

**Scope of Services- Janitorial Services for Baldwin Park Shop - Fleet**

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

<b>Address:</b> 14747 East Ramona Boulevard, Baldwin Park, 91706		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Fleet Management Group								
<b>Public Works Site Contract Manager:</b> Mr. David Blessing								
<b>Phone Number:</b> (626) 814-1321								
<b>E-mail:</b> dblessin@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday, 6:30am to 4:00pm; Friday 6:30am to 3:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service from:</b> 12:00pm to 3:00pm								
<b>Minimum Required Hours Per Day*:</b> 2 hr/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	70							
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							
<b>Total Square Footage</b>	<b>1,474</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	N/A							
Sweep uncarpeted floors	X							
Clean and disinfect all sinks and drinking fountains and disinfect	X							

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

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

Clean and disinfect wall area behind basins and toilet bowls		X					
Clean and disinfect toilet bases		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains							X
Wash partition stalls .	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						
<b>Lunch Rooms</b>							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas		X					
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas		X					
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors							X
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						

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

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

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

<b>Address:</b> 160 East Longden Avenue, Irwindale, California 91706		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Maria Diaz-Castillo								
<b>Phone Number:</b> (626) 445-7630								
<b>E-mail:</b> mdiaz@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:30 a.m. to 4 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service from:</b> 9:00am to 12:00pm								
<b>Minimum Required Hours Per Day*:</b> 3 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Main Office-2 bathrooms, kitchen, conf. room, 2 tiled entryways & cust. Rm	5123							
Building 1-P&E office, crew room, locker room, 1 bathroom & 1 shower	997							
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							
<b>Total Square Footage</b>	<b>9,315</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
Spot mop uncarpeted floors	x							
Wash/clean door glass and frames	x							

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

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

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

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

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

**Scope of Services- Janitorial Services for SWMD South Area-Imperial Yard**

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

<b>Address:</b> 5525 East Imperial Highway, South Gate,CA 90280		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Robert Gresham								
<b>Phone Number:</b> (562) 861-0316								
<b>E-mail:</b> rgresham@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Friday 6:30am-5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service between:</b> 6:30 am-11:00 am								
<b>Minimum Required Hours Per Day*:</b> 4 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Main Building: office, kitchen, 2 bathrooms, conference room	5126							
Building 1 (trailer): office, 2 bathrooms	1880							
Building 3: office, 2 bathrooms	550							
Building 5: office, bathroom	400							
Building 8: office	800							
Building 9: conference room, showers, bathroom	800							
Lower Yard Bathrooms	150							
<b>Total Square Footage</b>	<b>9,706</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars							X	
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							

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

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

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

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

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

**Scope of Services- Janitorial Services for SWMD - Montebello Building**

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

<b>Address:</b> 353 Van Norman Road Montebello, CA 90640		<b>Each Business Day</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Stormwater Maintenance								
<b>Public Works Site Contract Manager:</b> Orlando Almader								
<b>Phone Number:</b> (562) 777-4496								
<b>E-mail:</b> oalmader@pw.lacounty.gov								
<b>Office Hours:</b> 6:00 am - 4:30 pm (Tuesday - Friday)								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday and Friday								
<b>Hour of Service Between:</b> 8:00 am - 4:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building: - 4 Offices - 1 Bathroom	900							
<b>Total Square Footage</b>	<b>900</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays		X						
Clean debris from sand jars								
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		N/A						
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames		X						
		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
Dust/damp wipe tops, sides and lower surfaces of furniture, including			X					

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

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

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

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

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

**Scope of Services- Janitorial Services for Longden Yard (Survey/MPM)**

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

<b>Address:</b> 160 East Longden Avenue Building #8, Irwindale, California 91706		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Survey/MPM								
<b>Public Works Site Contract Manager:</b> Mr. Antonio Hernandez								
<b>Phone Number:</b> (626) 446-5708								
<b>E-mail:</b> thernand@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Thursday, 6:00 a.m. to 3:30 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service between:</b> 7:30am to 10:30am								
<b>Minimum Required Hours Per Day*:</b> 15 mins/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom	45							
Survey Office	400							
<b>Total Square Footage</b>	<b>445</b>							
<b>Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	N/A							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
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		x						
Damp mop non-carpeted areas	x							
Spot wash walls		x						
Dust telephones		x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture	N/A						
Dust baseboards and window sills		x					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers							x
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	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				x			
High dust all office and corridor areas, and other overhead areas							
Clean interior side of all windows in offices that are cleaned on a regular			x				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		x					
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						

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

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

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

## Scope of Services- Janitorial Services for Lower Central Yard

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

<b>Address:</b> 1525/1537 Alcazar Street, Los Angeles, California 90033		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Operational Services								
<b>Public Works Site Contract Manager:</b> Mr. James Beatty								
<b>Phone Number:</b> (626) 458-1762								
<b>E-mail:</b> jbeatty@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Friday, 6:30 a.m. to 3 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service from:</b> 6:30am to 3:00pm								
<b>Minimum Required Hours Per Day*:</b> 8hrs/day								
<b>Minimum Required Number of Staff*:</b> 2								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building No. 1	9925							
Building No. 2	9500							
Building No. 4a	850							
Building No. 4b	800							
Building No. 5	1880							
Building No. 8	7175							
Building No. 9	1800							
Building No. 13	850							
<b>Total Square Footage</b>	<b>32,780</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							

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

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

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

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

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

**Scope of Services- Janitorial Services for Upper Central Yard**

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

<b>Address:</b> 2275 Alcazar Street, Los Angeles, California 90033		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Operational Services								
<b>Public Works Site Contract Manager:</b> Mr. James Beatty								
<b>Phone Number:</b> (626) 458-1762								
<b>E-mail:</b> jbeatty@dpw.lacounty.gov								
<b>Office Hours:</b> Monday through Friday, 6:30 a.m. to 3 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service from:</b> 6:30 am to 3:00 pm								
<b>Minimum Required Hours Per Day*:</b> 8 hrs/day								
<b>Minimum Required Number of Staff*:</b> 2								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building No.1	1570							
Building No.2	1600							
Building No.6	710							
Building No.7	500							
Building No. 8	525							
Building No. 10	450							
Building No. 14	850							
<b>Total Square Footage</b>	<b>6,205</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
Spot mop uncarpeted floors	x							

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

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

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

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

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

Wash walls			x				
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## Scope of Services- Janitorial Services for Baldwin Park Yard

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

<b>Address:</b> 14514 Central Avenue, Baldwin Park, CA 91706		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
<b>Public Works Division:</b> Operational Services								
<b>Public Works Site Contract Manager:</b> Mr. Dennis Gutierrez								
<b>Phone Number:</b> (626) 813-9102								
<a href="mailto:dgutierr@dpw.lacounty.gov">dgutierr@dpw.lacounty.gov</a>								
<b>Office Hours:</b> Monday through Friday, 6:30 a.m. to 4 p.m.								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday and Thursday Only								
<b>Hour of Service from:</b> 7:30 AM to 9:30 AM								
<b>Minimum Required Hours Per Day*:</b> 2hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Building No.1 Office	638							
Building No. 2 Crew Quarters	231							
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
<b>Total Square Footage</b>	<b>869</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
Spot mop uncarpeted floors	x							

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

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

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

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

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

<b>Scope of Services for: Upper Central Yard (Trailer for Engineering Unit Bldg 2A)</b> <b>2275 Alcazar Street, Los Angeles, CA 90033</b>		<b>Each Business Day</b>  <b>Weekly</b>  <b>Monthly</b>  <b>Quarterly</b>  <b>Semi-Annually</b>  <b>Annually</b>  <b>As-Needed</b>						
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).								
<b>Public Works Division:</b> Operational Services Division								
<b>Public Works Site Contract Manager:</b> Renee Duckett of Operational Services								
<b>Phone Number:</b> (626) 458-1762 x1828								
<b>E-mail:</b> rduckett@dpw.lacounty.gov								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hours of Service Between:</b> 2:00 PM - 3:00 PM								
<b>Minimum Required Hours Per Day*:</b> 1								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Office, kitchen, and one restroom	0							
Crew room and restroom	0							
<b>Total Square Footage</b>	<b>960</b>							
<b>Office</b>								
Empty waste containers and ashtrays	x							
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		x					
Damp mop non-carpeted areas	n/a						
Spot wash walls		x					
	<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
Dust telephones		x					
Vacuum carpeted areas ensuring that corners and areas under furniture	x						
Dust baseboards and window sills		x					
Spot clean partitions							x
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		x					
Damp wipe clock facings		x					
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers	x						
Spot clean carpets to remove stains					x		
Spot clean doors, door jams and walls to remove fingerprints and smudges	x						
Polish desk tops and tables		x					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in					x		
Clean light fixtures			x				
Clean hand prints from all office and corridor walls and columns		x					
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing					x		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager	n/a						
High dust all office and corridor areas, and other overhead areas		x					
Clean interior side of all windows in offices that are cleaned on a regular		x					
Clean all office glass partitions and office doors	x						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			x				

Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges		X					
Vacuum upholstered furniture	X						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
	<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.	n/a						
<b>Restrooms</b>							
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						
	<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
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						
<b>Lunch Rooms</b>							
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						
<b>Elevators</b>							
Clean tracks	n/a						
Sweep uncarpeted floors	n/a						
Spot wash walls and doors	n/a						
Damp mop uncarpeted floors	n/a						
Vacuum carpeted floors	n/a						
<b>Stairwells</b>							
Sweep stairs and landings	n/a						
Damp wipe handrails	n/a						

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

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

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

<b>Address:</b> 14747 East Ramona Boulevard, Baldwin Park, 91706		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Friday, 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service Between:</b> 6:30 am to 10:30 am								
<b>Minimum Required Hours Per Day*:</b> 4 hrs/day								
<b>Minimum Required Number of Staff*:</b> 2 (each staff - 2 hrs/day)								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	95							
Restroom No.2	95							
Restroom No.3	80							
Restroom No.4	90							
District Office Building	4,670							
<b>Total Square Footage</b>	<b>5,030</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	n/a							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							

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

	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			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
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						
Clean all glass entrance doors	X						
<b>Restrooms</b>							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

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

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

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

**Scope of Services- Janitorial Services for MD1-Tree**

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

<b>Address:</b> 14747 East Ramona Boulevard, Baldwin Park, 91706		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday, 6:00am to 4:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service Between:</b> 1:00 pm to 3:00 pm								
<b>Minimum Required Hours Per Day*:</b> 2 hr/day								
<b>Minimum Required Number of Staff*:</b> 2 (each staff - 1 hr/day)								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Tree Crew Building	1,900							
<b>Total Square Footage</b>	<b>1,900</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							
Spot mop uncarpeted floors	x							
Wash/clean door glass and frames	x							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		x						
Damp mop non-carpeted areas		x						
Spot wash walls		x						
Dust telephones		x						

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

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

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

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

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

**Scope of Services- Janitorial Services for RD 116/416**

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

<b>Address:</b> 14959 East Proctor Avenue, La Puente, 91744		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Tuesday to Friday, 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Tuesday through Friday								
<b>Hour of Service Between:</b> 7:00 am to 2:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	49							
Restroom No.2	143							
Office Building	411							
Crew/Locker room Building	725							
<b>Total Square Footage</b>	<b>1,328</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

	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	N/A						
Clean all glass entrance doors	X						
<b>Lunch Rooms</b>							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
<b>Elevators</b>							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

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

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

**Scope of Services- Janitorial Services for RD 117/417/517**

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

<b>Address:</b> 19865 Walnut Drive, Walnut, 91789		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Gus Aranki								
<b>Phone Number:</b> (626) 337-1277								
<b>E-mail:</b> garanki@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday, 6:30am to 5:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Thursday								
<b>Hour of Service Between:</b> 7:00 am to 2:00 pm								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Restroom No.1	81							
Restroom No.2	130							
Office Building	389							
Crew/Locker room Building	652							
<b>Total Square Footage</b>	<b>1,252</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						

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

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

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

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

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

**Scope of Services- Janitorial Services for RD 142 Yard**

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

<b>Address:</b> 4304 Eugene Street, Los Angeles, California 90022		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance								
<b>Public Works Site Contract Manager:</b> Mr. Daniel Aka of Road Maintenance District 4								
<b>Phone Number:</b> (562) 869-1176								
<b>E-mail:</b> daka@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Friday 7:00am to 3:30pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service Between:</b> 7:00 am to 11:00 am								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Road Division Supervisor & Crew room office including two restrooms	1,970							
<b>Total Square Footage</b>	<b>1,970</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						
Dust telephones		X						

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

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

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

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

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

**Scope of Services- Janitorial Services for 146/446 Yard**

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

<b>Address:</b> 9521 East Beverly Boulevard Pico Rivera, California 90660		<b>Each Business Day</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>	<b>As-Needed</b>
<b>Public Works Division:</b> Road Maintenance - Road Division 446								
<b>Public Works Site Contract Manager:</b> Mr. Daniel Aka								
<b>Phone Number:</b> (562) 869-1176								
<b>E-mail:</b> daka@dpw.lacounty.gov								
<b>Office Hours:</b> Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
<b>Required Service Hours, Days, and Staffing</b>								
<b>Days of Service:</b> Monday through Friday								
<b>Hour of Service Between:</b> 7:00 am to 11:00 am								
<b>Minimum Required Hours Per Day*:</b> 1.5 hrs/day								
<b>Minimum Required Number of Staff*:</b> 1								
<b>Description of Service Areas</b>	<b>Square Footage</b>							
Road Division Office & Restroom	1,184							
Crew Room Office & Restroom	522							
<b>Total Square Footage</b>	<b>1,706</b>							
<b>Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls</b>								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

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

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

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

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

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

Scope of Services for: 14747 East Ramona Boulevard (House Office) Baldwin Park, CA 91706		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
*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: Mr. Gus Aranki								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: One day per week								
Hours of Service Between: 2:00 pm to 4:00 pm								
Minimum Required Hours Per Day*: 2 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
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			x					
Clean debris from sand jars	N/A							
Sweep uncarpeted floors			x					
Clean all sinks and drinking fountains			x					
Spot mop uncarpeted floors			x					
Wash/clean door glass and frames			x					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets			x					
Damp mop non-carpeted areas			x					
Spot wash walls			x					

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

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	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						
<b>Lunch Rooms</b>							
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						
<b>Elevators</b>							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
<b>Stairwells</b>							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						

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

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