) 458-4964 E-mail: FCRUZ@dpw.lacounty.gov Office Hours: Monday to Friday 7:00am to 3:30pm	ouse)	s Day				ally		70
Required Service Hours, Days, and Staffing Days of Service: Weekly Hours of Service Between: 4:00 pm to 10:00 pm		Busines	Weekly	Monthly	uarterly	i-Annua	nnually	As-Needed
Minimum Required Hours Per Day*: 2 hrs per WEEK					O	en	⋖	As
Minimum Required Number of Staff*: 1 Description of Service Areas	Square Footage	Each				S		
Office, kitchen, and one restroom	1,000							
Crew room and restroom	0							
Total Square Footage	1,000							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			Χ					
Clean debris from sand jars								
Sweep uncarpeted floors								
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			Χ					
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets				Х				
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			Χ					
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			Χ					
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							Χ	
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			Χ					
Sweep and mop tile and concrete floors. Buff, as needed.								
Restrooms								
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent								
Spot wash walls, partitions and doors								
Replace plastic liners in waste containers			Χ					
Remove mineral deposits around faucets								
Remove stains in toilet bowls and urinals			Χ					
Clean wall area behind basins and toilet bowls								
Clean toilet bases			Χ					
Wash kick plates and push plates on doors								
Clean basin and floor drains								
Wash partition stalls .								
Clean exterior surfaces of accessible traps and pipes								
Clean all restroom fixtures, mirrors and floors.			Χ					
Polish all chrome fixtures								
Clean Showers								
Stock restrooms with supplies			Χ					
Clean and mop all showers								

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

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	Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps								
Holding Tanks								
Damp mop floors and disinfect with germicidal solution								
Spot clean walls								
Dust or damp wipe bars								
Clean floor drains								
Clean sinks/toilets and disinfect with germicidal solution								
Exterior Areas		<u> </u>						
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.							Χ	
Clean all exterior screens							Χ	
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			Х					
sweep up and pick up loose trash from around buildings and the yard								
Spot wash walls, as necessary								
Clean outside sand jars								
Clean and wipe out all exterior ash trays with damp cloth								

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

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).

The state of the s								
Address: 730 West Sierra Highway, Acton CA 93550								
Public Works Division: Transportation Planning and Programs								
Public Works Site Contract Manager: Mr. Jesus Camarena								
Phone Number: (626) 458-3965		>						
E-mail: jcamarena@dpw.lacounty.gov		Day				>		
Office Hours: M-Th 6:15 a.m. to 5:00 p.m.] S				all,		р
Required Service Hours, Days, and Staffing		SS	<u>></u>	<u>></u>	r	ງປຸຄຸ	lly	de
Days of Service: Tuesday and Thursday		Business	송	Monthly	ţe	nr	ua	As-Needed
Hour of Service Between: 9:30 am to 11:30 am		NS.) (e	o	ıaı	-A	lu	Ž
Minimum Required Hours Per Day*: 2 hr/day (Twice a Week Only)		B	<	Σ	7	πi	Ar	S-
Minimum Required Number of Staff*: 1 (each staff - 1 hr/day)		ch) Sel	,	A
Description of Service Areas	Square Footage	Eac				Š		
Metrolink Station	15,500							
Total Square Footage	15,500							
Security Guard Office								
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					

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	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		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							1
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					Х		
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					Х	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall							
be coordinated with the Contract Manager					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular basis				Х			
Clean all office glass partitions and office doors			Х				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Х				
Clean all ceiling vents of dust, film, stains, etc				Х			
Clean/dust all high ledges				Х			
Vacuum upholstered furniture	N/A						

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Х					
Empty recycling containers at various buildings and dump in a designated							
container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange							
furniture in an orderly manner	N/A						
Dust all office desks and equipment		2X					
Sweep and mop tile and concrete floors. Buff, as needed.		Х					
Restroom							
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		Χ					
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		Х					
Clean all restroom fixtures, mirrors and floors.		2X					
Polish all chrome fixtures		2X					
Clean Showers	N/A						

					<u> </u>	.00.
Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	2X					
N/A						
N/A						
	2X					
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						<u> </u>
N/A						
N/A						
N/A						
	N/A	2X	2X			

						<u> </u>	.00.
	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						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility Remove washable graffiti		2X					Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Х		
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers					Х		
Clean exterior window ledges					Х		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ
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				Χ		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						

EXHIBIT I.1 TPPD-3-1 GROUP 3

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		2X					
Dust or Vacuum ceiling vents				Х			
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows				Х			
Wash walls			Χ				

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).

Address: 406 South Second Street, Alhambra, California 91801								
Public Works Division: Business Relations and Contracts Division								
Public Works Site Contract Manager: Mr. Jessica Dunn								
Phone Number: (626) 458-4169								
E-mail: jdunn@pw.lacounty.gov								
Office Hours: Monday through Thursday, 7:30 a.m. to 5 p.m.								
Required Service Hours, Days, and Staffing		ay						
Days of Service: Monday and Thursday		Da				Y		
Hour of Service from: 7:00 pm to 11:00 pm		S			/	all	,	b
Minimum Required Hours Per Day*: 2 hr/day		9S	<u>></u>	ıly	ırly	חנ	III	qe
Minimum Required Number of Staff*: 1		in	e	ıth	rte	ınr	na	96
Description of Service Areas	Square Footage	Busines	Weekly	Monthly	Juai	ni-A	√nn	As-Needed
Superintendant Office	132	ch)	Ser	1	Ÿ
Foreman Room No. 1	121	Еа						
Foreman Room No. 2	191	ш						
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
Conference Room	1100							
Total Square Footage	2,137							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tel-	ephon	e St	alls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Χ						

Clean all sinks and drinking fountains	Х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	Х						
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	Х						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	х						
Dust baseboards and window sills	Х						
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	Х						
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains							Х
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables	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.						х	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	Х						
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing					Х		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						x	
High dust all office and corridor areas, and other overhead areas	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	Х						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	х						
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						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	N/A						

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

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas	•					<u> </u>	
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						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							Х
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					Х		
Wash windows	N/A						
Wash walls	N/A						