

EXHIBIT A

SCOPE OF SERVICES

Contractor shall provide a Day Porter 8 hours per day, Monday through Friday and 4 hours per day on Saturdays and Sundays to respond to service requests as directed by the City. The Day Porter shall provide daytime cleaning and restocking of public spaces at City Hall, the Public Safety building (including jail), South offices, and Main Library. Day Porter shall provide their own transportation between sites.

Contractor shall dust library collections once per quarter.

Contractor shall complete transition plan and reporting requirements throughout the length of the contract, in accordance with Exhibit D, Technical Specifications.

Contractor shall perform Base Janitorial Services listed herein, all work shall be performed in accordance with Exhibit D, Technical Specifications.

A. City Hall – 835 E.14th Street

- A. Estimated Cleanable sq. ft. 50,150
- B. Occupied Hours: Monday through Friday 8:30 AM to 6:00 PM
- C. Cleaning Service Days: 5 days – Monday through Friday; between the hours of 7:00 PM and 5:00 AM

Notes: Cleaning in the City Manager's Suite shall not begin prior to 7 PM on all Mondays (and Tuesdays after a Monday holiday); janitorial crews shall be cognizant of evening meetings that may occur in various public rooms throughout City Hall and shall avoid the use of loud equipment/cell phones/loud talking in the vicinity of the rooms, that could be disruptive to these meetings.

DAILY SERVICES:

- 1. Wet-mop resilient tile and/or tile floors
- 2. Vacuum carpeting
- 3. Spot clean carpet
- 4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
- 5. Empty compost bins and replace liners for separated food scraps and food-soiled products in kitchen areas
- 6. Restock restroom dispensers
- 7. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
- 8. Spot clean doors and walls
- 9. Clean stairwells and elevators
- 10. Clean and sweep entryways and mats
- 11. Clean entry doors and glass
- 12. Spot clean interior glass
- 13. Sweep exterior of entrance areas
- 14. Dispose of all rubbish and recycling materials
- 15. Clean and re-stock kitchenette areas
- 16. Clean tabletops, counters, desks, chairs and sofas
- 17. Clean drinking fountains
- 18. Clean cigarette containers
- 19. Clean trash/recycle storage areas

WEEKLY SERVICES:

- 1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth

2. Clean out and disinfect restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom floors
6. Dust Mayor's Office
7. Re-stock restroom deodorizers
8. Buff marble floors

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Clean and disinfect upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

B. Public Safety Building – 901 E.14th Street

- A. Estimated Cleanable sq. ft. 20,318
- B. Occupied Hours: 7 Days per week, 24 hrs.
- C. Cleaning Service Days: 7 Days, between the hours of 8:00 PM and 5 AM

Note: separate duties and hours for Day Porter

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Empty compost bins and replace liners for separated food scraps and food-soiled products in kitchen areas
6. Restock restroom dispensers
7. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
8. Spot clean doors and walls
9. Clean stairwells and elevators
10. Clean and sweep entryways and mats
11. Clean entry doors and glass
12. Spot clean interior glass
13. Sweep exterior of entrance areas
14. Dispose of all rubbish
15. Clean kitchenette areas
16. Clean tabletops, counters, desks, chairs and sofas
17. Clean drinking fountains
18. Clean cigarette containers
19. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains

3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restrooms, locker rooms and shower floors – remove all soap scum, mildew and mold
6. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

C. South Offices – 999 E.14th Street

- A. Estimated Cleanable sq. ft. 11,475
- B. Hours: Monday through Friday 8:30 AM to 6:00 PM
- C. Cleaning Service Days: 5 Days – Monday through Friday; between the hours of 7 PM and 5 AM

Note: Restrooms need to be cleaned 7 days/week. When night meetings take place, cleaner shall refrain from working in/around areas being used for meeting until after meeting has concluded.

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean kitchenette areas
14. Clean tabletops, counters, desks, chairs and sofas
15. Clean drinking fountains
16. Clean cigarette containers
17. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom floors

6. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

D. Main Library – 300 Estudillo Avenue

- A. Estimated Cleanable sq. ft. 66,300
- B. Hours: Monday through Thursday 10:00 AM to 8:00 PM; Friday 10:00 AM to 5:00 PM; Saturday 10:00 AM to 5:00 PM; Sunday 10:00 AM to 2:00 PM
- C. Cleaning Service Days: 7 Days – Monday through Sunday, between the hours of 9:00 PM and 7:00 AM

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Dry-mop dance floor
5. Empty all waste receptacles (replace liners as necessary), empty recycle bins
6. Empty compost bins and replace liners for separated food scraps and food-soiled products in kitchen areas
7. Restock restroom dispensers
8. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
9. Spot clean doors and walls
10. Clean stairwells and elevators
11. Clean and sweep entryways and mats
12. Clean entry doors and glass
13. Spot clean interior glass
14. Sweep exterior of entrance areas
15. Dispose of all rubbish
16. Clean kitchenette areas
17. Clean tabletops, counters, desks, chairs and sofas (be sure to check under cushions for trash)
18. Clean drinking fountains
19. Clean cigarette containers
20. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills, bookshelf tops and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom floors
6. Re-stock restroom deodorizers
7. Buff marble floors

MONTHLY SERVICES:

1. Dust gaps in shelves and along front (does *not* requiring removing books)
2. Clean baseboards
3. Clean door kick plates
4. Clean all outside lights – remove cobwebs from lens covers and lamp housing
5. Clean and disinfect upholstered chair surfaces
6. Commercial kitchen cleaning (see Alternate Proposal Item A)

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

E. Public Works Service Center – 14200 Chapman Road

- A. Estimated Cleanable sq. ft. 13,855
- B. Occupied Hours: Monday through Friday 6:00 AM to 4:30 PM
- C. Cleaning Service Days: 5 Days – Monday through Friday; between the hours of 5:00 PM and 4:00 AM

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors including locker rooms
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom and shower fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean and re-stock kitchenette areas
14. Clean tabletops, counters, desks, chairs and sofas
15. Clean drinking fountains
16. Clean cigarette containers
17. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom, locker room and shower floors – remove all soap scum, mildew and mold
6. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing

4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

F. Marina Community Center – 15302 Wicks Blvd.

- A. Estimated Cleanable sq. ft. 20,400
- B. Occupied Hours: 7 Days, 8:00 AM to 11:00 PM
- C. Cleaning Service Days: 7 Days, between the hours of 12:00 AM and 7:00 AM

Note: This facility is booked every weekend for public events (such as wedding receptions, birthdays, anniversary parties, etc.), and Friday nights approximately 50% of the time. Saturday, Sunday and Monday are big clean-up days. A minimum of one 2-person crew is required for Friday/Saturday/Sunday clean-ups. Garbage pick-up of the patio area is to be included on these days. Events are typically scheduled to end at 10 PM, with an additional hour for clean-up by the renter. Staff areas and rooms not being rented out may have cleaning start prior to 12 AM, but not prior to 10 PM. Heavy use of facility necessitates weekly carpet cleaning (Sunday/Monday) to remove stains. The kitchen is heavily used and also requires extensive cleaning on Sunday/Monday. Every summer, Room C is used for pottery classes, which creates a lot of dust and dried clay on the floor.

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Damp-mop dance floor in Titan Auditorium
5. Empty all waste receptacles (replace liners as necessary), empty recycle bins
6. Empty compost bins and replace liners for separated food scraps and food-soiled products in kitchen areas
7. Restock restroom dispensers
8. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
9. Spot clean doors and walls
10. Clean and sweep entryways and mats
11. Clean entry doors and glass along entire front facade
12. Spot clean interior glass
13. Sweep exterior of entrance areas
14. Dispose of all rubbish
15. Clean and re-stock kitchenette areas
16. Clean tabletops, counters, desks, chairs and sofas
17. Clean drinking fountains
18. Clean cigarette containers
19. Clean trash storage areas
20. Clean mirrors in Multi-A room

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom floors
6. Clean and dry inside of trash receptacles

7. Re-stock restroom deodorizers
8. Remove gum from carpets

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces
5. Commercial kitchen cleaning (see Alternate Proposal Item A)

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

G. Washington Manor Rec. Center – 14900 Zelma St.

- A. Estimated Cleanable sq. ft. 1,785
- B. Occupied Hours: Monday through Friday 7:30 AM to 8:00 PM
- C. Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 10:00 PM and 6:00 AM

DAILY SERVICES:

1. Sweep and then wet-mop resilient tile and/or tile floors, including all corners
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins and wipe down lids and sides
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep interior and exterior entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean kitchenette areas, restock paper towels and soap, and disinfect sink and counters
14. Clean table tops, counters, desks and chairs
15. Clean drinking fountains
16. Clean trash storage areas
17. Clean mirrors
18. Clean out restroom floor drains

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean all vents, grills and registers
3. Clean ceiling fan blades and motor assemblies
4. Thoroughly clean, sanitize, and disinfect restroom, remove all mildew and mold
5. Thoroughly clean, sanitize, and disinfect kitchen, wipe down stove top, oven (interior too), and refrigerator doors
6. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces
5. Wipe down chairs – seats, sides, backs and legs using disinfectant cloth

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean all real woodwork

H. Halcyon Park Rec. Center – 1245 147th Ave.

- A. Estimated Cleanable sq. ft. 1,785
- B. Hours: Monday through Friday 7:30 AM to 8:00 PM
- C. Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 10:00 PM and 6:00 AM

DAILY SERVICES:

1. Sweep and then wet-mop resilient tile and/or tile floors, including all corners
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins and wipe down lids and sides
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep interior and exterior entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean kitchenette areas, restock paper towels and soap, and disinfect sink and counters
14. Clean table tops, counters, desks and chairs
15. Clean drinking fountains
16. Clean trash storage areas
17. Clean mirrors
18. Clean out restroom floor drains

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean all vents, grills and registers
3. Clean ceiling fan blades and motor assemblies
4. Thoroughly clean, sanitize, and disinfect restroom, remove all mildew and mold
5. Thoroughly clean, sanitize, and disinfect kitchen, wipe down stove top, oven (interior too), and refrigerator doors
6. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces
5. Wipe down chairs – seats, sides, backs and legs using disinfectant cloth

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean all real woodwork

I. Mulford Marina Branch Library – 13699 Aurora Drive

- A. Estimated Cleanable sq. ft. 935
- B. Hours: Tuesday and Thursday 1:00 PM - 5:00 PM
- C. Cleaning Service Days: Tuesday and Thursday, between the hours of 10:00 PM and 8:00 AM

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean kitchenette areas
14. Clean table tops, counters, desks, chairs and sofas
15. Clean drinking fountains
16. Clean cigarette containers
17. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills, bookshelf tops and sides, and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Clean ceiling fan blades and motor assemblies
6. Thoroughly clean, sanitize, and disinfect restroom floors
7. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

J. Manor Branch Library – 1307 Manor Blvd.

- A. Estimated Cleanable sq. ft. 10,344
- B. Hours: Monday/Wednesday 12:00 PM – 8:00 PM; Tuesday/Thursday 10:00 AM – 8:00 PM; Friday 10:00 AM – 5:00 PM; Saturday 10:00 AM – 5:00 PM; Sunday 10:00 AM – 2:00 PM
- C. Cleaning Service Days: 6 Days, between the hours of 10:00 PM and 8:00 AM

Note: This venue hosts occasional community events which result in carpet stains.

DAILY SERVICES:

- 1. Wet-mop resilient tile and/or tile floors
- 2. Vacuum carpeting
- 3. Spot clean carpet
- 4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
- 5. Restock restroom dispensers
- 6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
- 7. Spot clean doors and walls
- 8. Clean and sweep entryways and mats
- 9. Clean entry doors and glass
- 10. Spot clean interior glass
- 11. Sweep exterior of entrance areas
- 12. Dispose of all rubbish
- 13. Clean kitchenette areas
- 14. Clean table tops, counters, desks, chairs and sofas
- 15. Clean drinking fountains
- 16. Clean cigarette containers
- 17. Clean trash storage areas
- 18. Remove trash in patio area, including food wrappers/containers in landscaping

WEEKLY SERVICES:

- 1. Dust and wipe railings, banisters, sills, bookshelf tops and sides, and everything below 80" using a treated cloth
- 2. Clean out restroom floor drains
- 3. Dust vertical/horizontal blinds using a treated cloth
- 4. Clean all vents, grills and registers
- 5. Clean ceiling fan blades and motor assemblies
- 6. Thoroughly clean, sanitize, and disinfect restroom floors

MONTHLY SERVICES:

- 1. Clean baseboards
- 2. Clean door kick plates
- 3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
- 4. Clean and disinfect upholstered chair surfaces

QUARTERLY SERVICES:

- 1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
- 2. Clean cubicle walls/furniture
- 3. Clean all real woodwork

K. South Branch Library – 14799 E.14th Street

- A. Estimated Cleanable sq. ft. 1,190

- B. This site is currently closed as a public library. No services will be requested in the RFP, however, if the site is re-opened as public or staff space, the City will request pricing based on similar square footage pricing provided in the RFP for similar facilities.

L. History Museum and Theater - 320 W. Estudillo Ave.

- A. Estimated Cleanable sq. ft. 6,800
- B. Museum Hours: Wednesday and Thursday 1:00 PM – 4:00 PM; 1st Saturday of the Month 11:00 AM – 4:00 PM (school tours occur on Tuesday/Wednesday/Thursday periodically throughout the school year). The Theater is used for performances most weekends.
- C. Cleaning Service Days: 5 days – Tuesdays (during school year only) and Thursday through Sunday, between the hours of 10:00 PM and 8:00 AM. Restrooms need cleaning Saturday and Sundays due to Theater use on weekends.

DAILY SERVICES:

- 1. Wet-mop resilient tile and/or tile floors
- 2. Vacuum carpeting
- 3. Spot clean carpet
- 4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
- 5. Restock restroom dispensers
- 6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
- 7. Spot clean doors and walls
- 8. Clean and sweep entryways and mats
- 9. Clean entry doors and glass
- 10. Spot clean interior glass
- 11. Sweep exterior of entrance areas
- 12. Dispose of all rubbish
- 13. Clean kitchenette areas
- 14. Clean table tops, counters, desks, chairs and sofas
- 15. Clean drinking fountains
- 16. Clean cigarette containers
- 17. Clean trash storage areas

WEEKLY SERVICES:

- 1. Dust and wipe railings, banisters, sills, and everything below 80" using a treated cloth
- 2. Clean out restroom floor drains
- 3. Dust vertical/horizontal blinds using a treated cloth
- 4. Clean all vents, grills and registers
- 5. Clean ceiling fan blades and motor assemblies
- 6. Thoroughly clean, sanitize, and disinfect restroom floors
- 7. Re-stock restroom deodorizers

MONTHLY SERVICES:

- 1. Clean baseboards
- 2. Clean door kick plates
- 3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
- 4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

- 1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
- 2. Clean cubicle walls/furniture

3. Clean all real woodwork

M. Farrelly Pool Complex – 864 Dutton Ave

- A. Estimated Cleanable sq. ft. 1,375
- B. Hours: Monday through Sunday 6:00 AM – 8:00 PM starting the last weekend in May until the second week of September
- C. Cleaning Service Days (when pool is open): 7 days, between the hours of 10:00 PM and 5:00 AM
- D. Cleaning Service for November-April is once per month

DAILY SERVICES:

1. Vacuum carpeting
2. Spot clean carpet (facility has heavy usage by kids, so gum is prevalent)
3. Hose and/or power wash resilient tile and/or tile floors
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean partitions in restrooms and locker rooms
8. Spot clean doors and walls
9. Spot clean lockers
10. Clean and disinfect mats at entrances to showers
11. Clean and sweep entryways and mats (including mats on pool deck)
12. Clean entry doors and glass
13. Spot clean interior glass
14. Sweep exterior of entrance areas
15. Dispose of all rubbish
16. Clean kitchenette areas
17. Clean table tops, counters, desks, chairs and sofas
18. Clean drinking fountains
19. Clean cigarette containers
20. Clean trash storage areas
21. Clean mirrors
22. Thoroughly clean, sanitize and disinfect shower areas, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum.
23. Clean out restroom floor drains

Note: Due to heavy usage of the facility, soap on counter and trash on the floor is normal – pick or wipe up prior to cleaning.

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills, lockers, and everything below 80" using a treated cloth
2. Dust vertical/horizontal blinds using a treated cloth
3. Clean all vents, grills and registers, including those on the pool deck
4. Hose entrances and walkways on pool deck
5. Clean ceiling fan blades and motor assemblies
6. Thoroughly clean (machine scrub to remove imbedded dirt), sanitize, and disinfect restroom floors
7. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates

3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces
5. Pressure-wash and scrub all floors (including drying and dressing areas), shower walls, removing mildew build-up

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

N. San Leandro Family Aquatic Center - 14800 Zelma St.

This location is currently closed and set to re-open after the month of May, 2024

- A. Estimated Cleanable sq. ft. 8,600
- B. Hours: Monday through Sunday 6:00 AM – 8:00 PM starting Memorial Day weekend through Labor Day Weekend
- C. Cleaning days for the months of May, September & October will be Fridays through Sundays and Tuesdays only
- D. Cleaning Service Days for June – August: Monday through Friday, between the hours of 10:00 PM and 5:00 AM
- E. Cleaning Service for November-April is once per month

Note: Pool Opens first week of May and closes the 3rd week of October.

DAILY SERVICES:

- Entire Facility

1. Sweep resilient tile and/or tile floors including corners and entrance and exits from restrooms
2. Clean drinking fountains
3. Clean cigarette containers
4. Clean trash storage areas
5. Empty all waste receptacles (replace liners), empty recycle bins, and wipe down lids and sides (inside and out)
6. Spot clean doors and walls
7. Clean and sweep entryways and mats
8. Spot clean interior glass
9. Sweep exterior and interior of entrance areas
10. Dispose of all rubbish

- Front Lobby

1. Wipe and disinfect customer service counters in lobby
2. Vacuum carpeting
3. Spot clean carpet
4. Spot clean and dry-mop entrances and hallways
5. Clean entry doors and glass

- Office & First Aid Room

1. Sweep and dry-mop office and first aid room

- Activity Room

1. Clean kitchenette areas - restock paper towels and soap, disinfect sink and counter
2. Clean table tops, counters, desks, chairs and sofas

3. Wet-mop resilient tile and/or tile floors

- Guard Room

1. Clean kitchenette area - restock paper towels and soap, disinfect sink and counter

- Locker rooms

1. Restock restroom dispensers
2. Clean all mirrors
3. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner (including family changing room, which is entered from the pool deck)
4. Thoroughly clean, sanitize, and disinfect shower area, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum (both inside and out)
5. Spot clean toilet partitions and tile walls
6. Clean out restroom and shower floor drains

Note: Due to the heavy usage of the facility, soap on counter and trash on floor is normal - pick or wipe up prior to cleaning.

- Snack Shack Area

Note: At this time, it is anticipated that this area will be in use for one month only, so tasks listed below are daily for a 30-day period)

1. Clean and disinfect counters and sink
2. Sweep and wet-mop floor
3. Restock paper towels and soap

WEEKLY SERVICES:

1. Dust and wipe railings, banister, sills and everything below 80" using a treated cloth
2. Wet mop entrances and hallways
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers, including vent on the pool deck
5. Clean ceiling fan blades and motor assemblies
6. Thoroughly clean (machine scrub to remove imbedded dirt), sanitize, and disinfect restroom floors

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces
5. Pressure-wash and scrub floors, shower walls, removing mildew build-up (both bathrooms-under stalls, shower areas, drying areas, and dressing areas)

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

ANNUAL SERVICES:

1. Seal locker room floors

O. Boy's & Girl's Club – 401 Marina Blvd.

- A. Estimated Cleanable sq. ft. 1,219
- B. Hours: Monday through Saturday, 6:00 AM to 8:30 PM
- C. Cleaning Service Days: 7 Days, between the hours of 10:00 PM and 5:00 AM

Note: During the summer, building user hosts sleepovers which require additional stocking of paper products, soap, shampoo, etc. Special cleaning times must be arranged with user during sleepovers.

DAILY SERVICES:

- 1. Vacuum carpeting
- 2. Spot clean carpet (facility has heavy usage by kids, so gum is prevalent)
- 3. Hose and/or power wash resilient tile and/or tile floors
- 4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
- 5. Restock restroom dispensers
- 6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
- 7. Spot clean partitions in restrooms and locker rooms
- 8. Spot clean doors and walls
- 9. Spot clean lockers
- 10. Clean and disinfect mats at entrances to showers
- 11. Clean and sweep entryways and mats (including mats on pool deck)
- 12. Clean entry doors and glass
- 13. Spot clean interior glass
- 14. Sweep exterior of entrance areas
- 15. Dispose of all rubbish
- 16. Clean kitchenette areas
- 17. Clean tabletops, counters, desks, chairs and sofas
- 18. Clean drinking fountains
- 19. Clean cigarette containers
- 20. Clean trash storage areas
- 21. Clean mirrors
- 22. Thoroughly clean, sanitize and disinfect shower areas, floors, curtains, walls, and fixtures with germicidal cleaner. Spot clean walls for excess soap scum.
- 23. Clean out restroom floor drains

Note: Due to heavy usage of the facility, soap on counter and trash on the floor is normal – pick or wipe up prior to cleaning.

WEEKLY SERVICES:

- 1. Dust and wipe railings, banisters, sills, lockers, and everything below 80" using a treated cloth
- 2. Dust vertical/horizontal blinds using a treated cloth
- 3. Clean all vents, grills and registers, including those on the pool deck
- 4. Hose entrances and walkways on pool deck
- 5. Clean ceiling fan blades and motor assemblies
- 6. Thoroughly clean (machine scrub to remove imbedded dirt), sanitize, and disinfect restroom floors
- 7. Re-stock restroom deodorizers

MONTHLY SERVICES:

- 1. Clean baseboards
- 2. Clean door kick plates
- 3. Clean all outside lights – remove cobwebs from lens covers and lamp housing

4. Vacuum upholstered chair surfaces
5. Pressure-wash and scrub all floors (including drying and dressing areas), shower walls, removing mildew build-up

QUARTERLY SERVICES:

4. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
1. Clean cubicle walls/furniture
2. Clean all real woodwork

P. Water Pollution Control Plant – 3000 Davis Street

- A. Estimated Cleanable sq. ft. 6,750
- B. Hours: Monday through Friday 6:00 AM to 3:30 PM
- C. Cleaning Service Days: 5 Days – Monday through Friday, between the hours of 7:00 PM and 5:00 AM

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Empty all waste receptacles (replace liners as necessary), empty recycle bins
5. Restock restroom dispensers
6. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
7. Spot clean doors and walls
8. Clean and sweep entryways and mats
9. Clean entry doors and glass
10. Spot clean interior glass
11. Sweep exterior of entrance areas
12. Dispose of all rubbish
13. Clean kitchenette areas
14. Clean table tops, counters, desks, chairs and sofas
15. Clean drinking fountains
16. Clean cigarette containers
17. Clean trash storage areas

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Clean ceiling fan blades and motor assemblies
6. Thoroughly clean, sanitize, and disinfect restroom floors
7. Clean showers in men's and women's locker rooms, removing all soap scum, mildew and mold
8. Re-stock restroom deodorizers

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Vacuum upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

Q. Not Used

R. Senior Community Center – 13901 E. 14th Street

- A. Estimated Cleanable sq. ft. 20,000
- B. Hours: 7 Days, 8:30 AM to 5:00 PM
- C. Cleaning Service Days: 7 Days, between the hours of 12:00 AM and 7:00 AM

Note: This facility is booked every weekend for public events (such as wedding receptions, birthdays, anniversary parties, etc.), and Friday nights approximately 50% of the time. Saturday, Sunday and Monday are big clean-up days. A minimum of one 2-person crew is required for Friday/Saturday/Sunday clean-ups. Garbage pick-up of the patio area is to be included on these days. Events are typically scheduled to end at 10 PM, with an additional hour for clean-up by the renter. Staff areas and rooms not being rented out may have cleaning start prior to 12 AM, but not prior to 10 PM. Heavy use of facility necessitates weekly carpet cleaning (Sunday/Monday) to remove stains. The kitchen is heavily used and also requires extensive cleaning on Sunday/Monday.

DAILY SERVICES:

1. Wet-mop resilient tile and/or tile floors
2. Vacuum carpeting
3. Spot clean carpet
4. Damp-mop dance floor in Titan Auditorium
5. Empty all waste receptacles (replace liners as necessary), empty recycle bins
6. Empty compost bins and replace liners for separated food scraps and food-soiled products in kitchen areas
7. Restock restroom dispensers
8. Thoroughly clean, sanitize, and disinfect restroom fixtures, and floor with germicidal cleaner
9. Spot clean doors and walls
10. Clean and sweep entryways and mats
11. Clean entry doors and glass along entire front facade
12. Spot clean interior glass
13. Sweep exterior of entrance areas
14. Dispose of all rubbish
15. Clean and re-stock kitchenette areas
16. Clean table tops, counters, desks, chairs and sofas
17. Clean drinking fountains
18. Clean cigarette containers
19. Clean trash storage areas
20. Clean mirrors in Multi-A room

WEEKLY SERVICES:

1. Dust and wipe railings, banisters, sills and everything below 80" using a treated cloth
2. Clean out restroom floor drains
3. Dust vertical/horizontal blinds using a treated cloth
4. Clean all vents, grills and registers
5. Thoroughly clean, sanitize, and disinfect restroom floors
6. Clean and dry inside of trash receptacles
7. Re-stock restroom deodorizers
8. Remove gum from carpets

MONTHLY SERVICES:

1. Clean baseboards
2. Clean door kick plates
3. Clean all outside lights – remove cobwebs from lens covers and lamp housing
4. Clean and disinfect upholstered chair surfaces

QUARTERLY SERVICES:

1. High dusting and vacuuming to remove dust, dirt and cobwebs from vents, corners and ledges
2. Clean cubicle walls/furniture
3. Clean all real woodwork

S. Downtown Garage – 120 Estudillo

- A. Estimated Cleanable sq. ft.: Interior of two (2) elevators
- B. Cleaning Service Days: Monday-Friday, between the Hours of 9:00 PM and 5:00 AM

DAILY SERVICES:

1. Clean the elevator floors
2. Wipe the windows and stainless-steel doors (both interior and exterior)
3. Clean the threshold