

Attachment B – Specifications

RFx No. 3000022597

Title: *Mand. Site Visit* Janitorial Svcs. - LDH

Location of work:

Central Louisiana Supports and Services Center
5400 Coliseum Boulevard
Alexandria, LA 71303

Working Hours:

- Monday, Wednesday, and Friday.
- Mandatory 8 hours of work per work day. Contractor may choose working hour schedule between the hours of 6:00AM – 6:00PM.
- If a Holiday falls on one of the above working days, the Contractor must contact the Agency to arrange a different day of work.

Areas for Cleaning:

- Education Building
- Transition/Gym Building
- Halls in TFLC Office
- Walkways between the gym and TFLC office, Education and Cafeteria, and Education and Gym
- Administration Building
- Transitional Family Life Center Building
- Restrooms in all areas listed above

Furnished Supplies/Materials:

- The Contractor will be responsible for furnishing the cleaning supplies and materials necessary for the work of this contract.
- The Agency will provide paper towels, trash can liners, tissue, toilet paper, and hand soap.

Special Cleaning Instructions:

- Halls: daily auto scrub, weekly high dust, quarterly clean interior side of windows, annually clean exterior of windows.
- TFLC Gym is a once per month floor clean only
- Use commercial grade cleaning products and color-coded microfiber cloths for proper sanitation.
- Use a high co-efficient disinfectant on all restroom surfaces and color-coded microfiber clothes for proper sanitation.

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I. Daily Cleaning (Monday, Wednesday, Friday)

A. Administration Building, TFLC Building, TFLC office halls, Education Building, Transition/Gym Building, and the Walkways between Gym and TFLC office, Education and Cafeteria, and Education and Gym.

1. All trash receptacles to be emptied and trash removed to a collection point (onsite dumpsters). Replace liner and damp wipe receptacle if soil is present.
2. Vacuum all carpeting, including mats with carpet.
3. Clean and polish drinking fountain/water dispensers.
4. Thoroughly dust all horizontal surfaces: including desktops, telephones, files, windowsills, chairs, tables, and pictures. Damp wipe as needed, if soil is present.
5. Kitchen/Break room areas: Damp wipe tables, chairs, counter, exterior of appliances, and sink. Check walls and cabinets for splash/spill marks and clean as necessary.
6. Dust mop hard surface floors with a non-treated dust mop.
7. Damp mop hard surface floors to remove any spillage or soiled areas. **Note:** An auto scrubber will be used in lieu of a mop wherever accessible.
8. Damp wipe entrance glass.
9. Spot clean partition glass.

B. Restrooms

1. Stock towels, tissue, and hand soap.
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers, dispensers, and changing tables.
6. Toilets and urinals to be cleaned, polished, and disinfected.
7. Scour and disinfect all basins.
8. Dust partitions, tops of mirrors, and frames.
9. Remove splash marks from walls around basins.
10. Wet mop and rinse restroom floor with disinfectant.

II. Weekly Cleaning

A. Administration Building, TFLC Building, TFLC office halls, Education Building, Transition/Gym Building, and the Walkways between Gym and TFLC office, Education and Cafeteria, and Education and Gym.

1. Dust all vertical surfaces of desks, file cabinets, chairs, tables, and other furniture/furnishings. Damp wipe as needed, if soil is present.
2. Dust baseboards and ledges. Damp wipe as needed, if soil is present.

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3. Damp mop hard surface floors, taking care to get into corners, along edges, under mats, and beneath furniture. **Note:** An auto scrubber will be used in lieu of a mop wherever accessible.
4. Vacuum all carpeting and mats, taking care to get into corners, along edges, under mats, and beneath furniture.

III. Monthly Cleaning

A. Administration Building, TFLC Building, TFLC office halls, Education Building, Transition/Gym Building, and the Walkways between Gym and TFLC office, Education and Cafeteria, and Education and Gym.

1. High dusting up to 12 feet (No ladder is to be used).
2. Remove fingerprints and marks from light switches and doorframes using color coded microfiber cloth and disinfectant.
3. Damp wipe telephones using a disinfectant.

B. TFLC Building

1. Dust mop gym floor.
2. Damp mop gym floor using appropriate chemicals for the surface.