Scope of Services- Janitorial Services for Altadena Shop

monthly, quarterly, sermannual, and annual).								
Address: 252 West Mountain View Street, Altadena, California 91001		Each Business Day						
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. David Blessing of Fleet Manage	ment							
Phone Number: (626) 794-7732								
E-mail: jmora@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		a						
Required Service Hours, Days, and Staffing						lly		
Days of Service: Monday through Thursday		SS		_	>	Ja	y	ө
Hour of Service from: 7:30am to 9:00am		ě	\leq	ΡÌ	er	IU	all	þ
Minimum Required Hours Per Day*: 3 hrs/day		Si	æ	nt	art	٩n	חנ	<u>e</u>
Minimum Required Number of Staff*: 2 (each staff - 1.5hrs/day)		Ω̈́	N N	10	US	i-/	nr	구
Description of Service Areas	Square Footage	ih B	>	2	Q	em	Α	As-Needed
Restroom No.1	130	ac				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	Stal	ls					
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		Х						Χ
Spot mop uncarpeted floors		Х						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 desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of							
bathroom		Χ					Х
Spot wash walls							X
Dust and disinfect telephones							Χ
Vacuum carpeted areas ensuring that corners and areas under furniture							
are free of dust and dirt							Х
Dust baseboards and window sills			Χ				
Spot clean partitions							Χ
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			Χ				
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers		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 shampooing. Carpet shall be thoroughly dry before furniture is placed in							Х
Clean light fixtures			Χ				
Clean hand prints from all office and corridor walls and columns		Χ					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing							Х
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					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				

	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			Х				
Vacuum upholstered furniture							Χ
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					Х
Clean all conference rooms after each meeting, dust furniture and arrange furniture in an orderly manner	Х						
Dust all office desks and equipment		Х					
Sweep and mop with clean water tile and concrete floors; Buff as needed		Х					
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		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	Х						
Clean and disinfect toilet bases	Х						
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		I	1	I	1		Х

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
Clean and disinfect all restroom fixtures, mirrors and floors.	X X				S		
Polish all chrome fixtures	X						
Clean and disinfect showers		Х					
Stock restrooms with supplies	Х						Х
Clean, disinfect, and mop all showers		Х					Х
Clean and disinfect drinking fountains and sinks. Also, remove hand prints							
on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic	V						
liners, as necessary	X						
Spot clean partitions glass							Х
Clean all glass entrance doors							Х
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs		Χ					
Sweep uncarpeted floors in eating areas	Х						
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						

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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							
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			Χ				
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 building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	Х						Х
Sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary		Χ					
Clean outside sand jars							Х
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	N/A						
Balconies and Ledges	1 1 1 1						
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							Х
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies							Х
Dust high ledges and moldings			Χ				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture	Ī		Χ				
Shampoo or steam clean carpeting							Χ
Wash windows					Χ		
Wash walls					Χ		

Scope of Services- Janitorial Services for <u>Baldwin Park Shop - Fleet</u>

Address: 14747 E. Ramona Blvd. Baldwin Park, 91706								
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. Jose Mora of Fleet Managemen	t							
Phone Number: (626) 814-1321								
E-mail: jmora@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		ay						
Days of Service: Monday through Friday						III		7
Hour of Service from: 12:00pm to 3:00pm		SS	>	>	اگ	na	<u>></u>)e(
Minimum Required Hours Per Day*: 2 hr/day		ne	K	thl	tel	υL	ıal	Э
Minimum Required Number of Staff*: 1		Si	өе	uc	ar	Aı	n	۷e
Description of Service Areas	Square Footage	ich Business	Weekly	Mc	Qu	Semi-	An	As-Needed
Restroom No.1	70	Ea						
Restroom No.2	540							
Restroom No.3	N/A							
Restroom No.4	N/A							
Upstairs Offices and Hallways	N/A							
Downstairs Shop Office and Lunchroom	864							
Total Square Footage	1,474							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Χ						
Clean and disinfect all sinks and drinking fountains and disinfect		Χ						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	Х						
Wash/clean door glass and frames		Χ					
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	X						
bathroom	^						
Spot wash walls							Χ
Dust and disinfect telephones							Χ
Vacuum carpeted areas ensuring that corners and areas under furniture	N/A						
are free of dust and dirt	IN/A						
Dust baseboards and window sills				Χ			
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		Χ					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges		Χ					
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted	IN/A						
areas, as necessary. Carpets shall be thoroughly vacuumed before	N/A						
shampooing. Carpet shall be thoroughly dry before furniture is placed in	11//						
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	11//	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		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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			X				
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door							X
facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
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							
Clean all conference rooms after each meeting. Dust furniture. Arrange		Х					
furniture in an orderly manner		^					
Dust all office desks and equipment	N/A						
Sweep and mop with clean water tile and concrete floors; buff as needed	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors							Χ
Replace plastic liners in waste containers	Х						
Remove mineral deposits and disinfect around faucets			Χ				
Remove stains and disinfect in toilet bowls and urinals		Χ					
Clean and disinfect wall area behind basins and toilet bowls		Χ					
Clean and disinfect toilet bases		Χ					

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as	NI/A						
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	N/A					_	
building	IN/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	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	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	N/A N/A						

Scope of Services- Janitorial Services for <u>Westchester Shop - Fleet</u>

monthly, quartony, commanitudi, and armudi).								
Address: 5530 West 83rd St, Los Angeles CA 90045								
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. Jeff Hensley of Fleet Managemen	nt							
Phone Number: (310) 417-5184								
E-mail: jhensley@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm,		ay						
Required Service Hours, Days, and Staffing						lly		
Days of Service: Monday through Friday		SS		_	>	Ja	>	eq
Hour of Service between: Mon-Thur 6:00am to 4:30pm		ě			ərl	n	Ē	Ď
Minimum Required Hours Per Day*: 2 hrs/day		l :ï	<u>ē</u>	ntl	rte	۸	ĬŲ.	ee
Minimum Required Number of Staff*: 1		Busines	\ \	0	na	j-/	υu	Ż.
Description of Service Areas	Square Footage		>	2	Ō	Semi-Annually	Annually	As-Needed
Restroom No.1 Shop Office	24	ach				S		•
Restroom No.2 East Shop	165	Еа						
Restroom No.3 West Shop	136							
Shop Office	255							
Lunch Room	160							
Tool Room	368							
Total Square Footage	1,108							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	S					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars								
Sweep uncarpeted floors		Х						
Clean and disinfect all sinks and drinking fountains and disinfect		Χ						Χ
Spot mop uncarpeted floors		Х						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 desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		Χ					Х
Spot wash walls							Х
Dust and disinfect telephones							Χ
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt							
Dust baseboards and window sills			Χ				
Spot clean partitions							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 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							
Clean light fixtures			Χ				
Clean hand prints from all office and corridor walls and columns		Χ					
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall 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			Χ				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door 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							X
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. Arrange	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \						
furniture in an orderly manner	X						
Dust all office desks and equipment		Х					
Sweep and mop with clean water tile and concrete floors; buff as needed		Х					
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent		Х					Χ
Spot wash walls, partitions and doors		Χ					
Replace plastic liners in waste containers							X
Remove mineral deposits and disinfect around faucets			Χ				
Remove stains and disinfect in toilet bowls and urinals		Х					
Clean and disinfect wall area behind basins and toilet bowls	Χ						
Clean and disinfect toilet bases	X						
Wash kick plates and push plates on doors		Х					
Clean and disinfect basin and floor drains		Х					

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

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

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

Scope of Services- Janitorial Services for Hollydale Shop - Fleet

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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 desks, computers, chairs, tables and cabinets		Χ					
Damp mop non-carpeted areas with clean water and mop separate of							
bathroom		Χ					
Spot wash walls		Χ					
Dust and disinfect telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges	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							
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas						Х	
required . Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager		_			Х	_	
High dust all office and corridor areas, and other overhead areas				Х			
<u> </u>							

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and disinfect basin and floor drains	Х						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean and disinfect all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	Χ						
Clean and disinfect showers	Χ						
Stock restrooms with supplies	Χ						
Clean and mop all showers	Х						
Clean and disinfect 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	X						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	Χ						
Dust chairs	Χ						
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors with clean water	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	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

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

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

Scope of Services- Janitorial Services for Palmdale Shop - Fleet

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	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
			_	ď	Sem	•	,
Spot mop uncarpeted floors	X						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	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		Х					Х
Spot wash walls							Х
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	N/A						
Dust baseboards and window sills			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		Χ					
Spot clean carpets to remove stains							
Spot clean and disinfect 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 before							
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		<u> </u>					
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		

	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
High dust all office and corridor areas, and other overhead areas			Х				
Clean interior side of all windows in offices that are cleaned on a regular			Χ				
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				Х
Clean all ceiling vents of dust, film, stains, etc			Х				
Clean/dust all high ledges			Х				
Vacuum upholstered furniture							Χ
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					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 with clean water tile and concrete floors; buff as needed		Х					
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		X					Χ
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							Χ
Remove mineral deposits and disinfect around faucets			Х				
Remove stains and disinfect in toilet bowls and urinals		Х					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						

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

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

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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	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	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	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	N/A						
Wash walls	N/A						

Exhibit I FMD-1

Scope of Services- Janitorial Services for Pickens Yard

morning, quartony, communities, and annition,								
Address: 4628 Briggs Street, La Crescenta, CA 91214								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Vic Vanderwielen of Flood Main	tenance							
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	/	>	ly	Ja	>	ec
Minimum Required Hours Per Day*: 1 hr/day		je	Κl	h	er	ını	all	þe
Minimum Required Number of Staff*: 1		Sir	96	nt	art	Ar	JΠ	ě
Description of Service Areas	Square Footage	Busines	W	Monthly	Qua	mi-,	Annually	As-Needed
Superintendant Office	132	ach				Se		
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	905							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephon	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		X						

	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 desks,	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						x	
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 Clean interior side of all windows in offices that are cleaned on a regular	N/A						
Clean interior side of all windows in offices that are cleaned on a regular	N/A						

	Each Business Day	Weekly	Montnly 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	X					
Wash kick plates and push plates on doors	N/A					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	х						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	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	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	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						

	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	emi-Annually	Annually	As-Needed
	Bu			G	Sen		₹
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!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting					X		
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for Santa Clarita Yard

Address: 21190 Centre Pointe Parkway, Santa Clarita, California 91350	0							
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Paul Melillo of Flood Mainte	nance							
Phone Number: (661) 255-0672								
E-mail: pmellilo@dpw.lacounty.gov								
Office Hours: Mon to Fri: 6:00 am to 4:30 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday and Thursday		ay						
Hour of Service from: 12:30 pm - 2:30 pm		De				>		
Minimum Required Hours Per Day*: 4 hrs/day		S				=		Q
Minimum Required Number of Staff*: 2 (each staff - 2hrs/day)		SO	<u>></u>			<u> </u>		qe
Description of Service Areas	Square Footage	Busines	Weekly	nth	Quarterly	۸n۲	Annually	As-Needed
Supervisor office (carpeted)	562	SÜ	Λ	9	en En	<u>-</u> -	n	Ż
Kitchen	100		>	2	Q	Ε	A	S
Bathroom	83	ch				Se		4
Crew area	474	Ø						
Public Works Crew Leaser area (carpeted)	280	Ш						
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	X						
Sweep uncarpeted floors	Χ						
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			Χ				
Spot clean partitions			Χ				
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							Χ
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	emi-Annually	Annually	As-Needed
Scrub, redress, and buff all tile floors. All stripping and waxing of floors	Ļ	Bu				Sei		⋖
	+				X			
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				Χ				
Sweep and mop tile and concrete floors. Buff, as needed.	Χ							
Restrooms								
Empty waste containers and replace liners	Х							
Clean and refill dispensers, including sanitary napkins and hand								
washing 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								Х
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							

	Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean toilet bases	Χ							
Wash kick plates and push plates on doors			Χ					
Clean basin and floor drains	Χ							
Wash partition stalls .			Χ					
Clean exterior surfaces of accessible traps and pipes	Χ							
Clean all restroom fixtures, mirrors and floors.	Χ							
Polish all chrome fixtures				Х				
Clean Showers	Х							
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								Χ
Spot clean partitions glass			X					
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	Χ							
Dust chairs			Χ					
Sweep uncarpeted floors in eating areas	Χ							
Vacuum carpeted floors in eating areas	Х							
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			X					
Clean inside and outside of all microwaves			X					

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
	Bus	>	2	ð	Sem	∢	As
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
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	Χ						

	Each Business	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	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							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	x						
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							
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				

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

Scope of Services- Janitorial Services for Longden Yard

monthly, quarterly, sermannual, and annual).								
Address: 160 E. Longden Avenue, Irwindale, California 91706								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Maintena	nce							
Phone Number: (626) 445-7630								
E-mail: redwards@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		ay						
Required Service Hours, Days, and Staffing		Ö				<u>></u>		
Days of Service: Monday through Thursday		SS			\	lal	_	þ
Hour of Service from: 9:00am to 12:00pm		es	\$		er!	าน	<u>∭</u>	ğ
Minimum Required Hours Per Day*: 3 hrs/day		Busines	Weekly	nt	T _t	۸)ĭ	ee
Minimum Required Number of Staff*: 1		Sins	Ν	9	en En	i-/		Ż
Description of Service Areas	Square Footage	ch B	>	2	Quarterly	em	4	As-Needed
Main Office-2 bathrooms, kitchen, conf. room, 2 tiled entryways & cust. Rm	5123	B				(O)		
Building 1-P&E office, crew room, locker room, 1 bathroom & 1 shower	997	Ш						
Building 4-Warehouse office floors & 1 bathroom	360							
Building 5-Enviro. Bldg. 1 bathroom, 1 shower & dressing room	470							
Building 6-Survey office floors & 1 bathroom	465							
Triple-wide Trailer-Construction office floors & 2 bathrooms	1900							
Total Square Footage	9,315							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	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						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	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		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	Х						
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before						Х	
shampooing. Carpet shall be thoroughly dry before furniture is placed in							
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				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				
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				

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

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

	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		Х					
Remove washable graffiti		Χ					
Wash and clean interior and exterior of all exterior windows. Spot clean, as					х		
necessary.					^		
Clean all exterior screens					Х		
Clean air diffuser grills and ceiling area around diffusers					Х		
Clean exterior window ledges			Х				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	х						
sweep up and pick up loose trash from around buildings and the yard	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	Χ						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Χ						
Empty waste containers; remove debris	Χ						
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			Χ				
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					Χ		

Scope of Services- Janitorial Services for Eaton Yard

Address: 2986 New York Drive, Pasadena, California 91107								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Mainte	enance							
Phone Number: (626) 445-7630								
E-mail: redwards@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.								
Required Service Hours, Days, and Staffing		ay						
Days of Service: Tuesday and Thursday		Ö				ly		
Hour of Service from: 12:00pm to 1:30pm		SS		,	V	ıal	>	90
Minimum Required Hours Per Day*: 1.5 hrs/day		es		راد	ərl	n) 	ğ
Minimum Required Number of Staff*: 1		Si.	<u>\$</u>	ntl	ırte	۸	ns	ee
Description of Service Areas	Square Footage	Business	Weekly	ЛOI	na	∕-ir	Annually	As-Needed
Flood Maintenance Offices	602			_	O	эП	٨	۸S
Two Bathrooms	193	Ich				Se		· `
Kitchen area	336	Ea						
Hallway	307							
Driller's Office	216							
New Bathroom #1	84							
New Bathroom #2	60							
Training Room	900							
Total Square Footage	2,698							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, T	elepho	ne S	talls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Χ						ı

Spot mop uncarpeted floors	х						
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	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 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		Χ					
Damp wipe clock facings		Χ					
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		Χ					
Move furniture and dry foam shampoo all office carpets, and other						Χ	
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					V		
required . Carpet is to be thoroughly vacuumed before shampooing					Х		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors				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				Х			
basis				^			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around			х				
door facings, and on corridor walls							

Clean all ceiling vents of dust, film, stains, etc			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					

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

	Each Business	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		x					
facility		_ ^					
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		1	Х				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the	х						
collected trash in the designated container. Replace plastic liners, as	^						
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		
Wash walls					Х		

Scope of Services- Janitorial Services for <u>San Dimas Yard</u>

y, y y,								
Address: 118 Pony Express Drive, San Dimas, California 91773								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Maintena	nce							
Phone Number: (626) 445-7630		>						
E-mail: redwards@dpw.lacounty.gov		Day				/		
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		3				ally		р
Required Service Hours, Days, and Staffing		Business	Weekly	<u>\</u>	r S	านย	lly	s-Needed
Days of Service: Monday through Thursday		ine	()	ıth	ţe	nn	Ja) ((
Hour of Service from: 7:00 am to 8:00 am		JS	é	OU	a	- -	I	Ž
Minimum Required Hours Per Day*: 1 hr/day		B	>	\geq	7	π	Ar	-S
Minimum Required Number of Staff*: 1		ch				er	,	ď
Description of Service Areas	Square Footage	٠.				S		
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	phone	Stal	ls					
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						
Spot wash walls		Х						

	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		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	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 before shampooing. Carpet shall be thoroughly dry before furniture is placed in						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				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				
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				

	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		х					
container		^					
Clean all conference rooms after each meeting. Dust furniture. Arrange	X						
furniture in an orderly manner	^						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	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 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	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

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

	_						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary	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					Χ		
Vacuum draperies					Χ		
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting					Χ		
Wash windows					Χ		
Wash walls					Χ		

Scope of Services- Janitorial Services for FMD South Area-Imperial Yard

Address: 5525 E Imperial Hwy, South Gate CA 90280								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Gillian Mintier of Flood Maintena	nce							
Phone Number: (562) 861-0316								
E-mail: gmintier@dpw.lacounty.gov								
Office Hours: Monday through Friday 6:30am-5:00pm		ay						
Required Service Hours, Days, and Staffing		Da				>		
Days of Service: Monday through Friday] S			/	alj		Ö
Hour of Service between: 6:30am-11:00am		3S	ly	lly	ırly	וונ	Шy	de
Minimum Required Hours Per Day*: 4 hrs/day		Busines	Weekly	ıth	te	n	Па	ě
Minimum Required Number of Staff*: 1		Sľ	,e(or	lal	Ψ-	II.	ž
Description of Service Areas	Square Footage		>	Monthly	Qu	Semi-Annually	Ar	As-Needed
Main Building: office, kitchen, 2 bathrooms, conference room	5126	ch				Se		
Building 1 (trailer): office, 2 bathrooms	1880	Еа						
Building 3: office, 2 bathrooms	550	ш						
Building 5: office, bathroom	400							
Building 8: office	800							
Building 9: conference room, showers, bathroom	800							
Lower Yard Bathrooms	150							
Total Square Footage	9,706							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	ls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars								X
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						

	Each Business Dav	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 desks,		Χ					
Damp mop non-carpeted areas	X						
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		Χ					
Spot clean partitions		Χ					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings							Χ
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Χ						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges		Χ					
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in				Χ			
Clean light fixtures				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				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					

	Each Business	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		Χ					
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand 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	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 .		Х					
Clean exterior surfaces of accessible traps and pipes		Х					

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

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

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

menting, quarterly, commanitual, and annual,								
Address: 5520 W 83rd St., Los Angeles CA 90045								
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Greg Sarpy of Flood Maintenand	ce							
Phone Number: (323) 776-7610								
E-mail: gsarpy@dpw.lacounty.gov								
Office Hours: 6:30 am - 4:00 pm		a						
Required Service Hours, Days, and Staffing						<u> </u>		
Days of Service: Tuesday & Thursday		SS	<u>\</u>	_	<u>></u>	Ja	>	eq
Hour of Service Between: 7:30am to 3:30pm		Business	Bi-Weekly	Monthly	Quarterly	l L	Annually	þe
Minimum Required Hours Per Day*: 4 hrs/day		Si	/e	nt	ar	۸A	n	<u>6</u>
Minimum Required Number of Staff*: 1) C	>	9	l B	· <u>-</u>		Z
Description of Service Areas	Square Footage	ch B	Bi	2	Q	Semi-Annually	A	As-Needed
Builting 1: Office, kitchen, lunch room	685	ac				ഗ		
Building 2: Office	252	й						
Byilding 3: Office	350							
Bathroom 1 (in building 1)	35							
Bathroom 2 (in building 2)	98							
Bathroom 3 (in building 4)	30							
Total Square Footage	1,450							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Stal	ls					
Empty waste containers and ashtrays								Χ
Clean debris from sand jars								Χ
Sweep uncarpeted floors			Χ					
Clean all sinks and drinking fountains			Χ					
Spot mop uncarpeted floors				X				
Wash/clean door glass and frames				Χ				

	Each Business	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Χ				
Damp mop non-carpeted areas		Χ					
Spot wash walls							X
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							Χ
Spot clean doors, door jams and walls to remove fingerprints and smudges							Χ
Polish desk tops and tables							Χ
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in				Χ			
Clean light fixtures							Χ
Clean hand prints from all office and corridor walls and columns							X
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							X
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				Χ				
Sweep and mop tile and concrete floors. Buff, as needed.								Χ
Restrooms								
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent			Χ					
Spot wash walls, partitions and doors			Χ					
Replace plastic liners in waste containers								Χ
Remove mineral deposits around faucets			Χ					
Remove stains in toilet bowls and urinals								Χ
Clean wall area behind basins and toilet bowls				X				
Clean toilet bases				Χ				
Wash kick plates and push plates on doors								Χ
Clean basin and floor drains								Χ
Wash partition stalls .				1	1			Χ
Clean exterior surfaces of accessible traps and pipes								Χ

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

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

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

Scope of Services for: JANITORIAL SERVICES FOR HANSEN YARD	1							
10179 Glenoaks Blvd., Sun Valley, CA 91352								
*This minimum does NOT include time for the Contractor to perform the								
other incremental cleaning requirements (weekly, monthly, quarterly,								
semiannual, and annual).								
Public Works Division: FLOOD MAINTENANCE DIVISION								
Public Works Site Contract Manager: Dana Zindroski								
Phone Number: 818-896-0594								
E-mail: dzindros@dpw.lacounty.gov		$\stackrel{\sim}{\sim}$						
Office Hours: Monday through Friday 6:30 am to 5:00 pm		Day				>		
Required Service Hours, Days, and Staffing		လွ			>	al	_	þ
Days of Service: Monday Through Friday		es		الا	ir	ηu	 	ge
Hours of Service Between: 7:00 am - 2:00 pm		Business	Weekly	nth	rte	\ L	Annually	As-Needed
Minimum Required Hours Per Day*: 5 hours		ns	\ \ \	Jol	na	<i>†-</i> !	υu	Ż
Minimum Required Number of Staff*: 1		Ω	>	2	Ø	Ш	Ā	·S
Description of Service Areas	Square Footage	Each		Monthly		Se		A
Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978	l —						
Building 3, Tool Room Office	120							
Building 4, Conference Room upstairs and 1 Restroom at ground level	1,082							
Building 5, Back office, 1 Restroom	1,612							
Building 6, Crew Room and 2 Restrooms	800							
Total Square Footage	5,592							
Office, Crew Rm, Conf Rm & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars			Χ					
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets		Х						
Spot wash walls								Χ

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated							
container		Χ					
Clean all conference rooms. Dust furniture. Arrange furniture in an orderly							
manner		Χ					
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors.	Х						
Restrooms							
Empty waste containers	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 .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures		Χ					
Clean Showers	N/A						
Stock restrooms with supplies	Х						
Clean and mop all showers	N/A						

	SS				ally		ъ
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	ach E	We	Μ̈́	Qua	emi-/	Anr	As-N
Clean drinking fountains and sinks. Also, remove hand prints on walls					S		
around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Χ						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Χ						
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	Х						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors	Χ						
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						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		Χ					
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Х		
Clean all exterior screens					X		
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	Х						
Spot wash walls, as necessary		Χ					
Clean outside sand jars	Х						
Wipe down lunch table & chairs/benches	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							Χ
Empty waste containers; remove debris							Χ
Damp mop uncarpeted floors							Χ
Vacuum carpeted floors							Χ
Dust shelves							Χ
Materials shall be arranged/stored in an orderly manner							Х
Balconies and Ledges							
Clean floor areas and ledges			Χ				
Wipe railings			Χ				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	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							
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 Longden Survey

Address: 160 E. Longden Avenue Building #8, Irwindale, California 91706 Public Works Division: Survey/MPM Public Works Site Contract Manager: Mr. Steve McDonough of Survey/MI	PM							
Phone Number: (626) 446-5708		ay						
E-mail: smcdonou@dpw.lacounty.gov		Ö				<u>></u>		
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.		SS		/	Quarterly	lal	>	рe
Required Service Hours, Days, and Staffing		Business	\ \	hΙ	ər	ור	Annually	As-Needed
Days of Service: Monday through Thursday). Si) Sel	nt	ır	٦	Ωί	ee
Hour of Service between: 7:30am to 10:30am		Sin	Ve	10	ns	<u>-</u>	nr	ᄀ
Minimum Required Hours Per Day*: 15 mins/day			>	2	Ø	Ι	A	S
Minimum Required Number of Staff*: 1		Ch Ch				Se		1
Description of Service Areas	Square Footage	Еа						
Restroom	45							
Survey Office	400							
Total Square Footage	445							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Te	lephon	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		N/A						
Wash/clean door glass and frames		N/A						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Χ					
Damp mop non-carpeted areas		Х						
Spot wash walls			Х					
Dust telephones			Х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture	N/A						
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		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	N/A						
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	N/A						
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						
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							
Clean interior side of all windows in offices that are cleaned on a regular			Х				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls		Х					
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						

Vacuum upholstered furniture Wipe dust from office chairs, files, cabinets, shelves, and partition ledges. Clean door knobs, kick plates, baseboards, and threshold plates Empty recycling containers at various buildings and dump in a designated	/A			Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates						
	/A					
Empty recycling containers at various buildings and dump in a designated						
Linety recycling containers at various buildings and durip in a designated						
	/A					
Clean all conference rooms after each meeting. Dust furniture. Arrange						
furniture in an orderly manner	/A					
Dust all office desks and equipment		Х				
Sweep and mop tile and concrete floors. Buff, as needed.	/A					
Restrooms						
Empty waste containers and replace liners	Х					
1 , 3 , 1	Х					
Clean sinks, sink fixtures and mirrors	Х					
Disinfect sinks, toilets, toilet seats and urinals	Х					
	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					
	х					
Polish all chrome fixtures	Х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	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 Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
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							
facility	Х						
Remove washable graffiti	N/A						
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	N/A						
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	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff				Χ			
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for MD4- Survey

morning, quarterly, communities, and annious,								
Address: 11282 S. Garfield Ave Downey, California 90242								
Public Works Division: Survey Office								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4		>						
Phone Number: (562) 869-1176		Day				/		
E-mail: dakai@dpw.lacounty.gov						Î		0
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm	Business		<u>></u>	rl)	en	ly	<u>e</u>
Required Service Hours, Days, and Staffing		ne	$\overline{\mathbf{x}}$	th	[e]	uι	lal	ec
Days of Service: Monday through Friday		Si	ee) L	ari	Ar	υn	<u>e</u>
Hour of Service Between: 7:00am to 3:00pm		3u	Weekly	\leq) (i	ji-	N.	
Minimum Required Hours Per Day*: 1 hr/day				_	O	Эſ	٨	As-Needed
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)		ch			Quarterly	Se		
Description of Service Areas	Square Footage	Еа						
Survey Office	372							
Restroom	28							
Total Square Footage	400							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Χ					
Dust telephones			Х					

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Χ						
Stock restrooms with supplies	X						
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	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
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 Clean inside and outside of all microwaves		X					
Elevators						<u> </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						

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
	Ea Busine	We	Mor	Quai	Semi-A	Ann	As-Ne
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	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						

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

Scope of Services- Janitorial Services for Saticoy Yard

Address 4242C Cation Ct. North Hall russ of CA 04005								
Address: 13436 Saticoy St., North Hollywood, CA. 91605								
Public Works Division: Survey/MPM								
Public Works Site Contract Manager: Mr. James Roepel of Survey/MPM								
Phone Number: (818) 994-9931		ay						
E-mail: jroepel@dpw.lacounty.gov		Da				>		
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.) 		О
Required Service Hours, Days, and Staffing		Business	<u>></u>	Monthly	r S	Semi-Annually	lly	s-Needed
Days of Service: Wednesday Only		Ξ	송	ıth	ţe	nr	Ja	ě
Hour of Service Between: 8:00am to 1:00pm		S	ě	o	<u>a</u>	Α-	II.	$\frac{1}{2}$
Minimum Required Hours Per Day or Week*: 45 mins/week		B	>	Ž	\sim	π	٩r	-S
Minimum Required Number of Staff*: 1		ch				er	'	Ä
Description of Service Areas	Square Footage	$\boldsymbol{\omega}$				S		
Restroom No.1 (interior)	40	Ш						
Restroom No.2 (exterior)	40							
Survey Office	570							
Total Square Footage	650							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Tele	phone	Stal	ls					
Empty waste containers and ashtrays			Χ					
Clean debris from sand jars		N/A						
Sweep uncarpeted floors			Χ					
Clean all sinks and drinking fountains			Χ					
Spot mop uncarpeted floors		N/A						
Wash/clean door glass and frames			Χ					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Χ					
Damp mop non-carpeted areas 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	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							Χ
Damp wipe clock facings							Χ
Damp wipe door knobs, kick plates and threshold plates							Χ
Replace plastic liners in waste containers							Χ
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		Χ					
Polish desk tops and tables	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		Χ					
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						
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			Х				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		Х					
Clean all ceiling vents of dust, film, stains, etc		V					
Clean/dust all high ledges Vacuum upholstered furniture		X					

	Each Business Day	>	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	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange							
furniture in an orderly manner	N/A						
Dust all office desks and equipment		Χ					
Sweep and mop tile and concrete floors. Buff, as needed.							
Restrooms							
Empty waste containers and replace liners		Χ					
Clean and refill dispensers, including sanitary napkins and hand washing		Χ					
Clean sinks, sink fixtures and mirrors		Χ					
Disinfect sinks, toilets, toilet seats and urinals		Χ					
Wet mop floors with disinfectant detergent		Χ					
Spot wash walls, partitions and doors		Χ					
Replace plastic liners in waste containers							Χ
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals		Χ					
Clean wall area behind basins and toilet bowls		Χ					
Clean toilet bases		Χ					
Wash kick plates and push plates on doors		Х					
Clean basin and floor drains		Χ					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.		Χ					
Polish all chrome fixtures		Χ					
Clean Showers	N/A						

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

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

Scope of Services- Janitorial Services for Central Yard

<u>(weekly, monthly, quarterly, Semialinual, and armual).</u>								
Address: 1525/1537 Alcazar St. Los Angeles, California 90033								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Renee Duckett of Operation	nal Service							
Phone Number: (626) 458-1828								
E-mail: rduckett@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.		>						
Required Service Hours, Days, and Staffing		Day				X		
Days of Service: Monday through Friday					>	all		þ
Hour of Service from: 6:30am to 3:00pm		Business	Weekly	yار) Jue	nu	Annually	gqe
Minimum Required Hours Per Day*: 8hrs/day		Sin	ğ	nt	ırte	۸	านย	ЭЭ
Minimum Required Number of Staff*: 1		3US	Ne	10	ens	ii-∕	nr	Z
Description of Service Areas	Square Footage	ch E		_	Quarterly	serr	A	As-Needed
Building No.1	9925	מ				U)		
Building No.2	9500	Ш						
Building No.5	1150							
Building No.8	7175							
Building No.9	1800							
Building No.13	950							
Total Square Footage	31,000							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	ne S	talls					
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						

	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	Х						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under	Х						
Dust baseboards and window sills		Х					
Spot clean partitions		Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		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					
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			<u> </u>	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	<u> </u>				
Clean interior side of all windows in offices that are cleaned on a							
regular basis				Х			

	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.		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		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						
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	Χ						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
	_	1	1	1			
Clean basin and floor drains Wash partition stalls.	Х						

	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		Χ					
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	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	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	х						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Х					
Clean tracks	N/A						
Sweep uncarpeted floors	Х						
Spot wash walls and doors	Х						
Down was a supervised floors				I			
Damp mop uncarpeted floors Vacuum carpeted floors	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells	-						
Sweep stairs and landings		Х					
Damp wipe handrails		Х					
Damp mop uncarpeted stairs and landings		Х					
Vacuum carpeted stairs and landings		Х					
Spot clean walls		х					
Sweep and wet mop all steps		х					
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.				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		X					

	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	x						
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							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Χ						
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	N/A						
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 Central Yard

(monthly, monthly, quarterly, comments, and annitally.								
Address: 2275 Alcazar St. Los Angeles, California 90033								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Renee Duckett of Operational Se	ervices							
Phone Number: (626) 458-1828								
E-mail: gbryson@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.		Day						
Required Service Hours, Days, and Staffing		\Box				ly		
Days of Service: Monday through Friday		SS		/	>	ıal	>	pe
Hour of Service from: 6:30am to 3:00pm		ě		hΙ	ərl	υſ	Ē	þ
Minimum Required Hours Per Day*: 8 hrs/day		Business	<u>ē</u>	ntl	ırt	۸)U	ЭЭ
Minimum Required Number of Staff*: 1		n	\ \	10	na	j-/	υu	Ż.
Description of Service Areas	Square Footage	ach B	>	2	Ō	em	Annually	As-Needed
Building No.1	1570	ac				(O		
Building No.2	1600	Ш						
Building No.6	710							
Building No.7	500							
Building No. 8	525							
Building No. 10	450							
Total Square Footage	5,355							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, T	elepho	ne S	talls					
Empty waste containers and ashtrays		X						
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		Χ						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including	Х						
Damp mop non-carpeted areas	Χ						
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		Х					
Damp wipe clock facings		Х					
Damp wipe door knobs, kick plates and threshold plates		Х					
Replace plastic liners in waste containers		Χ					
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and		Х					
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 office.				Х			
Clean light fixtures				Х			
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing				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							
basis				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 facings, and on corridor walls)	K					
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)	Κ					
Clean all conference rooms after each meeting. Dust furniture. Arrange								
furniture in an orderly manner)	Κ					
Dust all office desks and equipment)	Κ					
Sweep and mop tile and concrete floors. Buff, as needed.				Х				
Restrooms								
Empty waste containers and replace liners	Χ							
Clean and refill dispensers, including sanitary napkins and hand								
washing 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	Χ							
Clean toilet bases	Х							
Wash kick plates and push plates on doors	Х	1						
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.	Χ						
Polish all chrome fixtures		Х					
Clean Showers	Χ						
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	Χ						
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Χ						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		Х					
	N/A						
Sweep uncarpeted floors		Х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors		Х					
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors		Х					
Stairwells							
Sweep stairs and landings		Х					
Damp wipe handrails		Х					
Damp mop uncarpeted stairs and landings		Х					
Vacuum carpeted stairs and landings		Х					
Spot clean walls		Х					
Sweep and wet mop all steps		Х					
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,							1
as necessary.				Χ			
Clean all exterior screens				Х			
Clean air diffuser grills and ceiling area around diffusers				х			
Clean exterior window ledges Clean sidewalks, remove gum and stains from sidewalks around outside				х			
of building		Х					

	Each Business Dav	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						
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	Χ						
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							
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	N/A						
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 Paint Shop

morning, quarterly, community, and annually.								
Address: 38126 N. Sierra Highway Palmdale, CA 93550								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenar	nce							
Phone Number: (661) 947-7173		ay						
E-mail: qluong@dpw.lacounty.gov		Ö				>		
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		S			>	lal	_	þ
Required Service Hours, Days, and Staffing		Business	Weekly	Monthly	ərl	nu	Annually	As-Needed
Days of Service: Monday through Friday		Sin) je	ntl	ırte	۸)US	ee
Hours of Service Between: 4:00pm to 10:00pm		Sns	Ve	10	na	i-/	n	Ż
Minimum Required Hours Per Day*: 1 hour/day			>	2	Q	m	\forall	S
Minimum Required Number of Staff*: 1		ch				Se		4
Description of Service Areas	Square Footage	Ea				0,		
Restroom No.2 (Men)	55							
Offices, Hallways, Lobby	745							
Total Square Footage	800							
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			Х					
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		Х					
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			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	14// (Х		
High dust all office and corridor areas, and other overhead areas	+			Х			
basis				X			
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				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated							
container	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	Х						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets			Χ				
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	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.		Χ					
Polish all chrome fixtures		Χ					

							_
	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	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 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						

	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						<u>'</u>	
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					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard		X					
Spot wash walls, as necessary					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		Х					
Empty waste containers; remove debris		Х					
Damp mop uncarpeted floors		Х					
Vacuum carpeted floors	N/A						
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					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			X				

Scope of Services- Janitorial Services for Eaton Yard

Address: 2811 Woodlyn Drive, Pasadena, Ca. 91107 Public Works Division: Operational Services Phonic Works Site Contract Manager: Mr. Burt Bryant of Operational Services Phone Number: (626) 798-9154 bbryant@dpw.lacounty.gov Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m. Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. 2 Trailer Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean all sinks and drinking fountains Spot mop uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Description of Service Areas Description of Service Areas Square Footage Alyana Alyan	(Weekly, monthly, quarterly, Semiannual, and annual).								
Public Works Site Contract Manager: Mr. Burt Bryant of Operational Services Phone Number: (626) 798-9154 bbryant@dpw.lacounty.gov Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m. Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. 2 Trailer Building No. 2 Trailer Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Address: 2811 Woodlyn Drive, Pasadena, Ca. 91107								
Phone Number: (626) 798-9154 bbryant@dpw.lacounty.gov Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m. Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. Building N	Public Works Division: Operational Services								
bbryant@dpw.lacounty.gov Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m. Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Public Works Site Contract Manager: Mr. Burt Bryant of Operational S	Services							
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m. Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 2 Trailer Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Phone Number: (626) 798-9154								
Required Service Hours, Days, and Staffing Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. 2 Trailer Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	bbryant@dpw.lacounty.gov								
Days of Service: Tuesday Only Hour of Service from: 1:00 PM to 4:00pm Minimum Required Hours Per Day*: 3hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.		>						
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Required Service Hours, Days, and Staffing		Эа				>		
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Days of Service: Tuesday Only					_	all		þ
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Hour of Service from: 1:00 PM to 4:00pm		es	5	کار	ərl	nu	all)	gge
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Minimum Required Hours Per Day*: 3hrs/day		Si	<u>\$</u>	ntł	ırte	۸h	າກຍ	ее
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Minimum Required Number of Staff*: 1		ξ	We	Ло	en:	j-∕	'n	Z
Building No.1 Office Building No. 2 Trailer Building No. Building No. Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Description of Service Areas	· -			_	Ø	serr	⋖	As
Building No. 2 Trailer Building No. Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Building No.1 Office	1458	ä				U)		
Building No. Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Building No. 2 Trailer	960	ΙШ						
Building No. Building No. Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Building No.								
Building No. Total Square Footage 2,418 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Building No.								
Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Building No.								
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	· · · · · · · · · · · · · · · · · · ·								
Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	Total Square Footage	2,418							
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains x x x x x x x x x x x x x	Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	ne S	talls					
Sweep uncarpeted floors x Superior x Superio	Empty waste containers and ashtrays			Х					
Clean all sinks and drinking fountains	·			Х					
				Х					
Spot mop uncarpeted floors									
	Spot mop uncarpeted floors			Х					

	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		Х					
Spot wash walls		Х					
Dust telephones		Х					
Vacuum carpeted areas ensuring that corners and areas under		Х					
Dust baseboards and window sills		Х					
Spot clean partitions		Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		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		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.				\ \ \			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns		x		^			
Dry foam shampoo carpet in all assigned areas and any other areas		^					
required. Carpet is to be thoroughly vacuumed before shampooing				x			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager			x				
High dust all office and corridor areas, and other overhead areas		Х					
Clean interior side of all windows in offices that are cleaned on a							
regular basis				х			
l			1				

	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.		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		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					
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		Χ					
Wash partition stalls .		Х					

	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.		Χ					
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		Χ					
Dust chairs		Χ					
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 Vacuum carpeted floors		Х					
			•		•		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells	Ш				S		
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		<u>'</u>		<u>'</u>			
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		X					

	Each Business Day	Weekly	Monthly	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!			Χ				
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	N/A						
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting			Х				
Wash windows				Х			
Wash walls			Χ				

Scope of Services- Janitorial Services for Baldwin Park Yard

(Wookly, Monthly, quartony, commannal, and armadi).								
Address: 14514 Central Ave. Baldwin Park, Ca. 91706								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Alex Stephens of Operation	al Service							
Phone Number: (626) 814-1031								
astephens@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 4 p.m.		>						
Required Service Hours, Days, and Staffing		Day				>		
Days of Service: Monday and Thursday Only					>	all	,	þ
Hour of Service from: 7:30 AM to 9:30 AM		es	Weekly	ا کر	ərl	nu	ally	gg
Minimum Required Hours Per Day*: 2hrs/day		Si.	<u>ğ</u>	nt	arte	۸۸	ານຄ	ee
Minimum Required Number of Staff*: 1		SUS	Ν	9	ns	ii-∕	'n	Ļ
Description of Service Areas	Square Footage	ach Business		Monthly	Ø	serr	A	As-Needed
Building No.1 Office	638					0)		
Building No. 2 Crew Quarters	231	Ш						l
Building No.								1
Building No.								1
Building No.								
Building No.								
Total Square Footage	869							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	ne 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						

	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	Х						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under	Х						
Dust baseboards and window sills	Х						
Spot clean partitions	Х						
Damp wipe waste containers, ashtrays and exterior surfaces of sand	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						
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.				x			
Clean light fixtures				X			
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	Х						
Clean interior side of all windows in offices that are cleaned on a							
regular basis				Х			

	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.	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	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						
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						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior surfaces of accessible traps and pipes	Χ						
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	Χ						
Clean Showers	Χ						
Stock restrooms with supplies	Χ						
Clean and mop all showers	Х						
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	Х						
Clean all glass entrance doors	Χ						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Χ						
Wash table tops and serving areas	Χ						
Dust chairs	Χ						
Sweep uncarpeted floors in eating areas	Χ						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Χ						
Clean inside and outside of all refrigerators	Χ						
Clean inside and outside of all microwaves	Χ						
Clean tracks	N/A						
Sweep uncarpeted floors	Χ						
Spot wash walls and doors	Χ						
Damp mop uncarpeted floors	Χ						
Vacuum carpeted floors	х						i

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells	ш				0,		
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	Х						

	Each Business Day	Weekly	Monthly	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!			Χ				
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	N/A						
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting			Х				
Wash windows				Х			
Wash walls			Χ				

Scope of Services for: Upper Central Yard 2275 Alcazar St., Los Angeles, CA 90033 (Trailer for Engineering Unit Bldg 2A)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).								
Public Works Division: Operational Services Division								
Public Works Site Contract Manager: Renee Duckett of Operational Service	ces	ay						
Phone Number: (626) 458-1762 x1828		Ds				>		
E-mail: rduckett@dpw.lacounty.gov		S				all	,	Ø
		Business	<u>></u>	<u> </u>		JΠ	III	qe
Required Service Hours, Days, and Staffing		Ë	 	 	rte	ını	en	96
Days of Service: Monday through Friday		nS	/e	O	la	۸-	υ	ž
Hours of Service Between: 2:00PM - 3:00PM		Μ̈	>	Monthly	Ιđ	mi	Ar	As-Needed
Minimum Required Hours Per Day*: 1		ach				Se		⋖
Minimum Required Number of Staff*: 1						U)		
Description of Service Areas	Square Footage	Ш						
Office, kitchen, and one restroom	0							
Crew room and restroom	0							
Total Square Footage	960							
Office								
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		n/a						
Sweep uncarpeted floors		n/a						
Clean all sinks and drinking fountains		n/a						
Spot mop uncarpeted floors		n/a						
Wash/clean door glass and frames		n/a						
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets			Χ					

Damp mop non-carpeted areas	n/a						
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	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					Х		
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in					Х		
Clean light fixtures			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	n/a						
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						
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					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated container	х						
Clean all conference rooms 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.	n/a						
Restrooms							
Empty waste containers and replace liners	n/a						
Clean and refill dispensers, including sanitary napkins and hand washing	n/a						
Clean sinks, sink fixtures and mirrors	n/a						
Disinfect sinks, toilets, toilet seats and urinals	n/a						
Wet mop floors with disinfectant detergent	n/a						
Spot wash walls, partitions and doors	n/a						
Replace plastic liners in waste containers	n/a						
Remove mineral deposits around faucets	n/a						
Remove stains in toilet bowls and urinals	n/a						
Clean wall area behind basins and toilet bowls	n/a						
Clean toilet bases	n/a						
Wash kick plates and push plates on doors	n/a						
Clean basin and floor drains	n/a						
Wash partition stalls .	n/a						
Clean exterior surfaces of accessible traps and pipes	n/a						
Clean all restroom fixtures, mirrors and floors.	n/a						
Polish all chrome fixtures	n/a						
Clean Showers	n/a						
Stock restrooms with supplies	n/a						

Clean and mop all showers	n/a						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	n/a						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic	II/a						
	n/0						
liners, as necessary	n/a n/a						
Spot clean partitions glass Clean all glass entrance doors	n/a						
Lunch Rooms	II/a						
				I	I	I	
Empty and Waste containers inside and out; replace plastic liners	n/a						
Wash table tops and serving areas	n/a						
Dust chairs	n/a						
Sweep uncarpeted floors in eating areas	n/a						
Vacuum carpeted floors in eating areas	n/a						
Damp wipe chair and table legs	n/a						
Damp mop uncarpeted floors	n/a						
Spot wash walls and doors	n/a						
Clean inside and outside of all refrigerators	n/a						
Clean inside and outside of all microwaves	n/a						
Elevators							
Clean tracks	n/a						
Sweep uncarpeted floors	n/a						
Spot wash walls and doors	n/a						
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						
	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	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	n/a						
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	n/a						
Clean exterior window ledges	n/a						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	n/a						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		Х					
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						

	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!							Х
Dust or Vacuum ceiling vents			Х				
Wash partition glass		Х					
Strip resilient tile, apply floor finish and buff	n/a						
Dust/clean venetian blinds		Χ					
Vacuum draperies	n/a						
Dust high ledges and moldings		Χ					
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting					Х		
Wash windows							Х
Wash walls							Х

Scope of Services- Janitorial Services for MD1-Baldwin Park Yard

monthly, quarterly, sermannual, and annual).								
Address: 14747 E. Ramona Blvd., Baldwin Park, 91706								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Maintena	ince							
Phone Number: (626) 337-1277								
E-mail: mtadrous@dpw.lacounty.gov								
Office Hours: Monday to Friday, 6:30am to 5:00pm		ay						
Required Service Hours, Days, and Staffing		De				>		
Days of Service: Monday through Friday		S			>	a		þ
Hour of Service Between: 1:00pm to 5:00pm		Busines	cly	Monthly)rl	nu	 	g
Minimum Required Hours Per Day*: 4 hrs/day		Ξ	ek	ોt∤	rte		ns	ee
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)		ns	Ve	0	Ja	₹-		Ž
Description of Service Areas	Square Footage	ach	\	2	đ	Sem	Annually	As-Needed
Restroom No.1	95	Ш						
Restroom No.2	95							
Restroom No.3	80							
Restroom No.4	90							
District Office Building	4,670							
Total Square Footage	5,030							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telep	hone S	talls						
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Χ						

	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 desks,		Χ					
Damp mop non-carpeted areas		Χ					
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	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			Х				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Χ						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Χ						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in					Χ		
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .							
Carpet is to be thoroughly vacuumed before shampooing					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				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				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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				
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	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	Χ						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets		Х					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Χ						
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		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	Χ						
Clean drinking fountains and sinks. Also, remove hand prints on walls around							
fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Х						
Spot clean partitions glass	Χ						
Clean all glass entrance doors	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	N/A						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	N/A						
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							

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected							
trash in the designated container. Replace plastic liners, as necessary	Χ						
sweep up and pick up loose trash from around buildings and the yard	Χ						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Χ						
Clean and wipe out all exterior ash trays with damp cloth	Χ						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Χ						
Empty waste containers; remove debris	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				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			Х				
Shampoo or steam clean carpeting						Х	
Wash windows				Х			
Wash walls			Х				

Scope of Services- Janitorial Services for MD1-Tree

monthly, quarterly, commanitudi, and armadi.								
Address: 14747 E. Ramona Blvd., Baldwin Park, 91706								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Maintena	ance							
Phone Number: (626) 337-1277		ay						
E-mail: mtadrous@dpw.lacounty.gov		Da				_		
Office Hours: Monday to Thursday, 6:00am to 4:30pm		S) m		Q
Required Service Hours, Days, and Staffing		SS	<u>></u>	<u>></u>	r J)ŭ	lly	ge
Days of Service: Monday through Thursday		Busines	Weekly	Monthly	ţe.	Semi-Annually	Ja	As-Needed
Hour of Service Between: 1:00pm to 3:00pm		JS.	ee (ee	o	lai	Y	ını	Š
Minimum Required Hours Per Day*: 2 hr/day		M	>	Σ	7	Ξ	Ar	S-
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		ch				je l	,	A
Description of Service Areas	Square Footage	Еас				U)		
Tree Crew Building	1,900							
Total Square Footage	1,900							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telep	hone S	talls	,					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					
Dust telephones			Χ					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills		Χ					
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		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					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					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			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				Х			
Vacuum upholstered furniture			Х				

Wipe dust from office chairs, files, cabinets, shelves, and partition ledges. 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	X X X	X			
Empty recycling containers at various buildings and dump in a designated container Clean all conference rooms after each meeting. Dust furniture. Arrange	X	X			
container Clean all conference rooms after each meeting. Dust furniture. Arrange	X				
Clean all conference rooms after each meeting. Dust furniture. Arrange	X				
	Χ				
Ifurniture in an orderly manner	Χ				
idifficate in all orderly mariner					
Dust all office desks and equipment	X				
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 soap	Χ				
Clean sinks, sink fixtures and mirrors	Χ				
Disinfect sinks, toilets, toilet seats and urinals	Χ				
Wet mop floors with disinfectant detergent	Χ				
Spot wash walls, partitions and doors	Χ				
Replace plastic liners in waste containers	Χ				
Remove mineral deposits around faucets		Χ			
Remove stains in toilet bowls and urinals	Χ				
Clean wall area behind basins and toilet bowls	Χ				
Clean toilet bases	Χ				
Wash kick plates and push plates on doors	Χ				
Clean basin and floor drains	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				
Clean Showers	Χ				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
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	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks							
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						

	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	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	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	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		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls			Χ				

Address: 14959 E. Proctor Av., La Puente, 91744 Public Works Division: Road Maintenance Public Works Site Contract Manager: Ms. Marian Tadrous of Road Mainten Phone Number: (626) 337-1277 E-mail: mtadrous@dpw.lacounty.gov Office Hours: Tuesday to Friday, 6:30am to 5:00pm Required Service Hours, Days, and Staffing Days of Service: Tuesday through Friday	nance	Business Day	Weekly	hly	erly	Semi-Annually	ally	As-Needed
Hour of Service Between: 7:00am to 2:00pm		Sir	ee	Jut	art	Ar	nu	\e
Minimum Required Hours Per Day*: 1.5 hrs/day		$\frac{1}{2}$	\geq	\leq	n	_ - _	N	<u>-</u> 1
Minimum Required Number of Staff*: 1					\mathcal{O}	ЭП	4	٩s
Description of Service Areas	Square Footage	ach				Se		`
Restroom No.1	49	ш						
Restroom No.2	143							
Office Building	411							
Crew/Locker room Building	725							
Total Square Footage	1,328							
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		Х						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					

	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	X						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					<u> </u>
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						<u> </u>
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						<u> </u>
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			
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							
facings, and on corridor walls			Х				
Clean all ceiling vents of dust, film, stains, etc				Х			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		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							
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	X						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	X						
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.	Χ						
Polish all chrome fixtures	Χ						
Clean Showers	X						

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							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	Х						
sweep up and pick up loose trash from around buildings and the yard	N/A						

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

moning, quarterly, commander, and annibally								
Address: 19865 Walnut Dr., Walnut, 91789								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Mainten	ance							
Phone Number: (626) 337-1277		1						
E-mail: mtadrous@dpw.lacounty.gov		ay						
Office Hours: Monday to Thursday, 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing		SS		_	<u>></u>	Ja	>	As-Needed
Days of Service: Monday through Thursday		Busines	$\overline{\mathbf{x}}$		er	ונו	all	рe
Hour of Service Between: 7:00am to 2:00pm		Sir	9	ınt	art	Ar	חר	<u>le</u>
Minimum Required Hours Per Day*: 1.5 hrs/day		βΩ	Ž	7) (C)	:≟	U	_
Minimum Required Number of Staff*: 1					Q	L	A	۸S
Description of Service Areas	Square Footage	ach				S	Annually	1
Restroom No.1	81	Ш						
Restroom No.2	130							
Office Building	389							
Crew/Locker room Building	652							
Total Square Footage	1,252							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telej	ohone S	Stalls	5					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
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,			Χ					
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	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	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	1477				Х		
High dust all office and corridor areas, and other overhead areas				Х			
basis				Х			
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				Х			
Clean/dust all high ledges				Χ			

Vacuum upholstered furniture				Semi-Annually	Annually	As-Needed
			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	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	X					
Clean sinks, sink fixtures and mirrors	X					
Disinfect sinks, toilets, toilet seats and urinals	X					
Wet mop floors with disinfectant detergent	Х					
Spot wash walls, partitions and doors	X					
Replace plastic liners in waste containers	X					
Remove mineral deposits around faucets		Χ				
Remove stains in toilet bowls and urinals	Х					
Clean wall area behind basins and toilet bowls	Х					
Clean toilet bases	Х					
Wash kick plates and push plates on doors	Х					
Clean basin and floor drains	Х					
Wash partition stalls .		Χ				
Clean exterior surfaces of accessible traps and pipes		Χ				
Clean all restroom fixtures, mirrors and floors.	Х					

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

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

			ı	ı			
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	Χ						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Χ						
Clean and wipe out all exterior ash trays with damp cloth	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		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						Х	
·							
Wash windows Wash walls			Х	Χ			

Address: 3916 Dunsmore Av., La Crescenta, 91014								
Public Works Division: Road Maintenance		1						
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Maint	enance							
Phone Number: (626) 337-1277		1						
E-mail: mtadrous@dpw.lacounty.gov		ay						
Office Hours: Monday to Thursday 6:30am to 5:00pm		\Box				<u>/</u>		
Required Service Hours, Days, and Staffing		SS			>	ıal	\	þe
Days of Service: Monday through Thursday		Business	Ş	Ιq		n	alli	þ
Hour of Service Between: 7:00am to 2:00pm		Si	<u>6</u>	nt	Ţ	۸	າບຄ	6 6
Minimum Required Hours Per Day*: 2 hrs/day		SÜS	Λ	9	en	ıi-/	nr	Z-
Minimum Required Number of Staff*: 1			_	_	Q	ω	A	λS
Description of Service Areas	Square Footage	ach		Monthly		Se		1
Restroom No.1	72	Щ						
Restroom No.2	98							
Office Building	565							
Crew/Locker room Building	1,250							
Total Square Footage	1,985							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Te	lephone	Sta	lls					
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		Х						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Χ					
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	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	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				Х			
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				Х			
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	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	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	Χ						
Clean wall area behind basins and toilet bowls	Χ						
Clean toilet bases	Χ						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	Χ						
Wash partition stalls.		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Χ						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	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	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		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							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 Clean sidewalks, remove gum and stains from sidewalks around outside of					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							Х

	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	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	N/A						
Dust shelves		Х					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges					•		
Clean floor areas and ledges		Χ					
Wipe railings		Х					
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	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting	N/A						
Wash windows				Χ			
Wash walls			Χ				

morning, quarterly, commander, and annition,								
Address: 5213 N. Encinita Ave, Temple City, 91780								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Mair	itenance							
Phone Number: (626) 337-1277								
E-mail: mtadrous@dpw.lacounty.gov		Day						
Office Hours: Tuesday to Friday, 6:30am to 5:00pm		Ö				<u>></u>		
Required Service Hours, Days, and Staffing		SS			>	<u>a</u>	>	рe
Days of Service: Tuesday through Friday		Business	Weekly	Ρĺ	erl	1	all,	As-Needed
Hour of Service Between: 7:00am to 2:00pm			<u>6</u>	nt	בדו בדו	Ϋ́	Ωί	ee
Minimum Required Hours Per Day*: 1.5 hrs/day		l si	Λe	9	ns	- <u>-</u> -	nr	Z
Minimum Required Number of Staff*: 1			>	2	Q	Ε Ξ	A	S
Description of Service Areas	Square Footage	ach				Se	Annually	f
Restroom No.1	70	ш						
Restroom No.2	186							
Office Building	271							
Crew/Locker room Building	736							
Total Square Footage	1,263							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Te	elephone	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		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desk	S,		Х					
Damp mop non-carpeted areas			Х					

	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					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains	N/A						<u> </u>
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	Χ						
Dust all office desks and equipment	Χ						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	Х						
soap	Χ						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	Χ						
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						

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
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							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						

	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						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Χ						
Empty waste containers; remove debris	Χ						
Damp mop uncarpeted floors	Χ						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges		•	•				
Clean floor areas and ledges		Χ					
Wipe railings		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			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Х	
Wash windows				Χ			
Wash walls			Χ				

7 1 7 7								
Address: 161 N. Valencia St., Glendora, 91740								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous of Road Mainte	enance	1						
Phone Number: (626) 337-1277								
E-mail: mtadrous@dpw.lacounty.gov		Day						
Office Hours: Monday to Thursday 6:30am to 5:00pm						lly		
Required Service Hours, Days, and Staffing		SS			>	Ja	V	90
Days of Service: Monday through Thursday		Business	₹	h	erl	ını	all	þe
Hour of Service between: 7:00 am to 2:00 pm		Sir	96	nt	art	An	η	le
Minimum Required Hours Per Day*: 1.5 hrs/day		SU	$ \tilde{\sim} $	9	l S	<u>ا</u> ۔	n	<u> </u>
Minimum Required Number of Staff*: 1				_	Ø	эr	\forall	ΑS
Description of Service Areas	Square Footage	ach		Monthly		Se		1
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		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			Χ					
Damp mop non-carpeted areas			Х					
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	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			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				

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	Х						
Clean and mop all showers	X						
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	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	Х						
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							Х
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
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						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				Х			
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 MD3 - Westchester Yard

7. 1 7. , , ,								
Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Public Works Division: Road Maintenance - MD3								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintena	ance							
Phone Number: (310) 348-6448, Extension 235		ay						
E-mail: jdonald@dpw.lacounty.gov		De				>		
Office Hours: Monday to Friday 6:00am to 4:30pm] S) 		О
Required Service Hours, Days, and Staffing		SSS	>	<u>></u>	rly	Ų	lly	ge
Days of Service: Monday through Friday		иe	文	th	te	υ	la	e
Hour of Service between: 7:00am to 3:30pm		Busines	ee) N	ar	Ā	υſ	As-Needed
Minimum Required Hours Per Day*: 4 hrs/day		30	\geq	Mc) (∹	۱n	<u>-</u>
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)					9	ЭU	A	As
Description of Service Areas	Square Footage	ach		Monthly		Se		'
Building No. 1 - MD3 Offices / Restrooms	2,200	Ш						
Building No. 2 - Tree Crew Offices / Conference Room / Restroom	1,100							
Building No. 3 - Office / Storage Room	400							
Total Square Footage	3,700							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Tele	ephone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			X					
computers, chairs, tables and cabinets								
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					
Dust telephones			Х					

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

	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	. V						
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						
soap	^						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	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.	Χ						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed

	_				
Polish all chrome fixtures	Х				
Clean Showers	Х				
Stock restrooms with supplies	Х				
Clean and mop all showers	Х				
Clean drinking fountains and sinks. Also, remove hand prints on walls	l x				1
around fountains	^				
Empty all waste receptacles and wipe out with damp cloth. Replace plastic	l x				1
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		Χ			
Clean inside and outside of all microwaves		Χ			
Elevators					
Clean tracks	N/A				
Sweep uncarpeted floors	N/A				
Spot wash walls and doors	N/A				

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

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

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

Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Addiess. 5556 West obid Offeet, Eos Angeles, OA 500-5								
Public Works Division: Road Maintenance - RD 233								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Ma	aintenance	_						
Phone Number: (310) 348-6448, Extension 235		ay						
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm		38		_	\geq	Ja	>	As-Needed
Required Service Hours, Days, and Staffing		Business	Weekly		erl	n	æ	Ď
Days of Service: Monday through Friday		ji	<u>6</u>	LT.	ırt	۸	Ωí	ee
Hour of Service between: 7:00am to 3:30pm		n	\ \ \	0	na	/ −l	υu	Ż
Minimum Required Hours Per Day*: 2 hrs/day			>	2	Ō	m	Ā	Ś
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		Ϋ́				Se		⋖
Description of Service Areas	Square Footage	Each		Monthly		U		
Building No. 3 - RD 233 Crew Room / Restroom	700							
Building No. 3 - RD 233 Crew Room / Restroom Building No. 8 - Road Superintendent Offices / Restrooms	700 1,350							
<u> </u>								
Building No. 8 - Road Superintendent Offices / Restrooms	1,350 2,050		Stall	s				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage	1,350 2,050		Stall	s				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies	1,350 2,050	one	Stall	s				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays	1,350 2,050	one X	Stall	s				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains	1,350 2,050	one X X	Stall	S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors	1,350 2,050	x X X X X	Stall	S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames	1,350 2,050	x X X X	Stall	S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including	1,350 2,050	x X X X X		S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	1,350 2,050	x X X X X	X	S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas	1,350 2,050	x X X X X	X	S				
Building No. 8 - Road Superintendent Offices / Restrooms Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	1,350 2,050	x X X X X	X	S				

Vacuum carpeted areas ensuring that corners and areas under furniture				
are free of dust and dirt	Х			

	Each Business	Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills			Χ					
Spot clean partitions				Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand			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	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						Х		
placed in office.								
Clean light fixtures						Χ		
Clean hand prints from all office and corridor walls and columns				Χ				
Dry foam shampoo carpet in all assigned areas and any other areas						Х		
required . Carpet is to be thoroughly vacuumed before shampooing						^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors 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								
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				Χ				
		_	_	_				

		1					
	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	Х						
designated container	^						
Clean all conference rooms after each meeting. Dust furniture. Arrange	Х						
furniture in an orderly manner	^						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand	Х						
washing soap	^						
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	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Х				0)		
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	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

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

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

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

Address: 29773 West Mulholland Highway, Agoura, CA 91301								
Public Works Division: Road Maintenance - RD 339								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance	е							
Phone Number: (310) 348-6448, Extension 235		3						
E-mail: jdonald@dpw.lacounty.gov		Day				>		
Office Hours: Monday to Thursday 6:00am to 4:30pm		S				all	,	þ
Required Service Hours, Days, and Staffing		Se	<u>></u>			חו		qe
Days of Service: Monday through Thursday		Ľ	쏫	ıt	ţe	nr	Ja	ě
Hour of Service between: 7:00am to 3:30pm		Busines	ě	O	a	Ą-	IU	As-Needed
Minimum Required Hours Per Day*: 1.5 hrs/day		M	>	Ž	\supset	ni	۸	<u> </u>
Minimum Required Number of Staff*: 1						er	1	Ä
Description of Service Areas	Square Footage	Each			Quarterly	S		
Building No. 1 - Road Superintendent Office / Crew Room / Restrooms	1,250							
Total Square Footage	1,250							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Teleph	none St	talls						
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					
Dust telephones			Х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
free of dust and dirt	^						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before					Χ		
shampooing. Carpet shall be thoroughly dry before furniture is placed in office.							
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .					Х		
Carpet is to be thoroughly vacuumed before shampooing					^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be					Х		
coordinated with the Contract Manager					^		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular basis				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			Х				
facings, and on corridor walls			^				
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.	Each Business Day	X Weekly	Monthly	Quarterly	Semi-Annually	Annually	
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ			٠,		As-Needed
1							
Clean door knobs, kick plates, baseboards, and threshold plates		Х					
Empty recycling containers at various buildings and dump in a designated	Х						
container	^						
Clean all conference rooms after each meeting. Dust furniture. Arrange	Х						
furniture in an orderly manner	^						<u> </u>
Dust all office desks and equipment	X						
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 soap	Χ						<u> </u>
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	Χ						<u> </u>
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						<u> </u>
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	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.	Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	X						
Clean and mop all showers	Χ						
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	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						1

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty systemics track consected assignated length as and dump the collected track	Ea				တိ		
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						<u> </u>
Spot wash walls, as necessary	^				Х		
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas	Λ						
Sweep uncarpeted floors	X				l	ı	
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		Х					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A					l	
Wipe railings	N/A						
All Areas	1 477 (
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X					l	
Dust or Vacuum ceiling vents				Х			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff				<u> </u>	Х		
Dust/clean venetian blinds			Х				
Vacuum draperies			Х				
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			
Wash walls			Χ				

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

7, 1								
Address: 4055 West Marine Avenue, Lawndale, CA 90260								
Public Works Division: Road Maintenance - RD 232A								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenan	nce							
Phone Number: (310) 348-6448, Extension 235		ay						
E-mail: jdonald@dpw.lacounty.gov						<u> </u>		
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS			>	Ja	>	ec
Required Service Hours, Days, and Staffing		ě		-	ərl	n	Œ	Ď
Days of Service: Tuesday through Friday		Busines	<u>ā</u>	Monthly	rt	۱	Ų	As-Needed
Hour of Service between: 7:00am to 3:30pm		Sn	\ e	<u> </u>	Ja	/ −l	υ	Ž
Minimum Required Hours Per Day*: 1.5 hrs/day		В	>	\geq	$\vec{\sigma}$	M	Ā	Ś
Minimum Required Number of Staff*: 1		Ç)e		\triangleleft
Description of Service Areas	Square Footage	Each				(O)		
Building No. 1 - Road Superintendent Offices / Restroom	705							
Building No. 2 - Crew Room / Restroom	540							
Total Square Footage	1,245							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, 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		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,			X					
computers, chairs, tables and cabinets			Х					
computers, chairs, tables and cabinets Damp mop non-carpeted areas			Х					
computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls			X					
computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones			Х					
computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X	X					

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		Х					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
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	Χ						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Χ						
Damp wipe chair and table legs	Χ						
Damp mop uncarpeted floors	Χ						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							Х
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	Х						
sweep up and pick up loose trash from around buildings and the yard	Χ						
Spot wash walls, as necessary					Χ		
Clean outside sand jars	Χ						
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						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	X						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		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				

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

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

Public Works Division: Road Maintenance - RD 232 Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance Phone Number: (310) 348-6448, Extension 235 E-mail: jdonald@dpw.lacounty.gov Offfice Hours: Tuesday to Friday 6:00am to 4:30pm Required Service Hours, Days, and Staffing Days of Service: Tuesday through Friday Hour of Service between: 7:00am to 3:30pm Minimum Required Hours Per Day*: 1.5 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Page Day A A July									
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance Phone Number: (310) 348-6448, Extension 235 E-mail: jdonald@dpw.lacounty.gov Office Hours: Tuesday to Friday 6:00am to 4:30pm Required Service Hours, Days, and Staffing Days of Service: Tuesday through Friday Hour of Service between: 7:00am to 3:30pm Minimum Required Hours Per Day*: 1.5 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom 1,440 Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sceneral sinks and drinking fountains Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Address: 24309 Walnut Street, Lomita, CA 90717								
Phone Number: (310) 348-6448, Extension 235 E-mail: jdonald@dpw.lacounty.gov Office Hours: Tuesday to Friday 6:00am to 4:30pm Required Service Hours, Days, and Staffing Days of Service: Tuesday through Friday Hour of Service between: 7:00am to 3:30pm Minimum Required Hours Per Day*: 1.5 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 - Road Superintendent Offices / Restroom Gotal Square Footage Doffices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Public Works Division: Road Maintenance - RD 232								
E-mail: jdonald@dpw.lacounty.gov Office Hours: Tuesday to Friday 6:00am to 4:30pm Required Service Hours, Days, and Staffing Days of Service: Tuesday through Friday Hour of Service between: 7:00am to 3:30pm Minimum Required Hours Per Day*: 1.5 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Building No. 1 - Road Superintendent Offices / Restroom Total Square Footage Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance	е	_						
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Phone Number: (310) 348-6448, Extension 235		a)						
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	E-mail: jdonald@dpw.lacounty.gov						<u> </u>		~
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS		/	>	Ja	>	9
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Required Service Hours, Days, and Staffing		ě	\ <u>\</u>	hly	ər	n	=	Ď
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Days of Service: Tuesday through Friday		l∺	<u>e</u>	ntl	rt	۱	ñ	ee
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Hour of Service between: 7:00am to 3:30pm		Sn	Ve	0	Тa	/- !	υL	Z
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Minimum Required Hours Per Day*: 1.5 hrs/day			>	\geq	Ø	Ш	A	က်
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Minimum Required Number of Staff*: 1		ر ب			•)e		\triangleleft
Building No. 1 - Road Superintendent Offices / Restroom Building No. 2 - Crew Room / Conference Room / Restroom Total Square Footage 2,065 Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Description of Service Areas		$\boldsymbol{\omega}$				(O		
Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Building No. 1 - Road Superintendent Offices / Restroom	625	"						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Building No. 2 - Crew Room / Conference Room / Restroom	1,440							
Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Total Square Footage	2,065							
Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Uust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telepl	hone St	talls						
Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls			\						
Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Empty waste containers and ashtrays		^						
Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Empty waste containers and ashtrays Clean debris from sand jars								
Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls			Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls	Clean debris from sand jars		X						
computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls X X X	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors		X X X						
computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls X	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames		X X X						
Spot wash walls X	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X X X	X					
·	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X X X						
Dust telephones X X	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas		X X X	X					
	Clean debris from sand jars Sweep uncarpeted floors Clean all sinks and drinking fountains Spot mop uncarpeted floors Wash/clean door glass and frames Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		X X X	X					

Vacuum carpeted areas ensuring that corners and areas under furniture are				
free of dust and dirt	X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		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					Χ		
shampooing. Carpet shall be thoroughly dry before furniture is placed in office.							
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .					X		
Carpet is to be thoroughly vacuumed before shampooing					^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be					Х		
coordinated with the Contract Manager					^		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular basis				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			Х				
facings, and on corridor walls			^				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated container	Х						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	Х						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing soap	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	X						
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.	Χ						
Polish all chrome fixtures	Χ						
Clean Showers	Χ						
Stock restrooms with supplies	Χ						
Clean and mop all showers	Χ						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	Х						
Spot clean partitions glass	Х						
Clean all glass entrance doors	Х						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						

	10		1	1		ı	
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	Each B	We	Mor	Qua	Semi-A	Ann	As-N
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas			•	•			
Sweep steps, outside landings and sidewalks immediately adjacent to facility	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as					Х		
necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							Х
building							^
Empty exterior trash cans at designated locations and dump the collected trash	X						
in the designated container. Replace plastic liners, as necessary							
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	X						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		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			Х				
Vacuum draperies			Х				
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			
Wash walls			Χ				

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

mentally, quarterly, commandat, and armalaly.								
Address: 3637 Winter Canyon Road, Malibu CA 90265								
Public Works Division: Road Maintenance - RD 336								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenand	е	_						
Phone Number: (310) 348-6448, Extension 235		Day						
E-mail: jdonald@dpw.lacounty.gov						lly		~
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS		_	>	Ja	>	ec
Required Service Hours, Days, and Staffing		ě	$\frac{1}{2}$	₹	ər	υ	=	þ
Days of Service: Tuesday through Friday]:	<u>@</u>	nt	ırt	۸	ĭ	Θе
Hour of Service between: 7:00am to 3:30pm		Business	\ \	0	na	/-I	Annually	As-Needed
Minimum Required Hours Per Day*: 2 hrs/day		_	>	2	Ø	Ш	\overline{A}	S.
Minimum Required Number of Staff*: 1		ach				Эе		A
Description of Service Areas	Square Footage	Еас				U)		
Building No. 1 - Road Superintendent Offices / Restroom	765							
Building No. 2 - RD 336 Crew Room / Restroom	900							
Total Square Footage	1,665							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telep	hone S	Stalls	5					
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		Χ						
Wash/clean door glass and frames		Х						
		^						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		^	Y					
		^	Х					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas		^	X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls		^	X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones		^	Х					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones Vacuum carpeted areas ensuring that corners and areas under furniture are			X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets Damp mop non-carpeted areas Spot wash walls Dust telephones		X	X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before					Χ		
shampooing. Carpet shall be thoroughly dry before furniture is placed in office.							
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required .					Х		
Carpet is to be thoroughly vacuumed before shampooing					^		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall					Х		
be coordinated with the Contract Manager					^		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular basis				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door			Х				
facings, and on corridor walls			^				
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.		Х		
Clean door knobs, kick plates, baseboards, and threshold plates		Х		
Empty recycling containers at various buildings and dump in a designated	V			
container	X			
Clean all conference rooms after each meeting. Dust furniture. Arrange	V			
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 soap	Х			
Clean sinks, sink fixtures and mirrors	Х			
Disinfect sinks, toilets, toilet seats and urinals	Х			
Wet mop floors with disinfectant detergent	Х			
Spot wash walls, partitions and doors	Х			
Replace plastic liners in waste containers	Х			
Remove mineral deposits around faucets		Χ		
Remove stains in toilet bowls and urinals	Х			
Clean wall area behind basins and toilet bowls	Х			
Clean toilet bases	Х			
Wash kick plates and push plates on doors	Х			
Clean basin and floor drains	Х			
Wash partition stalls .		Χ		
Clean exterior surfaces of accessible traps and pipes		Χ		
Clean all restroom fixtures, mirrors and floors.	Х			
Polish all chrome fixtures	Х			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	X						
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	X						
Lunch Rooms	Λ						
Empty and Wash containers inside and out; replace plastic liners	Χ						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

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

Scope of Services- Janitorial Services for Hollydale Yard

Address: 11282 S. Garfield Ave Downey, California 90242								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4								
Phone Number: (562) 869-1176								
E-mail: dakai@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00)pm							
Required Service Hours, Days, and Staffing		ay						
Days of Service: Monday through Friday						lly		~
Hour of Service Between: 7:00am to 3:00pm		SS		>	<u>></u>	Ja	>	ec
Minimum Required Hours Per Day*: 6 hrs/day		ě	$\frac{1}{2}$	Ρĺ	er	υſ	all	þ
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)		i.	<u>@</u>	nt	ır	۸	Ωί	ee
Description of Service Areas	Square Footage	Business	Weekly	Мо	ent	ni-/	Annually	As-Needed
District Engineer's office	2,353	_				er	1	Ä
Bridge Maintenance Office	2,464	ach				S		
Tree Crew Office	350	Еį						
Tree District Supervisor's Office & Restroom	660							
ADA Restroom	810							
Conference Room & Restroom	738							
Guard office	80							
Dinning Area, Empty Offices (Old Permit office)	968							
Total Square Footage	8,423							
Total Square Footage of Carpeted Areas	3,800							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stall	s					
Empty waste containers and ashtrays		Χ						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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,		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	Х						
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					Х		
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required							
. Carpet is to be thoroughly vacuumed before shampooing					Х		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall							
be coordinated with the Contract Manager					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	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							Х
Empty exterior trash cans at designated locations and dump the collected							
trash in the designated container. Replace plastic liners, as necessary	Х						

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	Х				Ň		
Spot wash walls, as necessary					Х		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas	7.						
Sweep uncarpeted floors	X		l				
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Х					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges		^					
			l			l	
Clean floor areas and ledges		Х					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			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 RD142

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1,970 1,970 lephone	X X X X	X					
		Each Business	Each Business D Weekly	Each Business D Weekly Monthly	Each Business D Weekly Monthly Quarterly	Each Business D Weekly Monthly Quarterly Semi-Annually	Each Business D Weekly Monthly Quarterly Semi-Annually Annually

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers		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			Х				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			

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	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			Χ				
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	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							
soap	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets		X					
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 .		Х					
Clean exterior surfaces of accessible traps and pipes		Х					
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	X						

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

	Each Business Day	Weekiy	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						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	Each Business Day	Weekly	Monthly	Quarterly	X Semi-Annually	Annually	As-Needed
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Χ						
Empty waste containers; remove debris	Χ						
Damp mop uncarpeted floors	Χ						
Vacuum carpeted floors	Χ						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Χ					
Balconies and Ledges							
Clean floor areas and ledges		Χ					
· · · · · · · · · · · · · · · · · · ·							
Wipe railings		Χ					
· · · · · · · · · · · · · · · · · · ·		X					
Wipe railings	X	X					
Wipe railings All Areas	X	X		X			
Wipe railings All Areas Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X	X		X			
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	X	X			X		
Wipe railings All Areas Spot clean carpeted and uncarpeted areas posing safety threat ASAP! Dust or Vacuum ceiling vents Wash partition glass	X	X	X		X		
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	X	X	Χ		X		
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	X	X	X		X		
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	X	X	Χ		X		
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	X	X	X	X	X	X	
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	X	X	X		X	X	

Scope of Services- Janitorial Services for RD141/241

monthly, quarterly, sermannual, and annual).								
Address: 2120 E. 90th Street Los Angeles, CA 90002								
Public Works Division: Road Maintenance - Road Division 241								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4		>						
Phone Number: (562) 869-1176		Jay				_		
E-mail: dakai@dpw.lacounty.gov								σ
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm	SS	>	>	اک	ns	<u>></u>	ě
Required Service Hours, Days, and Staffing		Business	Weekly	thl	ţel	ור	<u>a</u>	As-Needed
Days of Service: Monday through Friday		Si	9	JU.	ari	Ā		<u>e</u>
Hour of Service Between: 7:00am to 11:00am		30	Š	Иc	'n	i <u>-</u>		
Minimum Required Hours Per Day*: 2 hrs/day				_	Q	ЭΠ	٩	\ AS
Minimum Required Number of Staff*: 1		ch				Se		
Description of Service Areas	Square Footage	Еа						
Road Division Office & Restroom	1,050]
Crew Room Office & Restroom	900							1
Total Square Footage	1,950							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Sta	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Χ					
Damp mop non-carpeted areas			Χ					<u> </u>

	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		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Χ						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	Χ						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in					Χ		
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing					Χ		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc				Х			
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	Х						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Χ						
Restrooms							
Empty waste containers and replace liners	Χ						
Clean and refill dispensers, including sanitary napkins and hand washing	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	Χ						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Х						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	X						
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		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	Х						
sweep up and pick up loose trash from around buildings and the yard	Х						

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

Scope of Services- Janitorial Services for 146/446

7, 1								
Address: 9521 E. Beverly Boulevard Pico Rivera, California 90660								
Public Works Division: Road Maintenance - Road Division 446								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4		>						
Phone Number: (562) 869-1176		Day				/		
E-mail: dakai@dpw.lacounty.gov						 		7
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00	Opm	SS	>	>	<u> </u>	пs	<u>\</u>	<u>ĕ</u>
Required Service Hours, Days, and Staffing	·)e	\mathbf{Z}	4	ē	υ	al	9
Days of Service: Monday through Friday		Busines) (A)	Monthly	art	Ar	η	s-Needed
Hour of Service Between: 7:00 am to 11:00 am		3 C	Š	9	l n	ا <u>-</u> ٰ	n	4
Minimum Required Hours Per Day*: 1.5 hrs/day				_	Q	'nί	\forall	As
Minimum Required Number of Staff*: 1		ach			Quarterly	Se		1
Description of Service Areas	Square Footage	Ea						
Road Division Office & Restroom	1,184							
Crew Room Office & Restroom	522							
Total Square Footage	1,706							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stal	ls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
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	X						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Χ						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	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					X		
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					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				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				Х			
Clean/dust all high ledges				Х			
Vacuum upholstered furniture			Х				

		r	1		r .	r	
	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	Χ						
Dust all office desks and equipment	Χ						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	X						
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	Х						
Clean basin and floor drains	Χ						
Wash partition stalls .		Х					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
Clean Showers	Х						

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

	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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					Х		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
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	Х						
sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary					Χ		
<u>- </u>							
Clean outside sand jars	X						

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

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

Address: 38126 N. Sierra Highway Palmdale, CA 93550								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	nce							
Phone Number: (661) 947-7173								
E-mail: qluong@dpw.lacounty.gov		Day						
Office Hours: Monday to Friday 6:30am to 5:00pm		\Box				ly		
Required Service Hours, Days, and Staffing		SS			>	ıal	>	þe
Days of Service: Monday through Friday		Business	Weekly	hl	erl	n) 	As-Needed
Hours of Service from: 5:00pm to 11:00pm		Sin	<u>6</u>	nt	ırtı	۸۸	Ω	ee
Minimum Required Hours Per Day*: 6 hrs/day		Sü	Λ	10	ns	ıi-/	n	Ż
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)			_	2	Q	шí	\triangleleft	S
Description of Service Areas	Square Footage	ach				Se	Annually	1
Restroom No.1 (Women)	315	й						
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						
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	X						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	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				

	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		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	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	X						
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.	X						
Polish all chrome fixtures	X						
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	Х						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	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 Clean sidewalks, remove gum and stains from sidewalks around outside of					Χ		
							7
building							Χ

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
	Busin	š	Mo	ð	Semi-	Anı	As-N
Empty exterior trash cans at designated locations and dump the collected					U)		
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	Χ						
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						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Χ					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges							
Clean floor areas and ledges		Х					
Wipe railings		Х					
All Areas			<u>'</u>	<u>'</u>			
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				
Shampoo or steam clean carpeting						Χ	
Wash windows				Χ			
Wash walls			Χ				

Scope of Services- Janitorial Services for Palmdale RD 559/Tree Crew

Address: 38126 Sierra Hwy, Palmdale, California 93550								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	nce							
Phone Number: (661) 947-7173								
E-mail: qluong@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm		>						
Required Service Hours, Days, and Staffing		Day				>		
Days of Service: Monday through Friday		s [/	all		Ō
Hours of Service Between: 5:00pm to 11:00pm		98	<u>></u>	lly	rlک	וחנ		qe
Minimum Required Hours Per Day*: 1.5 hrs/day		Busines	Weekly	ıth	rte	'n	Па	ě
Minimum Required Number of Staff*: 1		S	ě	or	lai	-A		$\stackrel{\omega}{\geq}$
Description of Service Areas	Square Footage		>	Z	Qu	əmi	Annually	As-Needed
OFFICE RM 1	350	ch				Se		_
OFFICE RM 2	275	Еа						
HALLWAY	25	ш						
CONFERENCE RM 1	400							
CONFERENCE RM 2	250							
RESTROOM	150							
KITCHEN	50							
Total Square Footage	1,500							
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		X						
Spot mop uncarpeted floors		Χ						

	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		Χ					
Damp mop non-carpeted areas		Χ					
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	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				

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Χ						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						. 7

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

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

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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	Χ						
Polish desk tops and tables		Χ					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas							
required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager					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	Χ						
Dust all office desks and equipment	Χ						
Sweep and mop tile and concrete floors. Buff, as needed.	Χ						
Restrooms							
Empty waste containers and replace liners	Χ						
Clean and refill dispensers, including sanitary napkins and hand washing	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	Χ						
Clean toilet bases	Χ						
Wash kick plates and push plates on doors	Χ						
Clean basin and floor drains	Χ						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures	Χ						
Clean Showers	Χ						
Stock restrooms with supplies	Х						

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
	Bus		2	ď	Sem	⋖	As
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	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						

	Each Business Day	Weekly	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.				Х		
Clean all exterior screens				Х		
Clean air diffuser grills and ceiling area around diffusers				X		
Clean exterior window ledges				X		
Clean sidewalks, remove gum and stains from sidewalks around outside of						
building						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					
Spot wash walls, as necessary				X		
Clean outside sand jars	X					
Clean and wipe out all exterior ash trays with damp cloth	X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
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!	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				

Address: 19731 Sierra Highway Canyon Country, CA 91351								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	nce							
Phone Number: (661) 947-7173								
E-mail: qluong@dpw.lacounty.gov		ay						
Office Hours: Tuesday to Friday 6:00am to 4:30pm		\Box				ly		
Required Service Hours, Days, and Staffing		SS			>	ıal	>	As-Needed
Days of Service: Tuesday through Friday		Business		lγ	erl	n	a	þ
Hours of Service Between: 4:30pm to 10:30pm		Si.	<u> </u>	nt	Ţ	۸۸	Ωί	Э
Minimum Required Hours Per Day*: 1.5 hrs/day		SÜS	Λe	9	en C	ii-/	nr	
Minimum Required Number of Staff*: 1			<i>></i>	2	Q	m	A	S
Description of Service Areas	Square Footage	ach		Monthly		Se		1
Office restroom	60	й						
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		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,								
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	Χ						
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	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	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	Х						
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		Х					
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	Х						
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	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						
Clean inside and outside of all refrigerators		Χ					
Clean inside and outside of all microwaves		Χ					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

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

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	Χ						
Clean and wipe out all exterior ash trays with damp cloth	Χ						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Χ						
Empty waste containers; remove debris	Χ						
Damp mop uncarpeted floors	Χ						
Vacuum carpeted floors	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					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				

Address: 17341 E. Avenue J Lancaster, CA 98536								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	nce							
Phone Number: (661) 947-7173								
E-mail: qluong@dpw.lacounty.gov		>						
Office Hours: Monday to Thursday 6:00am to 4:30pm		Day						
Required Service Hours, Days, and Staffing] S				 		О
Days of Service: Monday through Thursday		SS	>	<u>></u>	rly	ne	lly	As-Needed
Hours of Service Between: 4:30pm to 10:30pm		Busines	文	th	te	nn	Ja	ě
Minimum Required Hours Per Day*: 1.5 hrs/day		ISI	ee.	on	ar	Ā	I	Se
Minimum Required Number of Staff*: 1		B B	\geq	Š	γn	Τį	٩n	S-l
Description of Service Areas	Square Footage	ch		Monthly)	Ser	′	Ä
Superintendent's Office	119	ä						
Front Office area	840	Ш						
Front Office bathroom	75							
Crew Room area	432							
Crew Room bathroom	143							
Total Square Footage	1,609							
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						

	Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,							
computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		Х					
Spot wash walls		Х					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		Х					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			Х				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					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	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				

	Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc					Χ	0,		
Clean/dust all high ledges					Х			
Vacuum upholstered furniture				Х				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			Χ					
Clean door knobs, kick plates, baseboards, and threshold plates			Χ					
Empty recycling containers at various buildings and dump in a designated								
container)	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange								
furniture in an orderly manner		X						
Dust all office desks and equipment	>	X						
Sweep and mop tile and concrete floors. Buff, as needed.)	X						
Restrooms								
Empty waste containers and replace liners)	X						
Clean and refill dispensers, including sanitary napkins and hand washing)	X						
Clean sinks, sink fixtures and mirrors)	X						
Disinfect sinks, toilets, toilet seats and urinals		X						
Wet mop floors with disinfectant detergent)	X						
Spot wash walls, partitions and doors		X						
Replace plastic liners in waste containers	>	X						
Remove mineral deposits around faucets			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	>	<						
Clean basin and floor drains	>	<						
Wash partition stalls .			Χ					
Clean exterior surfaces of accessible traps and pipes			Χ					
Clean all restroom fixtures, mirrors and floors.	>	(

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	Χ						
Clean Showers	Χ						
Stock restrooms with supplies	Χ						
Clean and mop all showers	Χ						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	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						j
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		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						

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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							
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						

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
Spot wash walls, as necessary	<u>a</u>				X		`
Clean outside sand jars	Х						
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						
Damp mop uncarpeted floors	Х						
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		Х					
Wipe railings		Χ					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			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	I		Χ				

Address: 27624 Parker Road Castaic, CA 91310							
Public Works Division: Road Maintenance							
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance							
Phone Number: (661) 947-7173	ay L						
E-mail: qluong@dpw.lacounty.gov	Õ				<u>></u>		
Office Hours: Monday to Thursday 6:00am to 4:30pm	SS			Quarterly	a	_	þe
Required Service Hours, Days, and Staffing	Business	1 🕏		l e	n	<u></u>	As-Needed
Days of Service: Monday through Thursday	J:⊆) je	nt	IT	٦)ĭ	ee
Hours of Service Between: 4:30pm to 10:30pm		Λ	9	ns	i-/	_r	ᆛ
Minimum Required Hours Per Day*: 1.5 hrs/day		>	2	Q	۱ ا	⋖	\S
Minimum Required Number of Staff*: 1	ach				Se		1
Description of Service Areas Squal	ы Ш С						
Office and restroom 864							
Crew room and restroom 322							
Total Square Footage 1,18	6						
Office, Crew room, & Kitchenette							
Empty waste containers and ashtrays	Х						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including							
desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		Х					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture	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				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	Χ						
Clean all conference rooms after each meeting. Dust furniture. Arrange							
furniture in an orderly manner	Χ						
Dust all office desks and equipment	Χ						
Sweep and mop tile and concrete floors. Buff, as needed.	Χ						
Restrooms							
Empty waste containers and replace liners	Χ						
Clean and refill dispensers, including sanitary napkins and hand washing	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Χ					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	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.	Χ						
Polish all chrome fixtures	Χ						
Clean Showers	Х						
Stock restrooms with supplies	Χ						
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	Χ						
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	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						
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						

	Bü	Weekly	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						Х
Empty exterior trash cans at designated locations and dump the collected						
trash in the designated container. Replace plastic liners, as necessary	Х					
sweep up and pick up loose trash from around buildings and the yard	Х					
Spot wash walls, as necessary				Χ		
Clean outside sand jars	Х					
Clean and wipe out all exterior ash trays with damp cloth	Х					

	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	Х						
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!	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				

,,								
Address: 38126 N. Sierra Highway Palmdale, CA 93550								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	ince							
Phone Number: (661) 947-7173		ay						
E-mail: qluong@dpw.lacounty.gov		Õ				<u>></u>		
Office Hours: Monday to Thursday 6:00am to 4:30pm		SS		Monthly	\	<u>a</u>	_	þe
Required Service Hours, Days, and Staffing		Business	\$		9 1	n	all	As-Needed
Days of Service: Monday through Thursday		Sin) je	nt	בדו דל	٦	າປຄ	ее
Hours of Service Between: 4:30pm to 10:30pm		S)	Λ	10	l B	<u>-</u>	n	ᆛ
Minimum Required Hours Per Day*: 1.5 hrs/day			>	2	Q	E	A	S
Minimum Required Number of Staff*: 1		ach				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		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,								
computers, chairs, tables and cabinets			Χ					
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Damp mop non-carpeted areas 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	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				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated							
container	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	Χ						
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	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						
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
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	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	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						
Vacuum carpeted stairs and landings	N/A						
				·		·	

	Each Business Day	Weekly	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	Т				
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	Х					
Custodial Closets/Storage Areas						
Sweep uncarpeted floors	Х					
Empty waste containers; remove debris	Х					
Damp mop uncarpeted floors	Х					

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	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				

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Address: 8505 E. Avenue T Littlerock, CA 93543								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintena	nce							
Phone Number: (661) 947-7173		ay						
E-mail: qluong@dpw.lacounty.gov		Ö				>		
Office Hours: Tuesday to Friday 6:00am to 4:30pm		SS			>	ıal	/	þe
Required Service Hours, Days, and Staffing		Busines	\$	Monthly	ərl	n	all	As-Needed
Days of Service: Tuesday through Friday		Sin) je	nt	ırt	۸h	າກເ	ee
Hours of Service Between: 4:30pm to 10:30pm		SÜ	Λ	9	ns	j-/	nr	ᆛ
Minimum Required Hours Per Day*: 1.5 hrs/day			>	_	Ø	m	A	\S
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			Х					

	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	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	1 4/7 (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					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				Χ			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					

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

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
	l Busi	>	Σ	ਰੱ	Semi	Ā	As-
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	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						
Vacuum carpeted stairs and landings	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
Spot clean walls	N/A				S		
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	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						

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

Scope of Services for: The House Office ,14747 E. Ramona Blvd., Baldwin Park, CA 91706

*This minimum does NOT include time for the Contractor to perform the								
other incremental cleaning requirements (weekly, monthly, quarterly,								
semiannual, and annual).								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Ms. Marian Tadrous		>						
Phone Number: (626) 337-1277)ay				,		
E-mail: mtadrous@dpw.lacounty.gov						III		$\overline{}$
		SS	>	V	1	ns	ly	<u>e</u>
Required Service Hours, Days, and Staffing		ne	X	thl	tel	Jυ	ıal	ec
Days of Service: one day per week		Si	ee	uc	ar	A	υſ	S
Hours of Service Between: 2:00pm to 4:00pm		Busines		Monthly	ηχ	ni-	۸	As-Needed
Minimum Required Hours Per Day*: 2 hr/day		Ч			0	er	1	Ä
Minimum Required Number of Staff*: 1		ach				S		
Description of Service Areas	Square Footage	Ĕ						
Office, kitchen, and one restroom	1,800							
Crew room and restroom	0							
Total Square Footage	1,800							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			Х					
Clean debris from sand jars		N/A						
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, computers, chairs, tables and cabinets		Х					<u> </u>
Damp mop non-carpeted areas Spot wash walls		X					
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		Χ					
Dust baseboards and window sills		Χ					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Х				
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					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				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				
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.		Х					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	N/A						
Dust all office desks and equipment		Х					
Sweep and mop tile and concrete floors. Buff, as needed.		Х					
Restrooms							
Empty waste containers and replace liners		Х					
Clean and refill dispensers, including sanitary napkins and hand washing		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					
Stock restrooms with supplies		Х					
Clean and mop all showers		Χ					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	N/A						
Spot clean partitions glass Clean all glass entrance doors	N/A N/A						
Lunch Rooms	IN/A						
Empty and Waste containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
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						
	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		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					

			1	1	1		
sweep up and pick up loose trash from around buildings and the yard		Х					
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						
	Day				III.		-
	ch Ss D	kly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	Each Business	Weekly	Mon	uar	۱۰-	, nnc	-S-Ne
	Bus			0	Sen	1	ă
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		Х					
Empty waste containers; remove debris		Х					
Damp mop uncarpeted floors		Χ					
Vacuum carpeted floors		Х					
Dust shelves			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						Χ	
Wash windows				Х			igsquare
Wash walls			Χ				

Scope of Services- Janitorial Services for MD1-Westchester Construction

Address: 5530 West 83rd Street, Los Angeles, CA 90045								
Public Works Division: Construction / Permit Office 3								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Main	tenance	₹						
Phone Number: (310) 348-6448		Day				>		
E-mail: jdonald@dpw.lacounty.gov						all		Q
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to	2:00pm	Business	>	<u>></u>	rl))U	<u> </u>	As-Needed
Required Service Hours, Days, and Staffing		υ	X	th	te	nr	Ja	ě
Days of Service: Monday through Friday		Si	ee		ar	Ā	l L	Ş
Hour of Service between: 7:00am to 3:30pm		٦	\geq	M	γn	ا-	١	
Minimum Required Hours Per Day*: 1 hr/day					9	en	1	Ä
Minimum Required Number of Staff*: 1		ach				S	Annually	
Description of Service Areas	Square Footage	Еg						
Building No. 3 - Permit Office	675							
Total Square Footage	675							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, 7	Telepho	one S	Stalls	5				
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			Χ					
Damp mop non-carpeted areas			Χ					
Spot wash walls			Χ					
Dust telephones			Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture		Х						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and	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						Χ	
before shampooing. Carpet shall be thoroughly dry before furniture is							
placed in office.							
Clean light fixtures					Χ		
Clean hand prints from all office and corridor walls and columns			Х				
Dry foam shampoo carpet in all assigned areas and any other areas						Х	
required . Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall 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							
basis				Х			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around			V				
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				

	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	Х						
designated container	^						
Clean all conference rooms after each meeting. Dust furniture. Arrange	X						
furniture in an orderly manner	^						
Dust all office desks and equipment	Х						
Sweep and mop tile and concrete floors. Buff, as needed.	Х						
Restrooms							
Empty waste containers and replace liners	N/A						
Clean and refill dispensers, including sanitary napkins and hand washing	N/A						
soap							
Clean sinks, sink fixtures and mirrors	N/A						
Disinfect sinks, toilets, toilet seats and urinals	N/A						
Wet mop floors with disinfectant detergent	N/A						
Spot wash walls, partitions and doors	N/A						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	N/A						
Clean wall area behind basins and toilet bowls	N/A						
Clean toilet bases	N/A						
Wash kick plates and push plates on doors	N/A						
Clean basin and floor drains	N/A						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						

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	Busines Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	Each Business Day	We	Mor	Qua	Semi-A	Ann	As-N
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms	14/7						
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						_
Spot wash walls and doors	N/A						

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

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

Scope of Services- Janitorial Services for MD4- Permit Office

7, 1 7, , , ,								
Address: 11282 S. Garfield Ave Downey, Ca 90242								
Public Works Division: Construction Division - Permit Office								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4								
Phone Number: (562) 869-1176		3						
E-mail: dakai@dpw.lacounty.gov		Day				>		
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm					all		Q
Required Service Hours, Days, and Staffing		Sé	<u>></u>	<u> </u>		n		qe
Days of Service: Monday through Friday		Ĭ.	\ \	ıt l	<u> </u>	nr	Ja	ě
Hour of Service Between: 7:00am to 3:00pm		ISI	ě	O	a	Ą-		Ş
Minimum Required Hours Per Day*: 1 hr/day		Business	Weekly	Ž		ni	7	As-Needed
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)		ch				er		Ä
Description of Service Areas	Square Footage	Eac				S	Annually	
Permit office (Carpeted Area)	775							
Counter Area & Restroom	225							
Total Square Footage	1,000							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Tele	phone	Stal	ls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			X					
Damp mop non-carpeted areas			Х					
		-						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers	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						Х	
Clean light fixtures					Х		
Clean hand prints from all office and corridor walls and columns			Χ				
Dry foam shampoo carpet in all assigned areas and any other areas required . 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			Х				

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	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						

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

Exhibit I CON-3

Scope of Services- Janitorial Services for Construction House

Address: 38126 N. Sierra Hwy, Palmdale, CA 93550 (Construction House) Public Works Division: Construction Division Public Works Site Contract Manager: Sam Assoum of Construction Division Phone Number: (626) 940-4989 E-mail: sassoum@dpw.lacounty.gov Office Hours: Monday to Friday 7:00am to 3:30pm Required Service Hours, Days, and Staffing Days of Service: Weekly Hours of Service Between: 4:00pm to 10:00pm Minimum Required Hours Per Day*: 2 hrs per WEEK Minimum Required Number of Staff*: 1 Description of Service Areas Office, kitchen, and one restroom Crew room and restroom Total Square Footage 1,00	ge Ш 10	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, Crew room, & Kitchenette	1	TV				ı	
Empty waste containers and ashtrays		X					
Clean debris from sand jars Sweep uncarpeted floors		+					
Clean all sinks and drinking fountains		+					
Spot mop uncarpeted floors		Х					
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 Dav	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		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures							
Clean hand prints from all office and corridor walls and columns							
Dry foam shampoo carpet in all assigned areas and any other areas							
required. Carpet is to be thoroughly vacuumed before shampooing						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	emi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates	╀	<u>m</u>				Ø		
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	Т		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								

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution							
Spot clean walls							
Dust or damp wipe bars							
Clean floor drains							
Clean sinks/toilets and disinfect with germicidal solution							
Exterior Areas				•			
Sweep steps, outside landings and sidewalks immediately adjacent to							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.						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							<u>i</u>

Exhibit I CON-4

Scope of Services- Janitorial Services for Saticoy Yard Construction Office

Address: Saticoy Yard, 13436 Saticoy Street, North Hollywood 91605 Public Works Division: Construction Division Public Works Site Contract Manager: Sam Assoum of Construction Divisi Phone Number: (626) 940-4989 E-mail: sassoum@dpw.lacounty.gov Required Service Hours, Days, and Staffing Days of Service: WEEKLY Hours of Service Between: 7:00 A.M. TO 9:00 A.M. Minimum Required Hours Per Day*: 1 HR PER WEEK Minimum Required Number of Staff*: 1 Description of Service Areas Office, kitchen, and one restroom Crew room and restroom Total Square Footage Office, Crew room, & Kitchenette	Square Footage 300 0	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
·			V					
Empty waste containers and ashtrays			Χ					
Clean debris from sand jars			_					
Sweep uncarpeted floors			Х					
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			Х					
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								
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								1
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								1
required. Carpet is to be thoroughly vacuumed before shampooing								
Scrub, redress, and buff all tile floors. All stripping and waxing of floors								
shall be coordinated with the Contract Manager								
High dust all office and corridor areas, and other overhead areas								
Clean interior side of all windows in offices that are cleaned on a regular								
Clean all office glass partitions and office doors								
Dust all office walls. Remove hand prints on walls in offices, around door								
facings, and on corridor walls								
Clean all ceiling vents of dust, film, stains, etc								
Clean/dust all high ledges								
Vacuum upholstered furniture								
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.								

	Each	3usiness Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
		Busi	>	Σ	ð	Semi	Ā	As
Clean door knobs, kick plates, baseboards, and threshold plates						•		
Empty recycling containers at various buildings and dump in a designated								
container								
Clean all conference rooms after each meeting. Dust furniture. Arrange								
furniture in an orderly manner								
Dust all office desks and equipment				Χ				
Sweep and mop tile and concrete floors. Buff, as needed.				Х				
Restrooms								
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent			Χ					
Spot wash walls, partitions and doors			Χ					
Replace plastic liners in waste containers			Χ					
Remove mineral deposits around faucets								
Remove stains in toilet bowls and urinals				Χ				
Clean wall area behind basins and toilet bowls				Χ				
Clean toilet bases				Χ				
Wash kick plates and push plates on doors								
Clean basin and floor drains								
Wash partition stalls .								
Clean exterior surfaces of accessible traps and pipes								
Clean all restroom fixtures, mirrors and floors.								
Polish all chrome fixtures								
Clean Showers								
Stock restrooms with supplies			Χ					
Clean and mop all showers								

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

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

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

Scope of Services- Janitorial Services for Acton Metrolink Station

monthly, quarterly, semiamidal, and amidal).								
Address: 730 W. Sierra Hwy, Acton CA 93550								
Public Works Division: Programs Development								
Public Works Site Contract Manager: Mr. Jesus Camarena of PDD								
Phone Number: (626) 458-3965		\geq						
E-mail: jcamarena@dpw.lacounty.gov		Day				>		
Office Hours: M-Th 6:15 a.m. to 5:00 p.m.						all		Q
Required Service Hours, Days, and Staffing		SS(<u>></u>	<u>></u>	Ę	Ωί	Шy	qe
Days of Service: Tuesday and Thursday		Business	e k	Monthly	Quarterly	'n	ua	As-Needed
Hour of Service Between: 9:30 am to 11:30 am		NS	/e	o	la Ia	-	וור	Ž
Minimum Required Hours Per Day*: 2 hr/day (Twice a Week Only)			>	≥	ನ	mi	Ar	S-
Minimum Required Number of Staff*: 1 (each staff - 1 hr/day)		ť				Sel		A
Description of Service Areas	Square Footage	Each				(U		
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					

	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		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	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					X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager	1077				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			Χ				
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				Х			
Clean/dust all high ledges				X			
Vacuum upholstered furniture	N/A			^			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		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						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		2X					
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around							
fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary		2X					
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks							
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						

	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		2X					
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens	N/A						
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	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A				Х		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						

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

Scope of Services- Public Works Child Care Center

morning, quartony, community								
Address: 406 South Second Street, Alhambra, California 91801								
Public Works Division: Administrative Services Division			l					
Public Works Site Contract Manager: Mr. Jesus Castillo								
Phone Number: (626) 458-4055								
E-mail: jacastill@dpw.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				>		
Hour of Service from: 7:00 pm to 11:00 pm		S				all		Ö
Minimum Required Hours Per Day*: 2 hr/day		es		کار	rl)	η		qe
Minimum Required Number of Staff*: 1		Ľ.	ek)t	rte	'n	n	96
Description of Service Areas	Square Footage	Business	We	Mor	Juai	ni-A	Annually	As-Needed
Superintendant Office	132	ch)	Ser		Ä
Foreman Room No. 1	121	Еа						
Foreman Room No. 2	191	"						
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, Tele	ephon	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						

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 desks,	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						x	
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	IN/A						
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
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.	N/A						
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	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	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						

	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	⊋uarterly	emi-Annually	Annually	As-Needed
	Bü				Ser		∢
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!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting					X		
Wash windows	N/A						
Wash walls	N/A						