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

Address: 14747 East Ramona Boulevard, Baldwin Park, 91706								
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. David Blessing								
Phone Number: (626) 814-1321								
E-mail: dblessin@dpw.lacounty.gov								
Office Hours: Monday to Thursday, 6:30am to 4:00pm; Friday 6:30am to 3	:00pm							
Required Service Hours, Days, and Staffing		Day						
Days of Service: Monday through Friday						ully		$\overline{\mathbf{n}}$
Hour of Service from: 12:00pm to 3:00pm		SS	N		٦Ŋ	ns	N	lec lec
Minimum Required Hours Per Day*: 2 hr/day		Ue Ue	ķ	thl	tel	uι	la	e G
Minimum Required Number of Staff*: 1		SII	ee	ļ	ar	Ar	nu	P P
Description of Service Areas	Square Footage	Each Business	Weekly	Monthly	Qu	Semi-	Annually	As-Needed
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							
Total Square Footage	1,474							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Te	lephone	e Sta	lls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						
Clean and disinfect all sinks and drinking fountains and disinfect		Х						

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

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

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

Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as	N/A						
necessary.	IN/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						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner in designated location	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas			•	•		•	
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	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 Lon								
*This minimum does NOT include time for the Contractor to perform the oth	er increr	nenta	l clea	ning r	equire	ement	ts (we	ekly,
monthly, quarterly, semiannual, and annual).			-					
Address: 160 East Longden Avenue, Irwindale, California 91706								
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Maria Diaz-Castillo								
Phone Number: (626) 445-7630								
E-mail: mdiaz@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		ay						
Required Service Hours, Days, and Staffing		Õ				ly		
Days of Service: Monday through Thursday		SS		-	Y	lal	X	þe
Hour of Service from: 9:00am to 12:00pm		le 6	N V	۱l	erl	าน	all	bé
Minimum Required Hours Per Day*: 3 hrs/day		Business	Weekly	nt	arte	٩n	ทเ	ee
Minimum Required Number of Staff*: 1		Sus	Ne	10	na	i-∕	nr	Z
Description of Service Areas	Square Footage	ach E		Monthly	Ø	ber	A	As-Needed
Main Office-2 bathrooms, kitchen, conf. room, 2 tiled entryways & cust. Rm	5123	ac				0)		
Building 1-P&E office, crew room, locker room, 1 bathroom & 1 shower	997	ш						
Building 4-Warehouse office floors & 1 bathroom	360							
Building 5-Enviro. Bldg. 1 bathroom, 1 shower & dressing room	470							
Building 6-Survey office floors & 1 bathroom	465							
Triple-wide Trailer-Construction office floors & 2 bathrooms	1900							
Total Square Footage	9,315							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tel	ephon	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х	<u> </u>					

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

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

EXHIBIT I.1 SWMD-1-1

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks			1	1	1	<u>.</u>	
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas	<u> </u>						
facility		Х					
Remove washable graffiti		Х					
Wash and clean interior and exterior of all exterior windows. Spot clean, as					x		
necessary.					^		
Clean all exterior screens					х		
Clean air diffuser grills and ceiling area around diffusers					Х		
Clean exterior window ledges			Х				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		х					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard	x						
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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary	Х						
Clean outside sand jars	х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves	Х						
Materials shall be arranged/stored in an orderly manner	х						
Balconies and Ledges							
Clean floor areas and ledges			х				
Wipe railings			х				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents			Х				
Wash partition glass			Х				
Strip resilient tile, apply floor finish and buff					Х		
Dust/clean venetian blinds					Х		
Vacuum draperies					Х		
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting					Х		
Wash windows					Х		
Wash walls					Х		

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

Public Works Division: Stormwater Maintenance Public Works Site Contract Manager: Mr. Robert Gresham Phone Number: (562) 861-0316 E-mail: rgresham@dpw.lacounty.gov Office Hours: Monday through Friday 6:30am-5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Main Building: office, kitchen, 2 bathrooms, conference room Building 3: office, 2 bathrooms Building 5: office, bathrooms Building 8: office Building 9: conference room, showers, bathroom Building 9: office, bathrooms Building 9: office Rooms, bathroom Building 9: office Rooms, bathroom Building 9: office Rooms, lounges, Hallways, Lobbbies, Telephone Stalls Empty waste containers and ashtrays	montiny, quartery, sermannual, and annual).								
Public Works Site Contract Manager: Mr. Robert Gresham Phone Number: (562) 861-0316 E-mail: rgresham@dpw.lacounty.gov Office Hours: Monday through Friday 6:30am-5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Sequre Main Building: office, kitchen, 2 bathrooms, conference room Building 1 (trailer): office, 2 bathrooms Building 5: office, bathrooms Building 6: office Building 8: office Building 9: conference room, showers, bathroom Lower Yard Bathrooms Building 9: conference Rooms, lounges, Hallways, Lobbies, Telephone Stream X Clean debris from sand jars X Sweep uncarpeted floors X Clean di sinks and drinking fountains X	Address: 5525 East Imperial Highway, South Gate,CA 90280								
Phone Number: (562) 861-0316 E-mail: rgresham@dpw.lacounty.gov Office Hours: Monday through Friday 6:30am-5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Footage Main Building: office, 2 bathrooms Building 1 (trailer): office, 2 bathrooms Building 3: office, bathroom Building 9: conference room, showers, bathroom Building 9: conference room, showers, bathroom Building 9: conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars Sweep uncarpeted floors X Clean all sinks and drinking fountains	Public Works Division: Stormwater Maintenance								
E-mail: rgresham@dpw.lacounty.gov Office Hours: Monday through Friday 6:30am-5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 1 Description of Service Areas Square Main Building: office, kitchen, 2 bathrooms, conference room Building 3: office, 2 bathrooms Building 3: office, 2 bathrooms Building 9: conference room, showers, bathroom Building 9: conference room, showers, bathroom Building 9: conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean all sinks and drinking fountains X	Public Works Site Contract Manager: Mr. Robert Gresham								
Office Hours: Monday through Friday 6:30am-5:00pm A Required Service Hours, Days, and Staffing A Days of Service: Monday through Friday A Hour of Service between: 6:30 am-11:00 am A Minimum Required Hours Per Day*: 4 hrs/day A Minimum Required Number of Staff*: 1 A Description of Service Areas Footage Main Building: office, kitchen, 2 bathrooms, conference room 5126 Building 1 (trailer): office, 2 bathrooms 1880 Building 3: office 800 Building 9: conference room, showers, bathroom 800 Lower Yard Bathrooms 150 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X X Clean debris from sand jars X X Sweep uncarpeted floors X X	Phone Number: (562) 861-0316								
Required Service Hours, Days, and Staffing Image: Construct of Service: Monday through Friday Days of Service: Monday through Friday Image: Construct of Service between: 6:30 am-11:00 am Image: Construct of Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Image: Construct of Service Areas Square Footage Image: Construct of Service Areas Image: Construct of Servic	E-mail: rgresham@dpw.lacounty.gov								
Days of Service: Monday through Friday Image: Service Hours, Days, and Starning Image: Service Hours, Days, and Starning Days of Service: Monday through Friday Image: Service between: 6:30 am-11:00 am Image: Service between: 6:30 am-11:00 am Minimum Required Hours Per Day*: 4 hrs/day Image: Service Areas Square Footage Minimum Required Number of Staff*: 1 Image: Service Areas Square Footage Main Building: office, Aitchen, 2 bathrooms, conference room 5126 Building 3: office, 2 bathrooms 1880 Building 3: office, 2 bathrooms 800 Building 9: onference room, showers, bathroom 900 Lower Yard Bathrooms 150 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Office Hours: Monday through Friday 6:30am-5:00pm		\geq						
Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Required Service Hours, Days, and Staffing		Da				У		
Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Days of Service: Monday through Friday						all	_	σ
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Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Minimum Required Hours Per Day*: 4 hrs/day		ine.	0	ith	-te	nr	лa) Ö
Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Minimum Required Number of Staff*: 1		<u>IS</u>	e,	oD	lar	A-	IUI	Ž
Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Description of Service Areas			3	Š	Qu	şmi-	An	J-S∕
Building 1 (trailer): Onice, 2 bathrooms 1000 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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Main Building: office, kitchen, 2 bathrooms, conference room	5126	5				Se		1
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 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Building 1 (trailer): office, 2 bathrooms	1880							
Building 8: office 800 Building 9: conference room, showers, bathroom 800 Lower Yard Bathrooms 150 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Building 3: office, 2 bathrooms	550							
Building 9: conference room, showers, bathroom 800 Lower Yard Bathrooms 150 Total Square Footage 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Building 5: office, bathroom	400							
Lower Yard Bathrooms150Total Square Footage9,706Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone StallsEmpty waste containers and ashtraysXClean debris from sand jarsXSweep uncarpeted floorsXClean all sinks and drinking fountainsX	Building 8: office	800							
Total Square Footage 9,706 9,706 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls X Image: Containers and ashtrays Empty waste containers and ashtrays X Image: Containers and ashtrays X Image: Containers and ashtrays Clean debris from sand jars X Image: Containers and containers X Image: Containers Sweep uncarpeted floors X Image: Containers X Image: Containers Clean all sinks and drinking fountains X Image: Containers X Image: Containers	Building 9: conference room, showers, bathroom	800							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Image: Containers and ashtrays Clean debris from sand jars X Image: Containers and ashtrays Sweep uncarpeted floors X Image: Containers and drinking fountains		150							
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Clean debris from sand jars X Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Stal	ls					
Sweep uncarpeted floors X Image: Clean all sinks and drinking fountains X X Image: Clean all sinks and drinking fountains	Empty waste containers and ashtrays		Х						
Clean all sinks and drinking fountains X	Clean debris from sand jars								Х
Clean all sinks and drinking fountains X Image: Clean all sinks and drinking fountains Spot mop uncarpeted floors X Image: Clean all sinks and drinking fountains									
Spot mop uncarpeted floors X	Clean all sinks and drinking fountains								
	Spot mop uncarpeted floors		Х						

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

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

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

Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
N/A						
	Х					
						Х
			Х			
			Х			
			Х			
	Х					
	Х					
	Х					
	N/A N/A N/A N/A N/A N/A N/A N/A N/A	N/A	N/A	N/A	Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A Image: N/A	W 0 0 N/A 0 0

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

Scope of Services- Janitorial Services for SWMD - Montebello Building

Address: 353 Van Norman Road Montebello, CA 90640								
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Orlando Almader								
Phone Number: (562) 777-4496		\geq						
E-mail: oalmader@pw.lacounty.gov		Day				1		
Office Hours: 6:00 am - 4:30 pm (Tuesday - Friday)						ll		σ
Required Service Hours, Days, and Staffing		Business	Bi-Weekly	\geq	rly	na	ly	As-Needed
Days of Service: Tuesday and Friday		Пе	6 0	Monthly	tel	ЧU	Annually	e
Hour of Service Between: 8:00 am - 4:00 pm		IS.	Ň	UC	ar	Ā	n	Ve
Minimum Required Hours Per Day*: 1 hrs/day		ы М	<u>.</u>	ž	η	Ľ.	٦Л	-
Minimum Required Number of Staff*: 1			Ш		0	en	1	Ă
Description of Service Areas	Square Footage	ach			Quarterly	S		
Building:		ш						
- 4 Offices	900							
- 1 Bathroom								
Total Square Footage	900							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	e Stal	ls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars								
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains	N/A							
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
		ness	_	~	γ	ually	١y	ed
		Busi Day	Weekly	Monthly	Quarterly	Ann	Annually	As-Needed
		Each Business Day	Š	M	ğu	emi-Annually	An	As-h
Dust/damp wipe tops, sides and lower surfaces of furniture, including		ш	Х			Ň		
		1		I				

							•	
Damp mop non-carpeted areas		Х						
Spot wash walls			Х					
Dust telephones			Х					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A							
Dust baseboards and window sills				Х				
Spot clean partitions			Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars								
Damp wipe clock facings				Х				
Damp wipe door knobs, kick plates and threshold plates			Х					
Replace plastic liners in waste containers		Х						
Spot clean carpets to remove stains	N/A							
Spot clean doors, door jams and walls to remove fingerprints and smudges		Х						
Polish desk tops and tables				Х				
Move furniture and dry foam shampoo all office carpets, and other carpeted								
areas, as necessary. Carpets shall be thoroughly vacuumed before								
shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A							
Clean light fixtures				Х				
Clean hand prints from all office and corridor walls and columns			Х					
Dry foam shampoo carpet in all assigned areas and any other areas								
required . Carpet is to be thoroughly vacuumed before shampooing	N/A							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors								
shall be coordinated with the Contract Manager					Х			
High dust all office and corridor areas, and other overhead areas					Х			
Clean interior side of all windows in offices that are cleaned on a regular				Х				
Clean all office glass partitions and office doors	N/A]
Dust all office walls. Remove hand prints on walls in offices, around door								
facings, and on corridor walls				Х				
		ess				ally		σ
		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
		h Busi Day	Wee	Mon	luar	ιi-Α	Jun	s-Ne
		Eac			0	Sen	1	Ä
Clean all ceiling vents of dust, film, stains, etc					Х			
Clean/dust all high ledges	N/A							

Scope of Services- Janitorial Services for SWMD Montebello Building

Vacuum upholstered furniture	N/A							
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.				Х				
Clean door knobs, kick plates, baseboards, and threshold plates				Х				
Empty recycling containers at various buildings and dump in a designated								
container		Х						
Clean all conference rooms after each meeting. Dust furniture. Arrange								
furniture in an orderly manner		Х						
Dust all office desks and equipment			Х					
Sweep and mop tile and concrete floors. Buff, as needed.					Х			
Restrooms								
Empty waste containers and replace liners		Х						
Clean and refill dispensers, including sanitary napkins and hand washing								Х
Clean sinks, sink fixtures and mirrors		Х						
Disinfect sinks, toilets, toilet seats and urinals		Х						
Wet mop floors with disinfectant detergent		Х						
Spot wash walls, partitions and doors		Х						
Replace plastic liners in waste containers		Х						
Remove mineral deposits around faucets		Х						
Remove stains in toilet bowls and urinals		Х						
Clean wall area behind basins and toilet bowls		Х						
Clean toilet bases		Х						
Wash kick plates and push plates on doors	N/A							
Clean basin and floor drains		Х						
Wash partition stalls .		Х						
Clean exterior surfaces of accessible traps and pipes	N/A							
		ess				ally		q
		Busin Day	Weekly	thly	terly	nuu	Vller	ede
		Each Business Day	Wee	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
		Eac			0	Sen	1	Ä
Clean all restroom fixtures, mirrors and floors.		Х						
Polish all chrome fixtures				Х				
Clean Showers	N/A							
Stock restrooms with supplies		Х						

Clean and mop all showers	N/A							
	1 1/7 1							
Clean drinking fountains and sinks. Also, remove hand prints on walls								
around fountains		Х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic								
liners, as necessary		Х						
Spot clean partitions glass	N/A							
Clean all glass entrance doors	N/A							
Lunch Rooms								
Empty and Wash containers inside and out; replace plastic liners			Х					
Wash table tops and serving areas			Х					
Dust chairs			Х					
Sweep uncarpeted floors in eating areas			Х					
Vacuum carpeted floors in eating areas	N/A							
Damp wipe chair and table legs			Х					
Damp mop uncarpeted floors			Х					
Spot wash walls and doors				Х				
Clean inside and outside of all refrigerators			Х					
Clean inside and outside of all microwaves			Х					
Elevators								
Clean tracks	N/A							
Sweep uncarpeted floors	N/A							
		ess			×	ally	1	þ
		Busin Day	Weekly	Monthly	rter	nuu	Annually	sede
		Each Business Day	We	Mor	Quarterly	emi-Annually	Ann	As-Needed
		Еас			_	Se		٩
Spot wash walls and doors	N/A							
Damp mop uncarpeted floors	N/A							
Vacuum carpeted floors	N/A							
Stairwells								
Sweep stairs and landings	N/A							
Damp wipe handrails	N/A							
Damp mop uncarpeted stairs and landings	N/A							

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Vacuum carpeted stairs and landings	N/A							
Spot clean walls	N/A							
Sweep and wet mop all steps	N/A							
Holding Tanks								
Damp mop floors and disinfect with germicidal solution	N/A							
Spot clean walls	N/A							
Dust or damp wipe bars	N/A							
Clean floor drains	N/A							
Clean sinks/toilets and disinfect with germicidal solution	N/A							
Exterior Areas								
Sweep steps, outside landings and sidewalks immediately adjacent to		Х						
Remove washable graffiti	N/A							
Wash and clean interior and exterior of all exterior windows. Spot clean, as								
necessary.		Х						
Clean all exterior screens	N/A							
Clean air diffuser grills and ceiling area around diffusers					Х			
Clean exterior window ledges					Х			
Clean sidewalks, remove gum and stains from sidewalks around outside of								
building	_	(0			Х	,		
		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected								
trash in the designated container. Replace plastic liners, as necessary	N/A							
sweep up and pick up loose trash from around buildings and the yard	N/A							
Spot wash walls, as necessary	N/A							
Clean outside sand jars	N/A							
Clean and wipe out all exterior ash trays with damp cloth	N/A							
Custodial Closets/Storage Areas								
Sweep uncarpeted floors		Х						
Empty waste containers; remove debris		Х						

Scope of Services- Janitorial Services for SWMD Montebello Building

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

6 of 6

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

montaly, quality, comaindal, and annual).								
Address: 160 East Longden Avenue Building #8, Irwindale, California 9170	6							
Public Works Division: Survey/MPM								
Public Works Site Contract Manager: Mr. Antonio Hernandez								
Phone Number: (626) 446-5708		ay						
E-mail: thernand@dpw.lacounty.gov		Õ				V		
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.		SS			Х	la	λ	eq Q
Required Service Hours, Days, and Staffing		60 G	⇒		erl	าน	all	ð Ö
Days of Service: Monday through Thursday		Business	Weekly	Monthly	Irte	٦	Annually	As-Needed
Hour of Service between: 7:30am to 10:30am		ŝUŝ	Š	10	na	ii-∕	nr	Ϋ́
Minimum Required Hours Per Day*: 15 mins/day				2	Ø	Ш	A	1S
Minimum Required Number of Staff*: 1		сh				Š		
Description of Service Areas	Square Footage	Ша						
Restroom	45							
Survey Office	400							
Total Square Footage	445							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Te	lephon	e St	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		N/A						
Wash/clean door glass and frames		N/A						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			Х					
Damp mop non-carpeted areas		х						
Spot wash walls			х					
Dust telephones			Х					

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

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

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

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

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

Address: 1525/1537 Alcazar Street, Los Angeles, California 90033								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. James Beatty								
Phone Number: (626) 458-1762								
E-mail: jbeatty@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.								
Required Service Hours, Days, and Staffing		₹						
Days of Service: Monday through Friday		Day				V		
Hour of Service from: 6:30am to 3:00pm		SS		>	Ŋ	lal	Х	ed
Minimum Required Hours Per Day*: 8hrs/day		ĕ	kl)	ihly	er	ามเ	all	eq
Minimum Required Number of Staff*: 2		Sir	ee	but	art	Ar	nu	Ve.
Description of Service Areas	Square Footage	Business	Weekly	Mo	Quarterly	mi-	Annually	As-Needed
Building No. 1	9925	Each				Se		4
Building No. 2	9500	n N				•••		
Building No. 4a	850							
Building No. 4b	800							
Building No. 5	1880							
Building No. 8	7175							
Building No. 9	1800							
Building No. 13	850							
Total Square Footage	32,780							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	one S	Stalls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		х						

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

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

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

EXHIBIT I.1 OSD-1-1

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

Se of Gervices Barmonal Gervices for Lower German Pard				•			GROU
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				Х			
Clean outside sand jars	х						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	х						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	х						
Vacuum carpeted floors	x						
Dust shelves	х						
Materials shall be arranged/stored in an orderly manner	х						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas				_	_		
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				Х			
Wash partition glass			Х				
Strip resilient tile, apply floor finish and buff				Х			
Dust/clean venetian blinds			Х				
Vacuum draperies	N/A						
Dust high ledges and moldings			X				<u> </u>
Vacuum upholstered furniture			Х	~			<u> </u>
Shampoo or steam clean carpeting Wash windows				X			
Wash wills			x	х			<u> </u>
			٨				

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).

_(weekly, monthly, quarterly, semiarinual, and arribal).								
Address: 2275 Alcazar Street, Los Angeles, California 90033								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. James Beatty								
Phone Number: (626) 458-1762								
E-mail: jbeatty@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.		\geq						
Required Service Hours, Days, and Staffing		Day				$\mathbf{\lambda}$		
Days of Service: Monday through Friday						ally		σ
Hour of Service from: 6:30 am to 3:00 pm		Business	\geq	N	rly	ทเ	lly	de
Minimum Required Hours Per Day*: 8 hrs/day		Ľ	Weekly	ith	te	nr	na	ee ee
Minimum Required Number of Staff*: 2		JSI.	e e	Ч	ar	A-	IUI	Ž
Description of Service Areas	Square Footage		3	Monthly	Qu	emi-	An	As-Needed
Building No.1	1570	Сh				S		
Building No.2	1600	Ша						
Building No.6	No.6 710							
Building No.7	500							
Building No. 8	525							
Building No. 10	450							
Building No. 14	850							
Total Square Footage	6,205							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, 7	Felepho	ne S	talls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		х						
lean all sinks and drinking fountains		х						
Spot mop uncarpeted floors		Х						

Wash/clean door glass and frames	X Each Business X Dav	Weekly	Monthly	Quarterly	Semi-Annually	ally	ed
Dust/damp.wipe.tops_sides_and lower.surfaces.of.furniture_including	х	Weekly	Monthly	luarterly	nnually	ally	ed
Dust/damp wine tops, sides and lower surfaces of furniture, including				0	Semi-A	Annually	As-Needed
Dusidant whe tops, sides and lower surfaces of furniture, including							
Damp mop non-carpeted areas	Х						
Spot wash walls	х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under furniture	х						
Dust baseboards and window sills		Х					
Spot clean partitions		Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		Х					
Damp wipe clock facings		Х					
Damp wipe door knobs, kick plates and threshold plates		Х					
Replace plastic liners in waste containers		Х					
Spot clean carpets to remove stains		Х					
Spot clean doors, door jams and walls to remove fingerprints and		Х					
Polish desk tops and tables		Х					
Move furniture and dry foam shampoo all office carpets, and other							
carpeted areas, as necessary. Carpets shall be thoroughly vacuumed							
before shampooing. Carpet shall be thoroughly dry before furniture is							
placed in office.				х			
Clean light fixtures				х			
Clean hand prints from all office and corridor walls and columns		Х					
Dry foam shampoo carpet in all assigned areas and any other areas							
required . Carpet is to be thoroughly vacuumed before shampooing				х			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors							
shall be coordinated with the Contract Manager				х			1
High dust all office and corridor areas, and other overhead areas		х					
Clean interior side of all windows in offices that are cleaned on a regular							
basis				х			

2 of 7

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

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

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

	Each Business Day	Weekly	Monthly Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the						
collected trash in the designated container. Replace plastic liners, as						
necessary	x					
sweep up and pick up loose trash from around buildings and the yard	2	х				
Spot wash walls, as necessary			х			
Clean outside sand jars	х					
Clean and wipe out all exterior ash trays with damp cloth	х					
Custodial Closets/Storage Areas						
Sweep uncarpeted floors	х					
Empty waste containers; remove debris	х					
Damp mop uncarpeted floors	х					
Vacuum carpeted floors	х					
Dust shelves	Х					
Materials shall be arranged/stored in an orderly manner	х					
Balconies and Ledges						
Clean floor areas and ledges	N/A					
Wipe railings	N/A					
All Areas						
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х					
Dust or Vacuum ceiling vents			Х			
Wash partition glass		х				
Strip resilient tile, apply floor finish and buff			Х			
Dust/clean venetian blinds		х				
Vacuum draperies	N/A					
Dust high ledges and moldings		х				
Vacuum upholstered furniture		х				
Shampoo or steam clean carpeting			х			
Wash windows			Х			

Wash walls x					
	Wash walls		Х		

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).

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	Sin I	Š	nt	arte	٩N	nu	ee
	3us	Ne	10	na	i-/	υL	Z
Square Footage			2	Ø	Ser	A	As-Needed
638	ac				0)		
231	ш						
n/a							
n/a							
n/a							
n/a							
869							
Telepho	one S	Stalls	5				
	Х						
	Х						
	х						
	Х						
	IV	1	1				1
	Footage 638 231 n/a n/a n/a n/a n/a 869	Footage C 638 C 231 N/a n/a n/a n/a n/a n/a K Telephone S X x X x X	Square Footage 638 231 n/a n/a n/a n/a n/a 869 Telephone Stalls	Square FootageA S S HA A ASquare FootageA S S A D AA A A ASquare FootageA A B AA A A A ASquare FootageA B B A BA A A A A ASquare FootageA B B 	Q Square FootageA Square FootageA Square B C Square FootageA Square Square B C<	QQASquareAAFootageA638Q638A231An/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAn/aAxA <td>QQASquareAAFootageA638231n/aA<</td>	QQASquareAAFootageA638231n/aA<

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

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

							<u>GRO</u>	U
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed	
Clean exterior surfaces of accessible traps and pipes	Х							Ī
Clean all restroom fixtures, mirrors and floors.	Х							
Polish all chrome fixtures	Х							
Clean Showers	Х							
Stock restrooms with supplies	х							
Clean and mop all showers	Х							
Clean drinking fountains and sinks. Also, remove hand prints on walls								
around fountains	x							
Empty all waste receptacles and wipe out with damp cloth. Replace								
plastic liners, as necessary	х							
Spot clean partitions glass	х							
Clean all glass entrance doors	х							
Lunch Rooms								
Empty and Wash containers inside and out; replace plastic liners	Х							
Wash table tops and serving areas	Х							
Dust chairs	х							
Sweep uncarpeted floors in eating areas	Х							
Vacuum carpeted floors in eating areas	Х							
Damp wipe chair and table legs	x							
Damp mop uncarpeted floors	Х							1
Spot wash walls and doors	Х							
Clean inside and outside of all refrigerators	Х							
Clean inside and outside of all microwaves	Х							
Clean tracks	N/A							
Sweep uncarpeted floors	Х]
Spot wash walls and doors	Х							
Damp mop uncarpeted floors	Х							
Vacuum carpeted floors	Х							1

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

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

Scope of Services for: Upper Central Yard <u>(Trailer for Engineering Uni</u> 2275 Alcazar Street, Los Angeles, CA 90033	t Bldg 2	<u>2A)</u>						
*This minimum does NOT include time for the Contractor to perform the other	er							
incremental cleaning requirements (weekly, monthly, quarterly, semiannual, annual).	and							
Public Works Division: Operational Services Division								
Public Works Site Contract Manager: Renee Duckett of Operational Servi	ces	>						
Phone Number: (626) 458-1762 x1828		Day				_		
E-mail: rduckett@dpw.lacounty.gov						lly		7
		SS			\leq	na	\geq	e
Required Service Hours, Days, and Staffing		Business	<u> </u>	Monthly	er		all	As-Needed
Days of Service: Monday through Friday		Sii	e e	j U	ar	A	nu	٨e
Hours of Service Between: 2:00 PM - 3:00 PM		Bu	Š	Ň	βn	- <u>-</u> -	NI N	Z-2
Minimum Required Hours Per Day*: 1					0	eD	P	As
Minimum Required Number of Staff*: 1		ach l				Ñ		
Description of Service Areas	Square Footage	Ш						
Office, kitchen, and one restroom	0							
Crew room and restroom	0							
Total Square Footage	960							
Office								
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		n/a						
Sweep uncarpeted floors		n/a						
Clean all sinks and drinking fountains		n/a						
Spot mop uncarpeted floors		n/a						
Wash/clean door glass and frames		n/a						

Scope of Services for: Upper Central Yard (Trailer for Engineering Unit Bldg. 2A)

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

Scope of Services for: Upper Central Yard (Trailer for Engineering Unit Bldg. 2A)

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

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

			1	-	T		
Damp mop uncarpeted stairs and landings	n/a						
Vacuum carpeted stairs and landings	n/a						
Spot clean walls	n/a						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	n/a						
Spot clean walls	n/a						
Dust or damp wipe bars	n/a						
Clean floor drains	n/a						
Clean sinks/toilets and disinfect with germicidal solution	n/a						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	Х						
Remove washable graffiti	n/a						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.							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
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	n/a						
Empty waste containers; remove debris	n/a						
Damp mop uncarpeted floors	n/a						
Vacuum carpeted floors	n/a						
Dust shelves	n/a						
Materials shall be arranged/stored in an orderly manner	n/a						
Balconies and Ledges							
Clean floor areas and ledges	n/a						
Wipe railings	n/a						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							Х
Dust or Vacuum ceiling vents			Х				
Wash partition glass		Х					
Strip resilient tile, apply floor finish and buff	n/a						
Dust/clean venetian blinds		Х					
Vacuum draperies	n/a						
Dust high ledges and moldings		Х					
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting					Х		
Wash windows							Х
Wash walls							Х

Scope of Services- Janitorial Services for 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).

Public Works Division: Road Maintenance Public Works Site Contract Manager: Mr. Gus Aranki Phone Number: (626) 337-1277 E-mail: garanki@dpw.lacounty.gov Office Hours: Monday to Friday, 6:30am to 5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service Between: 6:30 am to 10:30 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day) Description of Service Areas Restroom No.1 Restroom No.2 Restroom No.4 0 District Office Building Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars	montiny, quartery, semiannual, and annual).								
Public Works Site Contract Manager: Mr. Gus Aranki Phone Number: (626) 337-1277 E-mail: garanki@dpw.lacounty.gov Office Hours: Monday to Friday, 6:30am to 5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service Between: 6:30 am to 10:30 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day) Description of Service Areas Square Restroom No.1 Restroom No.2 Restroom No.3 Restroom No.4 District Office Building Total Square Footage Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean debris from sand jars m/a Clean all sinks and drinking fountains	Address: 14747 East Ramona Boulevard, Baldwin Park, 91706								
Phone Number: (626) 337-1277 E-mail: garanki@dpw.lacounty.gov Office Hours: Monday to Friday, 6:30am to 5:00pm Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hour of Service Between: 6:30 am to 10:30 am Minimum Required Hours Per Day*: 4 hrs/day Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day) Description of Service Areas Restroom No.1 Restroom No.2 Restroom No.3 Restroom No.4 District Office Building Total Square Footage Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays Clean all sinks and drinking fountains	Public Works Division: Road Maintenance								
E-mail: garanki@dpw.lacounty.gov	Public Works Site Contract Manager: Mr. Gus Aranki								
Office Hours: Monday to Friday, 6:30am to 5:00pm A Required Service Hours, Days, and Staffing A Days of Service: Monday through Friday A Hour of Service Between: 6:30 am to 10:30 am A Minimum Required Hours Per Day*: 4 hrs/day A Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day) A Description of Service Areas Square Footage Restroom No.1 95 Restroom No.2 95 Restroom No.3 80 Restroom No.4 90 District Office Building 4,670 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays x Clean debris from sand jars n/a Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Phone Number: (626) 337-1277								
Required Service Hours, Days, and StaffingQSAA <th< td=""><td>E-mail: garanki@dpw.lacounty.gov</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	E-mail: garanki@dpw.lacounty.gov								
Required Service Hours, Days, and StaffingQSAA <th< td=""><td>Office Hours: Monday to Friday, 6:30am to 5:00pm</td><td></td><td>ay</td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Office Hours: Monday to Friday, 6:30am to 5:00pm		ay						
Restroom No.1 95	Required Service Hours, Days, and Staffing						ly		
Restroom No.1 95	Days of Service: Monday through Friday		SS		/	λ	lal	λ	þe
Restroom No.1 95	Hour of Service Between: 6:30 am to 10:30 am		ee ee	∕	۱l	erl	มน	all	ğ
Restroom No.1 95	Minimum Required Hours Per Day*: 4 hrs/day		Sin	je l	ntl	Irte	٦h	ทเ	ee
Restroom No.1 95	Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)		SUS	ζ	10	en	i-∕	nr	Ż
Restroom No.1 95	Description of Service Areas		сh	>	2	Ø	Sem	A	As
Restroom No.3 80 Restroom No.4 90 District Office Building 4,670 Total Square Footage 5,030 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays X Clean debris from sand jars n/a Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Restroom No.1	95							
Restroom No.4 90 District Office Building 4,670 Total Square Footage 5,030 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays x Clean debris from sand jars n/a Sweep uncarpeted floors x Clean all sinks and drinking fountains x	Restroom No.2	95							
District Office Building 4,670 Total Square Footage 5,030 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays x Clean debris from sand jars n/a Sweep uncarpeted floors x Clean all sinks and drinking fountains x	Restroom No.3	80							
Total Square Footage 5,030 Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays x Clean debris from sand jars n/a Sweep uncarpeted floors x Clean all sinks and drinking fountains x	Restroom No.4	90							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telephone Stalls Empty waste containers and ashtrays x Clean debris from sand jars n/a Sweep uncarpeted floors x Clean all sinks and drinking fountains x	District Office Building	4,670							
Empty waste containers and ashtraysxxClean debris from sand jarsn/aSweep uncarpeted floorsxClean all sinks and drinking fountainsx	Total Square Footage	5,030							
Clean debris from sand jars n/a Sweep uncarpeted floors X Clean all sinks and drinking fountains X	Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telep	ohone S	Stalls	;					
Sweep uncarpeted floors x Clean all sinks and drinking fountains x	Empty waste containers and ashtrays		Х						
Clean all sinks and drinking fountains x	Clean debris from sand jars		n/a						
	Sweep uncarpeted floors		Х						
Spot mop uncarpeted floors x									
	Spot mop uncarpeted floors		Х						

Wash/clean door glass and framesxImage: second secon	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,xxDamp mop non-carpeted areasx1Spot wash wallsx1Dust telephonesx1Vacuum carpeted areas ensuring that corners and areas under furniture arex1Dust baseboards and window sillsx1Spot clean partitionsx1Damp wipe waste containers and ashtraysx1Damp wipe clock facingsx1Damp wipe door knobs, kick plates and threshold platesx1Replace plastic liners in waste containersx1Spot clean carpets to remove stainsx1	
Damp mop non-carpeted areasxxSpot wash wallsxxDust telephonesxxVacuum carpeted areas ensuring that corners and areas under furniture arexDust baseboards and window sillsxxDust baseboards and window sillsxxSpot clean partitionsxxDamp wipe waste containers and ashtraysxxDamp wipe clock facingsxxDamp wipe door knobs, kick plates and threshold platesxxReplace plastic liners in waste containersxxSpot clean carpets to remove stainsxx	
Spot wash wallsxxDust telephonesxxVacuum carpeted areas ensuring that corners and areas under furniture arexVacuum carpeted areas ensuring that corners and areas under furniture arexDust baseboards and window sillsxDust baseboards and window sillsxSpot clean partitionsxDamp wipe waste containers and ashtraysxDamp wipe clock facingsxDamp wipe door knobs, kick plates and threshold platesxReplace plastic liners in waste containersxSpot clean carpets to remove stainsx	
Dust telephonesxxxVacuum carpeted areas ensuring that corners and areas under furniture arexxxDust baseboards and window sillsxxxxDust baseboards and window sillsxxxxSpot clean partitionsxxxxxDamp wipe waste containers and ashtraysxxxxDamp wipe clock facingsxxxxDamp wipe door knobs, kick plates and threshold platesxxxReplace plastic liners in waste containersxxxSpot clean carpets to remove stainsxxx	
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Dust baseboards and window sillsxxxxSpot clean partitionsxxxxxDamp wipe waste containers and ashtraysxxxxxDamp wipe clock facingsxxxxxxDamp wipe door knobs, kick plates and threshold platesxxxxxxReplace plastic liners in waste containersxxxxxxxSpot clean carpets to remove stainsxxxxxxx	
Spot clean partitionsxxDamp wipe waste containers and ashtraysxxDamp wipe clock facingsxxDamp wipe door knobs, kick plates and threshold platesxxReplace plastic liners in waste containersxxSpot clean carpets to remove stainsxx	
Damp wipe waste containers and ashtraysxxxDamp wipe clock facingsXXXDamp wipe door knobs, kick plates and threshold platesXXReplace plastic liners in waste containersXXSpot clean carpets to remove stainsXX	
Damp wipe clock facingsxDamp wipe door knobs, kick plates and threshold platesxDamp wipe door knobs, kick plates and threshold platesxReplace plastic liners in waste containersxSpot clean carpets to remove stainsx	
Damp wipe door knobs, kick plates and threshold platesxReplace plastic liners in waste containersxSpot clean carpets to remove stainsx	
Replace plastic liners in waste containers x Spot clean carpets to remove stains 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	
Clean light fixtures x	
Clean hand prints from all office and corridor walls and columns	
Dry foam shampoo carpet in all assigned areas and any other areas required .	
Carpet is to be thoroughly vacuumed before shampooing	
Scrub, redress, and buff all tile floors. Work shall be coordinated with the Site	
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 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			х				
Clean all ceiling vents of dust, film, stains, etc				Х			
Clean/dust all high ledges				Х			
Vacuum upholstered furniture			Х				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Х					
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	Х						
Restrooms							
Empty waste containers and replace liners	Х						
Clean and refill dispensers, including sanitary napkins and hand washing soap	х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Х					
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	Х						

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

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Sweep uncarpeted floors	N/A						l
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks				•			
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti	~						Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					х		
Clean all exterior screens					Х		
Clean air diffuser grills and ceiling area around diffusers					Х		
Clean exterior window ledges					Х		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Х
	ess			~	ally	>	ð
	Busin Day	Weekly	thly	terl	nuu	(llau	sede
	Each Business Day	We	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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EXHIBIT I.1 RMD-1-1 GROUP 1

Empty exterior trash cans at designated locations and dump the collected							
trash in the designated container. Replace plastic liners, as necessary	Х						
sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary					Х		
Clean outside sand jars	n/a						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		х					
Materials shall be arranged/stored in an orderly manner		х					
Balconies and Ledges		1	1	1			
Clean floor areas and ledges		х					
Wipe railings		х					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Х			
Wash partition glass				Х			
Strip resilient tile, apply floor finish and buff					Х		
Dust/clean venetian blinds			Х				
Vacuum draperies			Х				
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting						Х	
Wash windows				Х			
Wash walls			Х				

Scope of Services- Janitorial Services for MD1-Tree

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

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Address: 14747 East Ramona Boulevard, Baldwin Park, 91706								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki								
Phone Number: (626) 337-1277		ay						
E-mail: garanki@dpw.lacounty.gov		D				Х		
Office Hours: Monday to Thursday, 6:00am to 4:30pm		s I				all		Q
Required Service Hours, Days, and Staffing		ŝ	\geq	Ŋ	rly	n	lly	de
Days of Service: Monday through Thursday		Ш.	A	Ith	-te	nr	Ja	90
Hour of Service Between: 1:00 pm to 3:00 pm		Business	Weekly	or	lal	-A	IUL	As-Needed
Minimum Required Hours Per Day*: 2 hr/day		Б	\leq	Σ	ງເ	μ	Ar	S-
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		Ļ			0	ler		A
Description of Service Areas	Square Footage	Each				0)		
Tree Crew Building	1,900							
Total Square Footage	1,900							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Telep	hone S	talls	5					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					
Dust telephones			Х					

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

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

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

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

EXHIBIT I.1 RMD-1-2

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

Scope of Services- Janitorial Services for RD 116/416

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

Address: 14959 East Proctor Avenue, La Puente, 91744								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov		ay						
Office Hours: Tuesday to Friday, 6:30am to 5:00pm						lly		7
Required Service Hours, Days, and Staffing		Business	>		ly.	ua	Σ	As-Needed
Days of Service: Tuesday through Friday		ЭС	Weekly	ļ	er	IUC	all	ed
Hour of Service Between: 7:00 am to 2:00 pm		Sir	ee	l	art	Ar	nu	le
Minimum Required Hours Per Day*: 1.5 hrs/day		3u	Š	Ň	ζU	-i	N	<u>-</u> Σ
Minimum Required Number of Staff*: 1				~	0	ЭЛ	4	As
Description of Service Areas	Square Footage	ach				Semi-Annually		
Restroom No.1	49	ш						
Restroom No.2	143							
Office Building	411							
Crew/Locker room Building	725							
Total Square Footage	1,328							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stal	s					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					

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

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

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

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

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).

Address: 19865 Walnut Drive, Walnut, 91789								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov		ay						
Office Hours: Monday to Thursday, 6:30am to 5:00pm								-
Required Service Hours, Days, and Staffing		SS			\geq	ua	N	eo
Days of Service: Monday through Thursday		je	Σ.		er		all	eq
Hour of Service Between: 7:00 am to 2:00 pm		Busines	e e	Dut	art	Ar	nu	As-Needed
Minimum Required Hours Per Day*: 1.5 hrs/day		3u	Š	Ч	Su:	. <u>-</u>	NI	
Minimum Required Number of Staff*: 1				~	O	E L	4	AS
Description of Service Areas	Square Footage	ach				Š	Annually	
Restroom No.1	81	ш						
Restroom No.2	130							
Office Building	389							
Crew/Locker room Building	652							
Total Square Footage	1,252							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone \$	Stall	S					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, Damp mop non-carpeted areas			Х					

						0	
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		Х					
Dust telephones		Х					
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills		Х					
Spot clean partitions			Х				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Х					
Damp wipe clock facings			Х				
Damp wipe door knobs, kick plates and threshold plates		Х					
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
Polish desk tops and tables		Х					
Move furniture and dry foam shampoo all office carpets, and other carpeted							
areas, as necessary. Carpets shall be thoroughly vacuumed before							
shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					Х		
Clean hand prints from all office and corridor walls and columns			Х				
Dry foam shampoo carpet in all assigned areas and any other areas required							
. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall							
be coordinated with the Contract Manager					Х		
High dust all office and corridor areas, and other overhead areas				Х			
basis				Х			
Clean all office glass partitions and office doors			Х				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Х				
Clean all ceiling vents of dust, film, stains, etc				Х			
Clean/dust all high ledges				Х			
	-						

Vacuum upholstered furniture	Monthly	,	erly	ually	>	σ
Vacuum upholstered furniture		É	Quarterly	Semi-Annually	Annually	As-Needed
		<				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	(
Clean door knobs, kick plates, baseboards, and threshold plates	(
Empty recycling containers at various buildings and dump in a designated						
container 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.						
Restrooms						
Empty waste containers and replace liners X						
Clean and refill dispensers, including sanitary napkins and hand washing X						
Clean sinks, sink fixtures and mirrors X						
Disinfect sinks, toilets, toilet seats and urinals X						
Wet mop floors with disinfectant detergent X						
Spot wash walls, partitions and doors X						
Replace plastic liners in waste containers X						
Remove mineral deposits around faucets	<					
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 .	(
Clean exterior surfaces of accessible traps and pipes	(1	
Clean all restroom fixtures, mirrors and floors. X						

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

EXHIBIT I.1 RMD-1-4

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

sweep up and pick up loose trash from around buildings and the yardXIISweep up and pick up loose trash from around buildings and the yardXIISpot wash walls, as necessaryIIXClean outside sand jarsXIIClean and wipe out all exterior ash trays with damp clothXIICustodial Closets/Storage AreasSweep uncarpeted floorsXII		As-Needed
Spot wash walls, as necessary X X Clean outside sand jars X X Clean and wipe out all exterior ash trays with damp cloth X X Custodial Closets/Storage Areas X X Sweep uncarpeted floors X X		
Clean outside sand jars X Image: Clean and wipe out all exterior ash trays with damp cloth X Image: Clean and wipe out all exterior ash trays with damp cloth Custodial Closets/Storage Areas X Image: Clean and wipe out all exterior ash trays with damp cloth X Image: Clean and wipe out all exterior ash trays with damp cloth Sweep uncarpeted floors X Image: Clean and wipe out all exterior ash trays with damp cloth X Image: Clean and wipe out all exterior ash trays with damp cloth		
Clean and wipe out all exterior ash trays with damp cloth X Image: Closet s/Storage Areas Custodial Closets/Storage Areas X Image: Closet s/Storage Areas Sweep uncarpeted floors X Image: Closet s/Storage Areas		
Custodial Closets/Storage Areas Sweep uncarpeted floors X		
Sweep uncarpeted floors X		
Empty waste containers; remove debris		
Damp mop uncarpeted floors X		
Vacuum carpeted floors X		
Dust shelves X		
Materials shall be arranged/stored in an orderly manner X		
Balconies and Ledges		
Clean floor areas and ledges X		
Wipe railings X		
All Areas		
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		
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	Х	
Wash windows		
Wash wills		

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).

montiny, quartery, semiannual, and annual).								
Address: 4304 Eugene Street, Los Angeles, California 90022								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Daniel Aka of Road								
Maintenance District 4		ay						
Phone Number: (562) 869-1176		Δ				ly		
E-mail: daka@dpw.lacounty.gov		S			Σ	al	$\mathbf{>}$	D D
Office Hours: Monday to Friday 7:00am to 3:30pm		60 G	d	γl	βĽ	nu	ally	ğ
Required Service Hours, Days, and Staffing		Business	ek	Monthly	rt€	NI	Annually	s-Needed
Days of Service: Monday through Friday		ns	/e	o	Ja	<-	UL	Ž
Hour of Service Between: 7:00 am to 11:00 am		ā	\leq	Σ	б	IJ.	Ā	ς γ
Minimum Required Hours Per Day*: 1.5 hrs/day		ch)	sel	-	\triangleleft
Minimum Required Number of Staff*: 1		ac				0)		
Description of Service Areas	Square Footage	ш						
Road Division Supervisor & Crew room office including two restrooms	1,970							
Total Square Footage	1,970							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	Stal	ls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					
Dust telephones			Х				1	1

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

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

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

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

Scope of Services- Janitorial Services for 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).

montiny, quartery, semiarinaal, and annual).								
Address: 9521 East Beverly Boulevard Pico Rivera, California 90660								
Public Works Division: Road Maintenance - Road Division 446								
Public Works Site Contract Manager: Mr. Daniel Aka								
Phone Number: (562) 869-1176		Day						
E-mail: daka@dpw.lacounty.gov		Δ				Ŋ		
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm	SS		_	N	la	>	s-Needed
Required Service Hours, Days, and Staffing		Business	∫ ∑) L	nu	all,	g
Days of Service: Monday through Friday		<u>⊇</u> .	6 V	Jth	rt€	L L	ng	e e
Hour of Service Between: 7:00 am to 11:00 am		ns	/e	D	ла	4	υ	Ž
Minimum Required Hours Per Day*: 1.5 hrs/day		Ē	5	Σ	õ	J.	Ā	5 S
Minimum Required Number of Staff*: 1		Ë			Quarterly	9e		A
Description of Service Areas	Square Footage	Each				0)		
Road Division Office & Restroom	1,184							
Crew Room Office & Restroom	522							
Total Square Footage	1,706							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	ephone	e Stal	lls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						
Wash/clean door glass and frames		Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			Х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					

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

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

Stock restrooms with suppliesXIIClean and mop all showersXIIIClean and mop all showersXIIIClean drinking fountains and sinks. Also, remove hand prints on wallsXIIaround fountainsXIIIEmpty all waste receptacles and wipe out with damp cloth. Replace plasticXIIIners, as necessaryXIIISpot clean partitions glassXIIIEmpty and Wash containers inside and out; replace plastic linersXIIEmpty and Wash containers inside and out; replace plastic linersXIISweep uncarpeted floors in eating areasXIIIVacuum carpeted floors in eating areasXIIIDamp wipe chair and table legsXIIIDamp washis and dootsXIIIClean inside and outside of all refrigeratorsXIIClean inside and outside of all refrigeratorsXIISweep uncarpeted floors in eating areasXIIDamp wipe chair and table legsXIIDamp wipe chair and table legsXII<								
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Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains X X X Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary X X X Spot clean partitions glass X X X X X Clean all glass entrance doors X X X X X X Lunch Rooms X X X X X X X X Empty and Wash containers inside and out; replace plastic liners X <td< td=""><td>Stock restrooms with supplies</td><td>Х</td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Stock restrooms with supplies	Х						
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Lunch Rooms Empty and Wash containers inside and out; replace plastic liners X Image: Control of Contro	Clean all glass entrance doors	Х						
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Dust chairs X Image: Constraint of the second	Empty and Wash containers inside and out; replace plastic liners	Х						
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Clean inside and outside of all microwaves X<		Х						
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Damp mop uncarpeted floors N/A Image: Second s	Sweep uncarpeted floors	N/A						
Vacuum carpeted floors N/A Image: Constraint of the second secon	Spot wash walls and doors	N/A						
Stairwells Sweep stairs and landings		N/A						
Sweep stairs and landings N/A	Vacuum carpeted floors	N/A						
	Stairwells							
Damp wipe handrails N/A	Sweep stairs and landings	N/A						
	Damp wipe handrails	N/A						

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

EXHIBIT I.1 RMD-1-6

							NOUI
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves		Х					
Materials shall be arranged/stored in an orderly manner		Х					
Balconies and Ledges	<u>P</u>					1	
Clean floor areas and ledges		Х					
Wipe railings		Х					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	Х						
Dust or Vacuum ceiling vents				Х			
Wash partition glass				Х			
Strip resilient tile, apply floor finish and buff					Х		
Dust/clean venetian blinds			Х				
Vacuum draperies			Х				
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting						Х	
Wash windows				Х		ļ	
Wash walls			Х				

Scope of Services for: 14747 East Ramona Boulevard (House Office)							
Baldwin Park, CA 91706	2							
*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		ay						
Phone Number: (626) 337-1277		Ő				Х		
E-mail: garanki@dpw.lacounty.gov		S			/	all		ğ
Required Service Hours, Days, and Staffing		Sev	\geq	ly	۶rl	n	lly	de
Days of Service: One day per week		Ë.	A	hth	te	nr	ua	6 Ø
Hours of Service Between: 2:00 pm to 4:00 pm		Business	/e	or	lal	-A	IUC	As-Needed
Minimum Required Hours Per Day*: 2 hr/day		Ē	\leq	Σ	Я	Ш	Ar	ς Υ
Minimum Required Number of Staff*: 1		ach			•	9 G		A
Description of Service Areas	Square Footage	Eac		Monthly		0)		
Office, kitchen, and one restroom	1,800							
Crew room and restroom	0							
Total Square Footage	1,800							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			Х					
Clean debris from sand jars		N/A						
Sweep uncarpeted floors			Х					
Clean all sinks and drinking fountains			х					
Spot mop uncarpeted floors			Х					
Wash/clean door glass and frames			Х					
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets			х					
Damp mop non-carpeted areas			Х					
Spot wash walls			Х					

Vacuum carpeted areas ensuring that corners and areas under furniture are x x Dust baseboards and window sills x x Spot clean partitions N/A x Damp wipe waste containers, ashtrays and exterior surfaces of sand jars x x Damp wipe clock facings x x x Damp wipe door knobs, kick plates and threshold plates x x x Replace plastic liners in waste containers x x x x Spot clean doors, door jams and walls to remove fingerprints and smudges x x x Spot clean doors, door jams and walls to remove fingerprints and smudges x x x Polish desk tops and tables x x x x Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpet shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in x x Clean hand prints from all office and corridor walls and columns x x x Dry foam shampoo carpet in all assigned areas and any other areas x x x Scrub, redress, and buff all tile floors. All stripping and waxing of floors x x								
Vacuum carpeted areas ensuring that corners and areas under furniture are x x Dust baseboards and window sills x x Spot clean partitions N/A x Damp wipe waste containers, ashtrays and exterior surfaces of sand jars x x Damp wipe clock facings x x x Damp wipe door knobs, kick plates and threshold plates x x x Replace plastic liners in waste containers x x x x Spot clean doors, door jams and walls to remove fingerprints and smudges x x x Spot clean doors, door jams and walls to remove fingerprints and smudges x x x Polish desk tops and tables x x x x Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpet shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in x x Clean hand prints from all office and corridor walls and columns x x x Dry foam shampoo carpet in all assigned areas and any other areas x x x Scrub, redress, and buff all tile floors. All stripping and waxing of floors x x		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills x x x Spot clean partitions N/A x x Damp wipe waste containers, ashtrays and exterior surfaces of sand jars x x Damp wipe dock facings x x x Damp wipe door knobs, kick plates and threshold plates x x x Replace plastic liners in waste containers x x x x Spot clean carpets to remove stains x x x x x Spot clean doors, door jams and walls to remove fingerprints and smudges x x x x Polish desk tops and tables x x x x x x Move furniture and dry foam shampoo all office carpets, and other carpeted x x x x Clean light fixtures x x x x x x x Dry foam shampoo arget in all assigned areas and any other areas x x x x x Clean light fixtures x x x x x x x Dry foam shampoo carpet in all assigned areas and an	Dust telephones		Х			¢,		
Spot clean partitions N/A Image: transmission of the transmission of transmismis of transmiter or transmission of transmission of transmiterity o	Vacuum carpeted areas ensuring that corners and areas under furniture are		Х					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jarsxImage: containersDamp wipe clock facingsxxImage: containersDamp wipe door knobs, kick plates and threshold platesxImage: containersReplace plastic liners in waste containersxImage: containersSpot clean carpets to remove stainsxImage: containersSpot clean doors, door jams and walls to remove fingerprints and smudgesxImage: containersPolish desk tops and tablesxImage: containersMove furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpet shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly vacuumed beforexClean light fixturesxImage: containersDry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooingxScrub, redress, and buff all tile floors. All stripping and waxing of floors 	Dust baseboards and window sills		Х					
Damp wipe clock facingsxxDamp wipe door knobs, kick plates and threshold platesxxReplace plastic liners in waste containersxxSpot clean carpets to remove stainsxxSpot clean doors, door jams and walls to remove fingerprints and smudgesxxPolish desk tops and tablesxxMove furniture and dry foam shampoo all office carpets, and other carpetedxxareas, as necessary. Carpets shall be thoroughly vacuumed beforexxshampooing. Carpet shall be thoroughly dry before furniture is placed inxxClean light fixturesxxxDry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooingxxScrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract ManagerxxHigh dust all office and corridor areas, and other overhead areasxxClean interior side of all windows in offices that are cleaned on a regularxxClean all office walls. Remove hand prints on walls in offices, around door facings, and on corridor wallsxxLiean all ceiling vents of dust, film, stains, etcxx	Spot clean partitions	N/A						
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	Clean all ceiling vents of dust, film, stains, etc			х				
	Clean/dust all high ledges			х				
	Vacuum upholstered furniture		Х					
	Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							

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

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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells			•				
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A		1				
Damp mop uncarpeted stairs and landings	N/A						

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

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