



**REQUEST FOR PROPOSAL  
FACILITY OPERATIONS CUSTODIAL  
AND GROUND SERVICES  
TROY SCHOOL DISTRICT**

**March 10, 2014**

---

**REQUEST FOR PROPOSAL  
RFP 9768  
FACILITY OPERATIONS  
CUSTODIAL AND GROUND SERVICES  
TROY PUBLIC SCHOOLS**

Troy Schools is accepting firm, sealed proposals for Custodial and Ground Services to commence during the 2014-15 school year through June 30, 2017, which may be renewed annually each fiscal year thereafter through June 30, 2019.

Specifications and proposal forms can be obtained online at [http://www.troy.k12.mi.us/pages/Troy\\_School\\_District](http://www.troy.k12.mi.us/pages/Troy_School_District). From the main page click on the Departments tab and open Business Services. Next, click into the Purchasing area and open the Current Bids folder, click on the RFP title and then scroll down to access the attached RFP document. Your proposal and four copies marked **“Custodial and Ground Services”** must be delivered no later than 1:00 p.m., Tuesday, March 25, 2014 to: Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

A pre-proposal conference has been scheduled for 1:00 p.m., Thursday, March 13, 2014, in the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083. All questions regarding the services specified, or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Monday, March 17, 2014, at no other time prior to the RFP opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).

All consultants submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Troy Schools Board or the Troy Schools Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

**Purchasing Department  
Troy School District  
1140 Rankin  
Troy, MI 48083**

# Table of Contents

---

I.	Overview.....	1
	1.1 Submission Deadline and Requirements .....	1
	1.2 Objective of RFP .....	4
	1.3 Purpose .....	4
	1.4 Term of Contract.....	4
	1.5 Selection Timeline .....	5
	1.6 School District Profile .....	5
	1.7 Proposal Requirements .....	6
	1.8 Proposal Format.....	6
	1.9 Proof Qualifications .....	8
	1.10 Employees.....	8
	1.11 Company's Responsibility .....	8
	1.12 Oral Interview .....	8
	1.13 Evaluation of Proposals.....	9
II.	General Provisions .....	10
	2.1 Contract Duration and Characteristics.....	11
	2.2 District-Contractor Communications.....	11
	2.3 Definitions of this RFP and Subsequent Contract .....	11
	2.4 General Conditions.....	12
	2.5 Nondiscrimination .....	17
	2.6 Termination.....	17
III.	Background Information on the School District .....	18
IV.	Contractor's Obligations .....	20
	4.1 Proposer's Requirements .....	20
	4.2 School Safety Initiative Legislation .....	20
	4.3 Familial Disclosure .....	21
	4.4 Debarment.....	21
V.	Contract Specifications .....	21
	5.1 Absenteeism.....	21
	5.2 Employee Compensation .....	22
	5.3 Employee Expectations .....	22
	5.4 Employee Personnel Files.....	23

5.5 Employee Selection.....	23
5.6 Employee Placement.....	24
5.7 Sexual Harassment .....	24
5.8 Smoking.....	24
5.9 Staffing Requirements .....	24
5.10 Substitute Scheduling.....	27
5.11 Supervisor/Project Manager .....	27
5.12 Training Requirements .....	27
5.13 Uniforms and Identification .....	29
VI Custodial Services.....	29
6.1 Asbestos.....	29
6.2 Billing/Payments .....	30
6.3 Facility Alarm Codes.....	30
6.4 Facility Opening and Closing.....	30
6.5 Required Duties.....	31
6.7 Contractor Protection Clause .....	31
6.8 School District's Designee.....	31
6.9 Emergency Contacts .....	31
6.10 Emergency Service .....	32
6.11 Energy Conservation .....	32
6.12 Government Regulations and School District Policies .....	32
6.13 Hazardous Substances .....	32
6.14 Holidays.....	32
6.15 Holiday Breaks .....	33
6.16 Keys.....	33
6.17 Maintenance Work.....	34
6.18 Manufacturer's Recommendations.....	34
6.19 Prices.....	34
6.20 Quality Control/Inspections.....	35
6.21 Record Keeping Requirements .....	35
6.22 Safety .....	36
6.23 School Calendar.....	36
6.24 School Closings.....	37
6.25 Snow and Ice Management.....	37

6.26 Renovations.....	37
6.27 Custodial Equipment, Tools and Supplies.....	37
VII. Deductions and Penalties.....	38
7.1 Deductions for Temporary School Closures.....	38
7.2 Penalties.....	39

## **I. OVERVIEW**

### **1.1 Submission Deadline and Requirements**

The date and time for receipt of Proposals is:

**Tuesday, March 25, 2014 at 1:00 p.m. EST**

#### **1.1.1 Proposal Envelope:** Sealed envelope containing your Proposal must be marked:

Custodial and Grounds Services  
RFP 9768  
[Proposer's Name]  
[Proposer's Address]

The envelope must also be addressed and delivered as follows:

Troy School District  
Purchasing Department  
1140 Rankin  
Troy, MI 48083

**1.1.2 Late Proposals:** Each Proposer is responsible for submission of its Proposal. Proposals or Proposal revisions received after the date and time specified above will not be accepted or considered. The School District shall not be liable to Proposer for any delivery or postal delays.

**1.1.3 Returned Proposals:** All Proposals received after the date and time specified above will be returned to the Proposer unopened.

**1.1.4 Signed Original Proposal:** Each Proposal must be an original and hard copy, and signed by an authorized member of the Proposer's Firm. This member should be the highest-ranking officer at the local level. NO FAX or E-MAILED Proposals will be accepted. Each Proposal must be submitted on the Proposal Forms attached to this RFP. The original copy must be clearly indicated.

**1.1.5 Copies of Proposal:** The Proposer shall also submit with the signed original of its Proposal four (4) complete copies of the signed original Proposal.

**1.1.6 Opening of Proposals:** At the specified location, date and time stated above, all submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

- 1.1.7 E-Mail Clarifications:** The School District intends to communicate with Proposers via e-mail (e.g., RFP clarifications and Addenda) and through posting on the School District's purchasing website. Except for the delivery of the Proposal itself, references in this RFP to "written" form of communications, include e-mail.
- 1.1.8 Additional Requests For Clarification:** Prospective Proposers may request that the School District clarify information contained in this RFP. All such requests or questions regarding this RFP must be received no later than noon, Monday, March 17, 2014. Questions must be submitted via email in a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us), or faxed to: 248.823.4077. **No response will be made to oral questions.** All questions and answers will be posted on the School District's website. It is the Proposer's responsibility to check the website prior to the RFP due date.
- 1.1.9 Restrictions On Communication:** From the issue date of the RFP until a Contractor is selected and selection announced, a prospective Proposer shall not communicate about the subject of the RFP or a Proposer's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Pre-Proposal Meeting/Facility Walk-Through, or additional Requests for Clarification in accordance with Paragraph 1.1.8 above.
- 1.1.10 Addenda to the RFP:** If it becomes necessary to revise any part of the RFP, notice of the revision will be e-mailed in the form of an Addendum to all parties that submitted an or attended the Mandatory Pre-Proposal Meeting. Addendum shall also be posted on the School District's purchasing website. All Addenda shall become a part of the RFP. Each Proposer must in its Proposal, to avoid any miscommunication, acknowledge all Addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of; any Addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.
- 1.1.11 RFP/Proposal Information Controlling:** The School District intends that all Proposers shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in this RFP, an Addendum to this RFP, a Request For Clarification or other written response thereto, or in the Proposal. It is the policy of the School District to not release Request for Proposals in a changeable format (i.e. Word or Excel files). Accordingly, neither this RFP nor subsequent addenda, if any, nor any Responses to Questions will be released in other than hard copy or .pdf format.
- 1.1.12 Good Faith Deposit:** Each Proposal must be accompanied by a bid bond or certified check in an amount of 5% of the first year's total cost of the Contract, as a guarantee of Proposer's good faith on the part of the Proposer. If a bid bond is posted by a Proposer, it shall be from a surety licensed to do business in the State of Michigan and the attorney-in-fact who executes the bid bond on behalf of the Proposer shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Troy School District." The School District shall not be liable for any interest earned thereon. The good faith deposit shall be forfeited as liquidated damages, and not as a penalty, if the Proposer withdraws its Proposal after

the due date for submission of Proposals or, upon acceptance of its Proposal by the School District, Proposer fails to execute the form of Contract acceptable to the School District, substantially evidencing and incorporating this RFP and its Proposal and fails to provide the required performance bond, if any, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Proposer. Good faith deposits shall be returned to all Proposers within a reasonable time after the award of a Contract and execution of a Contract by the successful Contractor.

**1.1.13 Finality of Decision:** Any decision made by the School District, including the Contractor selection, shall be final.

**1.1.14 Reservation of Rights:** The School District reserves the right, in its sole discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Proposer submitting the best financial Proposal (low bidder). The School District reserves the right to request additional information from any or all Proposers. The School District reserves the right to negotiate with the Proposers concerning their Proposals. The School District may select one or more Firms to perform the Custodial Services on behalf of the School District.

**1.1.15 Release of Claims:** Each Proposer by submitting its Proposal releases the School District from any and all claims arising out of, and related to, the RFP process and selection of a Contractor.

**1.1.16 Proposer Bears Proposal Costs:** A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

**1.1.17 Irrevocability of Proposals:** Proposers may withdraw their Proposal, if so desired, anytime before the date and time for receipt of Proposals. All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of one hundred eighty (180) calendar days following the date and time for receipt of Proposals set forth above.

**1.1.18 Collusive Bidding:** The Proposer certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.



## 1.2 **Objective of RFP**

The objective of this RFP is to offer experienced professional Firms the opportunity to present a thoroughly detailed Proposal of their expertise and qualifications to the School District. The Proposal will detail the Proposer's experience and expertise in assisting school districts of similar size and scope as the Troy School District with their Custodial and Grounds Service outsourcing process.

This Proposal specifically requests that all Proposers present their **qualifications** and **experience** in Custodial and Ground Services management (please see Proposal Requirements and Proposal Format).

The School District will select the Proposal, if any, that it deems most qualified to serve the best interests of the School District, in its sole discretion.

## 1.3 **Purpose**

The purpose of this RFP is to establish a contractual relationship with an experienced and qualified Firm to provide Custodial and Ground Services to the School District in the most efficient and cost-effective manner possible while, at the same time, maintaining the same quality of service currently being provided, safety and reliability. The School District may select one or more experienced and qualified Firms to proceed with the negotiation process from those submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide Custodial and Grounds Service within the scope of this RFP. Past experience will also be judged by the references of each Proposer. A major portion of the negotiations will include the financial terms a Contract. Proposers should be prepared to make a presentation to a committee of the School District, not to be more than one hour in length (time for questions and answers will be addressed within that one hour time period).

## 1.4 **Term of Contract**

It is the intent of the School District to award a contract to one or more Contractor(s) for Custodial and Ground Services for all School District Facilities. The Contract is expected to begin on July 1, 2014 for a period of three (3) years, with an option for the School District to extend the Contract by up to two (2) additional years on a year-to-year basis subject to approval by the School District's Board of Education, in its sole and absolute discretion. Nothing requires the School District to agree to extend the Custodial Services Contract beyond the initial three (3) year term. As specified elsewhere in this RFP, the Contractor is required to provide a three (3) year price guarantee.

If the Contractor seeks to have the Contract extended beyond the initial term, the Contractor must provide the upcoming fiscal year's fee schedule at least one hundred twenty (120) days before the Contract anniversary date.

If conditions warrant, and if mutually agreeable between the School District and the present Contractor, the Contract may be temporarily extended for an additional ninety (90) days in order to provide Custodial and Ground Services to the Facilities until a new contract is awarded. The Contract is for 12-months-per-year and requires Custodial and Ground Services to be performed during school breaks and during the summer.

## 1.5 **Selection Timeline**

The School District's **anticipated timeline** for its selection process is:

Issuance of this RFP	Monday, March 10, 2014
Pre-Proposal Meeting and Facility Walk-Through 1:00 PM In the Purchasing Department, Troy School District 1140 Rankin, Troy, Michigan 48083.	Thursday, March 13, 2014
Deadline for Questions and Clarifications	12:00 PM, Monday, March 17, 2014
Deadline for Proposals	1:00 PM, Tuesday, March 25, 2014
Implementation of Contract	July 1, 2014

**PLEASE NOTE:** The School District reserves the right, in its sole discretion, to change any or all portions of the above-identified selection timeline as it determines to be in its best interest.

## 1.6 **School District Profile**

This RFP contemplates and is intended to procure Custodial and Ground Services under the form of Contract included in the RFP for Troy School District (the "School District"). The School District is located in the City of Troy, in the County of Oakland, Michigan. Please refer to the accompanying information for demographic profiles of the School District, Attachments A.

## 1.7 **Proposal Requirements**

This outlines the information that must be provided by the Proposer and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the SUBMISSION DEADLINE AND REQUIREMENTS Section (Section 1.1) of the RFP for additional Proposal requirements.

Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth herein and must include information that will enable the School District to determine the Proposer's overall qualifications. Each Proposal shall also include any other information that the Proposer feels is significant with respect to the School District making an informed decision relative to the Proposal.

Any exceptions to the terms and conditions contained in this RFP or the attached form of Contract or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP and Contract requirements in their entirety, except to the extent exceptions are expressly noted in its Proposal. All Pricing factors must be clearly indicated in the Proposer's Proposal Form provided as part of its Proposal.

Each Proposer shall submit its Proposal for a three (3) year term. Each Proposal shall include a transition plan/implementation schedule. Each Proposal must be submitted on the Proposal Forms attached to this RFP.

## **1.8 Proposal Format**

- 1.8.1** Proposers must provide information, which will serve as an introduction of your company/Firm on business letterhead.
- 1.8.2** Proposers must provide background and qualifications of the personnel who will be involved with the School District. Describe the chain of command and reporting relationships. Include a proposed organization chart. This organization chart must reference where a School District liaison would be placed.
- 1.8.3** Exceptions, including explanations, to the RFP and/or the Contract.
- 1.8.4** Proposers must provide detailed evidence that they are currently providing Custodial Services for other K-12 school districts. This should include school districts of similar size and scope as the Troy School District.
- 1.8.5** Describe any other similar public K-12 school districts in which your Firm has contracted to provide Custodial Services.
- 1.8.6** Proposers must provide a Bid Bond in the amount equal to 5% of the 1<sup>st</sup> year total amount of the Contract.
- 1.8.7** Proposers shall provide evidence of ability to provide adequate insurance coverage to protect the interests of themselves and the School District. Proposer must provide evidence of insurance in the amount of \$10,000,000.00.
- 1.8.8** Proposers shall provide documentation of sufficient financial resources to provide Custodial Services for a School District of this size and complexity.
- 1.8.9** Proposers must fully describe, and provide evidence and scope of, their formalized in-service training and educational programs for all employees.
- 1.8.10** Proposers shall meet all regulatory laws, codes, and requirements of Local, State, and Federal law that apply to Michigan public school districts and Custodial Services, including, but not limited to, the Michigan Revised School Code (MCL 380.1 et seq.).
- 1.8.11** Proposer must describe any other resources to be provided by your Firm, not listed above, which would result in a safe and efficient Custodial Services.
- 1.8.12** References – Proposers must provide K-12 public school references, including contact name, address, phone number and scope of services.
- 1.8.13** List all litigation or regulatory proceedings, for the past five years, within the State of Michigan, or if more than 85% of the Proposer's Custodial Services contracts are performed outside the State of Michigan, the State(s) where 85% or more of the Proposer's Custodial Services contracts are performed. These litigation and regulatory proceedings are to be limited to contract disputes and negligence actions for: (i) school

districts in which the Proposer has been a party providing any type of custodial services; (ii) supplies, equipment or services of the type which are the subject of the proposed Contract; (iii) non-compliance of the Proposer's supplies, equipment and services or the Proposer's working conditions and employment practices with the Occupational Safety and Health Act and other applicable state and federal requirements; or (iv) any suits whereby an employee of the Proposer was found to have mistreated students in any manner. Therefore, it is contemplated under this RFP that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.

**1.8.14** Proposers must include with their Proposal an audited financial report for the three (3) most recent fiscal years.

**1.8.15** Proposers must include a schedule indicating the wages and benefits to be offered to employees of Contractor.

**1.8.16** Proposers must submit a letter setting forth its agreement to be bound with the terms and conditions of this RFP.

**1.8.17** Proposers must complete the Proposal Form provided herein.

**1.8.18** Proposers must complete the Familial Disclosure Affidavit, and the Iran Linked Business Affidavit ,submitted with their Proposal.

## **1.9 Proof of Qualifications**

The School District will ensure compliance with the above by checking references listed in the Proposals, and conducting on-site visitation as deemed necessary by the School District as well as other sources.

## **1.10 Employees**

It must be understood that this RFP provides for the selection of a professional company/Firm to provide Custodial and Ground Services. However, as noted above, the School District will maintain a liaison to facilitate administration of the Contract and communication between the Contractor and the School District.

## **1.11 Company's Responsibility**

All experienced and qualified Proposers are requested to submit a Proposal based on its experience and capabilities. The School District will select the Proposer(s), if any, deemed to serve the best interests of the School District to proceed with the negotiation process. The School District, in its sole discretion, reserves the right to request post-Proposal interviews from all, some or none of the Proposers.

## **1.12 Oral Interview**

The School District may require qualified Proposers to participate in an oral interview and negotiation process to discuss their Proposal and to answer any questions the School District may have regarding the RFP and Proposer's Proposal.

### 1.13 Evaluation of Proposals

Each Proposer submitting a Proposal should understand that the nature of the School District's Custodial and Ground Services is so complex that each and every facet of the operation may not be detailed in this RFP. The Proposer must document their expertise, experience, and approach based on their grasp of School District's requirements. The Pre-Proposal meeting will give the Proposer an opportunity to ask the necessary questions regarding this RFP and the Custodial and Ground Services. The Proposal must be complete, clear and concise. The following categories, not listed by rank, are the principal criteria by which Proposals will be evaluated:

- ◆ **Management Capability** as shown by detailed evidence of Proposer's expertise, experiences, and references.
- ◆ **Business Stability** checked through various sources as well as the Proposal.
- ◆ **Human Resources Management** as determined by references, and by checking other sources.
- ◆ **Cost** as indicated in the Proposal and through the negotiation process.
- ◆ **Miscellaneous:**
  1. Ability to meet all applicable federal and state wage and safety requirements
  2. Experience and past performance – Presented documentation of building cleaning experience including at least five (5) years of experience of cleaning of a minimum of 500,000 square feet of facilities per day
  3. Experience providing cleaning service in public and/or private school environments
  4. Experience helping public employers transition from in-house staff to privatized staff
  5. Project manager/account supervisor's qualifications and experience
  6. Project personnel - Adequacy of staff in size, availability, and experience to perform the proposed Custodial Services
  7. Proposer's attendance at Pre-Proposal Meeting and Facilities Walk-Through.
  8. Corporate support
  9. Cost control – Previous record of meeting budgets and the proposed plan for controlling costs on projects.
  10. Full and proper completion of the Proposal Forms
  11. Guarantees – Any cost savings guarantees provided for by the Proposal.
  12. Hazard Communication Program – Documentation of a Hazard Communication Program (HCP) that includes but is not limited to, the following:
    - Blood-borne Pathogen Training Program
    - Employee Training Program
    - Personal Protection Equipment
    - Right-to-Know (and Material Safety Data Sheets)
    - Written Safety Program
  13. Quality of the oral presentation to the applicable committee
  14. Quantity and nature of exceptions to the RFP and Contract Specifications
  15. Submission of required alternates, if any
  16. Training program – The education and training programs to be provided to staff.

17. Work history/performance as reported by references (names, addresses, and telephone numbers of principle parties)
18. Supplemental relevant information submitted by the Proposer
19. Any comments from the Proposer regarding information submitted as part of this RFP information.
20. Any other information the School District's proposal review team determines to be pertinent
21. First hand walk through evaluation of a current facility under contract with Proposer (the Proposers must provide School District with a list of sites that, at our choosing, we can visit and walk through for performance evaluation).

The School District will evaluate the Proposals, based on the above criteria as well as other methods. The School District will select the Proposer that it deems most qualified to serve the interests of the School District to precede to the negotiation process.

## **II. GENERAL PROVISIONS**

### **2.1 Contract Duration and Characteristics**

**2.1.1 Term:** This is a Request for Proposal only. Proposals will be treated as offers to enter into a Contract with the School District. The award of a Contract by the School District shall constitute a Contract, subject to the execution of a formal written Contract to the satisfaction of the School District, which Contract shall incorporate this RFP and the successful Proposer's Proposal. The final Contract shall be subject to the review and approval by the School Districts' legal counsel. Notwithstanding the above, the School District shall have the right to make all final determinations regarding the final form of Contract. The Custodial and Ground Services shall commence July 1, 2014.

**2.1.2 Renewal Provisions:** The School District intends to award a Contract to the successful Contractor as a result of this RFP for a term of three (3) years with each School District having the option to renew its Contract, on a yearly basis, for up to two (2) additional years, upon the successful annual review of Contractor's performance at the sole and absolute option of the Board of Education of the School District.

**2.1.3 Cost Indexing:** Compensation for the Custodial Services described in this RFP MUST be fixed for years one (1), two (2) and three (3) of the Contract. Moreover, the Contractor, by submitting its Proposal, agrees to convene bi-annually with representatives of the School District, for the purpose of evaluating the efficiency of the performance of the Contract, so that further efficiencies may be uncovered and implemented into the Contract. As part of this process, and by submitting their Proposal, the Contractor agrees to pass along any savings to the School District.

### **2.2 DISTRICT-CONTRACTOR COMMUNICATIONS**

The Contractor shall designate a liaison to be available to communicate with the School District at all times.

## 2.3 **DEFINITIONS OF THIS RFP AND SUBSEQUENT CONTRACT:**

<b><u>"Contract"</u></b>	"Contract" means the negotiated contract resulting from the School District's acceptance of the Contractor's Proposal, to the satisfaction of the School district, which incorporates this RFP and the Contractor's Proposal.
<b><u>"Contractor"</u></b>	"Contractor" shall mean the Custodial Services Firm(s) awarded a Contract to provide Custodial Services for the School District in accordance with this RFP and the successful Proposer's Proposal.
<b><u>"Custodial Services"</u></b>	All labor necessary to perform the cleaning services and/or minor maintenance services and/or specified grounds services (i.e., lawn care, grounds services and snow removal) to be provided in accordance with the requirements set forth in this RFP for the School District at all of its Facilities.
<b><u>"Proposal"</u></b>	"Proposal" means a response to the RFP submitted by a Proposer.
<b><u>"Proposer"</u></b>	"Proposer" means any Custodial Services Firm submitting a Proposal to the School District by the specified due date in accordance with this RFP.

## 2.4 **General Conditions**

**2.4.1** Within fourteen (14) days after receiving formal notification that the successful Contractor was awarded the Contract, the Contractor shall furnish the following to the School District:

**2.4.1.1 Performance Bond:** A Performance Bond in the full amount of the first year's total cost of the Contract, by a qualified surety naming the School District as an obligee, to ensure faithful performance of all provisions of the Contract. The Surety Company shall be authorized to do business in the State of Michigan and must be approved by the School District. All sureties providing bonds on this project must be listed in the Department of Treasury's Circular 570, entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" with the bond amounts less principal, and by a surety that is licensed in the State of Michigan. The form AIA Document A312 (1984 Edition) must be used for this project. If, at any time, after acceptance of the Contractor's bond, the surety fails to meet the criteria stated in this Section, the Contractor must, as a precondition to continuing Work and receiving further payments, replace the bonds with bonds from a surety that meets the stated criteria. New Performance Bonds must be submitted annually to the School District unless the School District, in writing to the Contractor, opts to waive this requirement in accordance with Section 2.4.1.3 below. However, in the event that the School District deems the Contractor a limited risk, the School District may, in its sole and uncontrolled discretion, agree to not require the Contractor to provide the Performance Bond required hereunder. In that event, the School District shall receive a credit in each year where such bond is not required in the amount of the cost of said Performance Bond. The Proposer shall indicate in their Proposal the annual credit which the District would be entitled if the District chooses, in its sole discretion, to waive the requirement of a

Performance Bond. The decision to require the Performance Bond rests in the sole discretion of the School District.

**2.4.1.2 Insurance Certificates:** An Insurance Certificate evidencing all insurance coverage required by the General Conditions of this RFP.

**2.4.1.3 Failure To Provide Bonds and Insurance:** If the Contractor refuses or fails to submit the Performance Bond and/or Insurance Certificates within the 14-day period, the School District will consider the Contractor to have abandoned all rights and interests in the Contract award. Consequently, the Bid Bond may be declared forfeited to the School District as liquidated damages, and the work may be awarded to another Contractor who submitted a Proposal in response to this RFP.

**2.4.2 Federal, State and Local Law Compliance, and School District Policies:** The Contractor shall comply with any and all laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the Custodial Services anticipated in this RFP including, but not limited to, pesticide applicator license, pool operator license, chauffeurs license, drivers licenses, etc. The Contractor, including its employees and agents, shall be responsible for knowing the School Districts' policies concerning appropriate behavior of persons in its Facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations. The Contractor by providing its Proposal to the School District represents and warrants that it shall at all times be in compliance with any and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to providing the Custodial Services anticipated in this RFP. The Contractor shall in the performance of such Custodial Services pursuant to this RFP, its Proposal and the Contract, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the School District harmless from any liability from its failure to so comply.

**2.4.3 Governing Law:** The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Oakland County, Michigan.

**2.4.4 Taxes:** Contractor is responsible for sales taxes and any other applicable taxes related to the Custodial Services provided under the Contract.

**2.4.5 Repairs to Property Damage:** Damage to any School District Facilities or properties caused by the Contractor, its agents or employees shall be repaired



so that Facilities or properties are in as good condition as before entering into the Contract. All repairs shall be accomplished at no cost to the School District.

**2.4.6 OSHA Compliance:** All services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act.

**2.4.7 Insurance Requirements:** The Contractor shall maintain the following insurance in force at all times during the term of the Contract, with an "A" rated Best insurance carrier acceptable to the School District. Each School District shall be named as additional insured for the minimum limits listed below.

<b><u>Policy</u></b>	<b><u>Minimum Limits</u></b>
(a) Workers' Compensation	Statutory
(b) Comprehensive General Liability	
(1) Bodily Injury Liability	\$3,000,000 each person \$3,000,000 each occurrence \$6,000,000 aggregate
(2) Property Damage Liability	\$3,000,000 each occurrence
(c) Comprehensive Automobile Liability	
(1) Bodily Injury Liability	\$3,000,000 each person \$3,000,000 each occurrence
(2) Property Damage Liability	\$3,000,000 each occurrence
(d) Excess Umbrella Liability	
Combined Single	\$10,000,000 each occurrence
Limit Bodily Injury and/or Property Damage	\$10,000,000 aggregate
(e) Employer's Liability	\$500,000 each occurrence

**Note:** Comprehensive Liability to include, but not limited to:

- i) Contractual obligations.

The insurance carrier must notify the School District and the Contractor thirty 30 days prior to the expiration, termination or material change of such insurance coverage.

These coverage's and limits are to be considered minimum requirements under the Contract and shall in no way limit the liability or obligations of the Contractor under the Contract.

The successful Contractor shall not commence operations under the Contract until the Contractor has obtained all insurances stated in these requirements, all insurances have been reviewed and approved by the School District and the Certificates of Insurance have been provided to the School District.

#### **2.4.8 Indemnification:**

**2.4.8.1** Contractor shall indemnify, defend and hold harmless the School District, its Board and its Board Members in their official and individual capacities, its employees and agents, from and against all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, damages, and actual attorney fees and actual expert witness fees arising out of or in connection with Contractor's performance of its services pursuant to the Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, agents and subcontractors; (ii) any breach of the terms of this Agreement by the Contractor; (iii) any violation of applicable state and/or federal law, rule, ordinance, policy or regulations and/or licensing and permitting requirement applicable to providing the Custodial Services; or (iv) any breach of any representation or warranty by the Contractor under the Contract. The Contractor shall notify the School District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under the Contract.

**2.4.8.2** Throughout the Initial Term, or any Renewal Term of the Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District Facility in violation of any applicable law or regulation. Without limiting any other provisions of the RFP specifications or the Contract, Contractor shall indemnify, defend and hold harmless the School District from and against all liabilities, claims, losses, costs and expenses (specifically including, without limitation, attorneys', engineers', consultants' and experts' fees, costs and expenses) arising from (i) any breach of any representation or warranty made in this paragraph and/or (ii) environmental conditions or noncompliance with any applicable law or regulation that result, in the case of Contractor, from operations or Custodial Services in or about any School District Facility or property by Contractor or its agents or employees. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic

Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.) the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Lease, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This paragraph shall survive the expiration or earlier termination of the Contract.

**2.4.9 Contract Assignment or Sub-Contract:** The Contract shall not be assigned, transferred, or sublet, in whole or in part, by the Contractor without the prior written consent of the School District.

**2.4.10 Independent Contractor:** It is expressly agreed between Contractor and the School District that Contractor will act as an independent contractor in the performance of its duties under the Contract and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including Federal, State and Local taxes arising out of Contractor's activities in accordance with the Contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, Workers' Compensation Insurance and any other taxes or business license fees as required. The Contract shall not be construed as authority for either party to act for the other party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby.

**2.4.11 Relationship Between Parties:** Contractor is retained and engaged by the School District only for the purposes and to the extent set forth herein. Contractor shall not be considered an employee of the School District, nor is Contractor entitled to participate in any plans, arrangements, or distributions by the School District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans. Further, the School District will not withhold or pay any State, Federal or Local taxes, FICA, FUTA, MESC Insurance or Workers' Compensation Insurance and Contractor will indemnify, defend and hold the School District harmless for the payment

of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. Nothing in the Contract shall be construed to interfere with or otherwise affect the rendering of services by Contractor in accordance with its independent and professional judgment. The Contract shall be subject to Contractor's performance of its services substantially in accordance with generally accepted practices and principals. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of the Contract on behalf of Contractor.

#### **2.4.12 Force Majeure**

In the event Contractor is unable to provide Custodial Services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, the District shall excuse the Contractor from performance under this Contract.

The District shall have the right to take over the Custodial Services if the Contractor is prevented from operating for the reasons described above, and may provide such Custodial Services with school employees or other persons, as the District may deem appropriate until Contractor is able to resume its regular operations and the School District shall receive a credit from Contractor for the days the Contractor failed to provide such Custodial Services on a pro-rata basis.

Notwithstanding the foregoing, in the event of a strike, the Contractor shall procure replacement personnel necessary to perform the Custodial Services. If the Contractor does not procure such replacement personnel, the District may procure the same and deduct the associated costs and expenses from the amounts owed to the Contractor, or terminate this Contract.

A change in market conditions does not constitute force majeure.

### **2.5 NONDISCRIMINATION**

#### **2.5.1 Nondiscrimination in Employment**

The Contractor shall comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated in Executive Order 11246 and Executive Order 11375 and all subsequent amendments thereto and superseding orders.

### **2.6 TERMINATION**

#### **2.6.1 Termination For Cause:**

In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to any covenant, condition or representation contained in the Contract, all requirements contained in the RFP and the Contractor's Proposal,

whether it be performed by the Contractor, its agents or employee, the School District shall have the right to give written notice to Contractor of such failure. If such failure, is not cured to the School District's satisfaction within ten (10) business days from the time of receipt of such notice the School District shall have the right to terminate immediately without the requirement of a further written notice. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

#### **2.6.2 Termination for Convenience:**

Notwithstanding Section 2.6.1, the Contract may be terminated by the School District without cause upon six (6) months advance written notice to Contractor. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

### **III. BACKGROUND INFORMATION**

The following information is a summary of the Troy School District's current custodial service programs. As a starting point, Proposers are to base their cost projections on duplicating this service within the requirements of the RFP. Going forward, the awarded Contractor is expected to use their expertise to further optimize the current operations and improve services.

The following attachments are provided as exhibits to assist the Proposer in formulating their Proposal. Unless specifically agreed to in writing, Proposer is expected to meet or exceed all duties outlined in Attachment D below.

Attachment A – Buildings Locations

Attachment B - Service Hours & Events

Attachment C - Staffing Information

Attachment D – Custodial Required Duties

Attachment E – Grounds Required Duties

Attachment F – Supplies and Equipment

## **IV. CONTRACTOR'S OBLIGATIONS**

### **4.1 Proposer's Requirements**

- 4.1.1 The Proposer's Firm must have been in business for at least the past five years.
- 4.1.2 The Proposer must demonstrate the ability to secure the necessary quantity(s) and quality of manpower to perform the Custodial and Ground Services within the timeline provided for herein.
- 4.1.3 The Proposer must demonstrate the necessary organizational abilities needed to successfully implement the transition from our current service to the new Custodial and Ground Services operation within the proposed time line provided for herein.
- 4.1.4 The Proposer must currently clean at least 500,000 square feet daily and provide satisfactory evidence that it can perform the Custodial and Ground Services specified in this RFP.
- 4.1.5 The Proposer must have the human and financial resources necessary to perform the Custodial and Ground Services.

### **4.2 School Safety Initiative Legislation.**

The Contractor and all of its employees and agents providing Custodial Services for the School District shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. The Contractor acknowledges and agrees that unless the School District notifies the Contractor that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Contractor will have any and all of its agents, employees or representatives who will be on any School District Facility or property to carry out the Custodial Services contemplated by the RFP specifications and the Contract, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under the Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the School District, or provide written notification to the School District that Contractor or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If Contractor wishes to receive a copy of any report, it shall have the employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report at the time fingerprinting and background checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of the Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the School District within 3 business days of when any of its agents, employees or representatives who will be on the School District's Facilities or property to carry out the Custodial Services contemplated by the RFP specifications and the Contract, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contractor shall indemnify, defend and hold the School

District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel."

#### **4.3 Familial Disclosure and Iran Linked Business**

All Proposals must be accompanied by a sworn and notarized affidavit disclosing any familial relationship that exists between the owner and/or any employee of the Proposer and any member of the School District's Board of Education or the superintendent of the School District. Any Proposal not accompanied by said sworn and notarized affidavit will not be considered or accepted by the School District. The Affidavit of Bidder Familial Relationship Form is attached to this RFP. All Proposals must be accompanied by a sworn and notarized affidavit confirming compliance of the Iran Economic Sanctions Act, also attached.

#### **4.4 Debarment**

Submission of a signed Proposal in response to this RFP is certification that your Firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the School District will be notified of any change in this status.

### **V. CONTRACT SPECIFICATIONS.**

#### **5.1 Absenteeism**

Employee absenteeism can significantly and adversely affect the quality of services received by the School District. The Contractor must maintain a pool of trained and qualified substitutes with the required background checks, available at short notice, to ensure that the School District is adequately staffed in the event of illness or injury.

The Contractor is required to inform the building principal and the District's designee when there will be a change of employees for absence purposes. If the absence is expected to last more than three consecutive work days, the Contractor is also required to inform the School District's designee.

If the Contractor's supervisor/project manager is unavailable under the Contract for any substantial period of time (i.e., more than three consecutive work days), the Contractor shall immediately inform the School District's designee of the absence, the reason for the absence, and how the Contractor will ensure completion of the supervisor's/project manager's work.

The School District reserves the right to audit payroll records and/or time cards of the Contractor and its employees.

## **5.2 Employee Compensation**

Contractors shall provide hourly pay rates (or pay rate ranges) and a list of benefits offered to all employees that would be placed to work in the School District.

## **5.3 Employee Expectations**

All of Contractor's employees are to present themselves in an appropriate manner and attire consistent with the School District's Board policies and the School District's administrative guidelines. The School District reserves the right to seek removal of any employee of the Contractor whose moral conduct, behavior, health habits or appearance are unsatisfactory. Such employee will be removed as soon as possible upon being brought to the Contractor's attention. The School District's decision shall be final. The School District agrees not to use this right arbitrarily or capriciously.

All of the Contractor's employees assigned to the School District must meet the following requirements:

They must be...

- Able to read, write, and speak English fluently, and to use courteous language.
- Able to inspect, see, and report maintenance needs to the Contractor's supervisor/project manager and/or to the District's designee.
- Able to interact positively and appropriately with students, school employees, and the public. This shall especially apply to the head custodians.
- Able to productively work with minimal supervision.
- Able to handle special duties or situations as they arise.
- Competent persons who are well trained in the area of work assigned.
- Cooperative with School District staff and with other Contractors' employees.
- Alcohol and drug free when arriving for and while on duty. Contractor's employees are prohibited from the manufacturing of, being in possession of; using, distributing, or dispensing of any controlled substance, including alcohol, while on School District property.
- Punctual.
- Well groomed and in uniform.

Contractor shall maintain attendance records which indicate "log" in at the beginning of their shift and "log" out at the end of their shift each day in a designated location. This requirement is to enable School District staff to determine which of the Contractor's staff is in each Facility at any given time. This requirement shall not apply to the supervisor/project manager who is performing inspections and/or moving from building to building.

At no time shall the Contractor's personnel do any of the following:

- Allow custodial closets to stand open and unattended
- Congregate or have food/drink in unauthorized areas
- Copy, distribute or loan any key to School District Facilities
- Disturb papers on desks, open drawers or cabinets, use or tamper with personal property owned by the School District or its employees
- Leave custodial products and/or equipment unattended
- Leave custodial carts unattended in corridors for more than a few minutes (for safety, security, and aesthetic reasons)
- Leave lights on or doors open in unattended sections



- Play radios, or other similar devices, at a volume that is audible in other areas of the building
- Use any School District equipment (i.e.: telephones, computers, copiers, TV's, VCR's) that is not required to perform duties as detailed in this RFP or Contract
- Smoke or use any tobacco products on School District property
- Use or remove any School District owned equipment or supplies outside of Troy School District owned Facilities
- Transport any School District owned equipment or supplies to another School District owned Facility without prior express permission from District's designee

No visitors, spouses or children of the Contractor's employees will be allowed at the work site during working hours unless they are bona fide employees of the Contractor or they receive prior approval from the School District's designee.

#### **5.4 Employee Personnel Files**

The Contractor awarded the Contract will be required to provide the School District's Human Resources Department with a copy of the employees' files for all of the Contractor's regular employees assigned to the School District. This requirement is primarily intended to ensure that all required employee background checks have been completed, and to provide results of training and drug testing.

Some examples of required documents are as follows:

- Application
- Drug screening results
- I-9 form along with a copy of the employee's driver's license and Social Security Card
- Results of FBI and state police record checks
- Proof of initial and follow-up training

As is the case with the School Districts' own employee personnel files, this information will be held in the strictest confidence.

#### **5.5 Employee Selection**

All of Contractor's employees will be required to have a criminal background check prior to working on at any Facility of the School District. The School District's designee will be the final authority as to whether such employee may provide services to the School District based upon the results of such background check. The School District reserves the right to interview all custodial candidates before placement in our Facilities.

The Contractor shall, at a minimum, perform the following pre-employment screening procedures before recommending the placement of all regular and substitute employees in School District Facilities:

- Employee background and reference checks
- Drug and Alcohol testing as approved by the School District
- FBI and State Police fingerprint record checks – Any felony convictions will disqualify personnel from placement in District.

All applicants being considered for employment must meet the criteria set forth by the United States Department of Immigration and Naturalization.

## **5.6 Employee Placement**

The Contractor shall supply the School District a list of all employees assigned to each Facility and their assigned areas of responsibility and this list shall be updated as employees are hired or terminated.

The Contractor must inform the School District designee and the building principal at least 48 hours before new employees are placed in any school/Facility in the School District. Notification to the School District's designee shall include the name, current address and former employer information of the proposed employee. The School District reserves the right to perform independent background checks on all of the Contractor's employees consistent with applicable laws.

## **5.7 Sexual Harassment**

The School District is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The School District has a legal and ethical responsibility to ensure that all students and staff can learn and work in an environment free of sexual harassment.

Consistent with state and federal laws, this right to freedom from sexual harassment has been defined in School District policy by the Board of Education. Failure to comply with this policy could result in termination of the Contract without advanced notice. Further information regarding this policy is available.

## **5.8 Smoking**

The School District prohibits the use of tobacco in school buildings or on school grounds. This prohibition applies to all contractors and workers on school grounds and to all forms of tobacco products. The Contractor shall be responsible for the implementation and enforcement of this requirement.

## **5.9 Staffing Requirements**

### **5.9.1 General Information**

The Contractor shall provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the Custodial Services to be performed under the Contract. The Contractor shall perform the services set forth in the Contract at time periods as approved by the School District's designee. Safety of students and staff and unimpeded delivery of the instructional programs will determine the authorized work periods.

### **5.9.2 Staffing Levels**

Staffing requirements of the School District's current custodial and grounds operation, by position, is included in **Attachment C** This personnel information is provided for the

purposes of detailing the School District's current operations. These are not requirements as to how the Contractor must staff its operations.

Regardless of the minimum specified hours, it is the Contractor's responsibility to maintain the standard of cleanliness specified in this RFP and the Contract by adhering to the guidelines attached to this RFP. It is the responsibility of the Contractor to provide sufficient personnel to ensure that the requirements are met and that each Facility is effectively cleaned and all other duties are performed on a daily basis.

Contractor shall provide employees possessing a Certified Pool Operator (CPO) license at all School District locations maintaining a swimming pool. A CPO shall be assigned to those Facilities during all hours for which the building is open and the pool is operating (including weekends). Contractor shall maintain a suitable number of properly trained and certified substitute employees to cover these locations in the event of absence of the regularly assigned person(s).

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the School District.

Extra Curricular, Sports, and Facility Rental Activity Summary (not including weekends)  
The Contractor will be responsible for furniture setup and take-down (when appropriate) for extracurricular activity needs, sporting events, or rental agreements that occur at School District Facilities. At the High Schools, Middle Schools and Elementary Schools, these events are numerous and may occur after student hours.

The Contractor shall consider all current School District personnel who are interested in employment with the Contractor, but the Contractor shall be free to hire those individuals which it deems to be best qualified, in its sole discretion.

#### **5.9.3 Weekend Extra Curricular, Sports, and Facility Rental Activities**

Scheduled use of the Facilities on the weekend may occur. This is relatively common for the high school Facilities. The Contractor will be responsible to open and prepare the Facilities for scheduled use on a Saturday or Sunday. These scheduled events may be related to School District rental agreements, sporting events or administrative and staff needs.

Periodic special events will require the Contractor to modify the cleaning schedule to accomplish set up and breakdown of those special events (parent teacher conferences, ice cream socials, a play in the auditorium, home basketball game, etc.). The Contractor may choose to schedule support clean up on the day after the event if the delaying of the clean up does not detract or interfere with the overall look or environment of the school facility.

#### **5.9.4 After School and Weekend Activities**

Services provided for activities that are billable beyond the regular base Contract must be approved in advance by the School District's designee. Itemized bills should include the date of the service, hours worked, the employees who worked and who approved the service. Such billing must be submitted under separate invoices but at the same time as the base Contract invoice for the month within which the service was provided.

The Contractor's employees are to be scheduled in such a way that:

1. In the elementary schools, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 9:00 p.m.
2. In the Middle School and the High School, any space, used for an after-school activity, shall be cleaned after the end of that activity, provided it ends by 10:00 p.m.
3. Spaces that are to be used for after-school activities are cleaned and set-up at the scheduled times, and efforts are made to ensure that the routine cleaning of the remainder of the building does not interfere with the scheduled activity.

The Contractor will make every effort to provide clean buildings for each school day to begin.

The Contractor will be responsible for upkeep of grass areas and weed beds directly adjacent to the buildings. This will include edge trimming, small bush & tree pruning, weed whipping, leaf & debris removal. Where equipment is assigned, Contractor staff will be responsible for the operation of powered lawn and related equipment. The School District will provide grounds services, including field mowing and parking lot plowing, separate from the services contemplated within this RFP.

The Contractor will sometimes be required to provide extra or special coverage on Saturdays and/or Sundays with very short notice. The hourly rate for this service will be requested on the Proposal Form. The Contractor may invoice the School District at the agreed upon rates for this extra work.

The School District would entertain creative staff schedules to include Saturday and Sunday hours at all locations in order to staff the events without the use of overtime.

#### **5.9.5 Schedule Changes**

The School District reserves the right to change any and all of the Custodial Services schedules with advance notice to the Contractor.

The Contractor shall notify the School District immediately of conditions, which will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify the School District's designee in advance of any condition or situation, which will affect the performance of the work under the Contract. In either case, the Contractor shall communicate how the affected work will be rescheduled.

#### **5.9.6 Scheduled Breaks and Summer Cleaning**

Scheduled breaks and summer cleaning shall be coordinated with the School District's designee. The schedule is to be developed with the goal of minimizing interference with any scheduled instructional activities or with contracted work being performed by others.

#### **5.9.7 Two Schedules**

The School District has two custodial work schedules, one for during-school periods, and one for break periods (i.e., winter break, mid-winter break, spring vacation, and summer vacation). **Attachment D** includes only the "during school" work schedules. During break periods, including the summer (mid-June to Labor Day weekend), the School District's designee and the Contractor shall jointly agree upon an appropriate schedule of cleaning and other duties. In any event, evening activities particularly in the High

Schools and Middle Schools will require staffing later than 6:00 p.m. at these schools during break periods.

#### **5.10 Substitute Scheduling**

The Contractor will recruit, background check, employ, train, pay, and supervise all substitute custodians for the Contract.

#### **5.11 Supervisor/Project Manager**

The Contractor shall consider providing competent and sufficient supervision as necessary to satisfy the specifications and requirements and of this Request for Proposal and Contract.

The Contractor shall provide the School District with a list of all supervisory personnel including the telephone numbers where each person may be reached at all times. In addition, the Contractor will provide the Contract supervisor/project manager assigned to the School District with a cell phone.

A resume for the supervisor/project manager must be provided as part of the Proposal. All key personnel assigned by the Contractor are subject to concurrence of the School District's designee.

Once assigned to work under the Contract, the Contractor shall not remove or replace the supervisor/project manager without written concurrence of the School District's designee.

The supervisor/project manager will be required to answer each call from the School District's designee within thirty (30) minutes of the time the call is placed. Failure to answer the call/page within thirty (30) minutes will be considered non-compliance and will be assessed a penalty as provided for in the "Deductions and Penalties" section of this RFP.

The supervisor(s)/project manager(s):

- must be able to fluently communicate in English,
- must be able to use a computer for minor tasks, be able to access and use the School District's computerized work order and facility scheduling system and use e-mail for communication
- can be a working supervisor,
- must be authorized by the Contractor to act as the Contractor's agent in all communications with the School District's designee,
- must have experience supervising cleaning and maintenance staff
- is to have full authority from the Contractor to schedule working hours, custodian's assignments, and cleaning procedures,
- shall cooperate fully with School District administrators, and
- shall be available for inspection of the Facilities at times other than during working hours when requested

If requested by the Contractor, the School District will provide office space for the Contract supervisor/project manager, at a location specified by the School District.

## 5.12 Training Requirements

The School District maintains that a formal training program with regularly scheduled sessions, individual tests for competency and training records is a necessary ingredient in the delivery of effective Custodial Services. The Contractor is to have, in-place, an on-going, effective and documented training program that consists of two parts, each of which provides all local, state and federally mandated training and contains, at a minimum:

### 5.12.1 Orientation program before placement in the School District:

Asbestos Hazard Emergency Response Act (AHERA)	Recycling Program Review
Infection Control	Ladder/lift Safety
Asbestos Floor Tile Care	Personal Grooming
Basic General Cleaning Procedures	Right-to-Know including Material
Blood-borne Pathogens	Safety Data Sheets (MSDS)
Carpet Care	Safety
Handbook Review	Sexual Harassment
Hard Floor Care	
Lock-out/Tag-out Procedures	
Methicillin-resistant <i>Staphylococcus aureus</i> (MSRA) Sanitizing	

The Contractor shall provide written documentation of Contractor employees, who have attended such a program, including date and time, to the School District's designee within 30 days after the hire date of the employee.

### 5.12.2 Ongoing training program after placement in the School District:

The Contractor will provide at least sixteen (16) hours of job-related training per year to each employee. Recommended topics are as follows:

ADA	Infection Control
Asbestos Floor Tile Care	Job Preparation and Clean up
Auto Scrubbing	Ladder Safety
Basic Restroom Cleaning	Lifting Techniques
Blood-borne Pathogen	Lock-out/Tag-out Procedures
Carpet Extraction	Material Safety Data Sheets
Carpet Spot Removal	Office Cleaning
Carpet Vacuuming	Personal Grooming
Ceiling/Wall Washing	Restroom Cleaning
Chemical Safety	Right to Know
Cleaning Standards	Safety
Confined Spaces	Sexual Harassment
Daily Restroom Cleaning	Slips/Trips/Falls
Damp/Wet Mopping	Spray
Dust Mopping	Buffing
Equipment Checks	Spray Cleaning Hard Surfaces
Equipment Usage	Stripping/Refinishing of Floors
Ergonomics	Team Building
Fabric/Upholstery Cleaning	

Furniture Cleaning  
Handbook Review  
Hazardous Substances (MSDS)

Transportation Safety (for driver)  
Window Blind Cleaning  
Window Washing

The Contractor must show proof that it has provided blood-borne pathogen training and sexual harassment prevention training to its personnel as required by applicable codes and standards.

The Contractor will provide the School District's designee with training logs and, if requested, training verification.

### **5.13 Uniforms and Identification**

The Contractor will provide, and all of the Contractor's employees are required to wear uniforms, approved by the School District on all work days. Logo's and names on uniform shirts will be required. Uniforms will be provided by the Contractor and must be worn by all regular and substitute employees while working in the School District's Facilities and on the School District's grounds. The uniforms must be kept neat and clean looking to provide a professional appearance at all times.

The uniforms must be as follows:

- Collared shirts are required for men and women. The shirts may be short sleeve or long sleeve. Shirt colors and styles should be the same for all employees.
- Pants are required, and should also be the same (or coordinating) color and style for all employees.
- Knee length shorts may be permitted ONLY during summer break period
- Tee-shirts are not considered acceptable by the School District

In addition to uniforms, all Contractor personnel are also required to wear a Contractor issued ID badge, approved by the School District. The ID badge is to be clearly visible, while performing work at the School District. ID badges are to be worn above the waist.

## **VI. CUSTODIAL SERVICES**

### **6.1 Asbestos**

Like many older schools, the School District's Facilities include some asbestos containing building materials. Some of the most common locations include old floor tile, old HVAC pipe wrap, some old ceiling tile, and some old glue holding chalkboards to classroom walls.

Each Facility has, and the School District's designee has, a copy of the School District's asbestos management plan for each school. These are available for public inspection.

All of the Contractor's employees assigned to the School District should familiarize themselves with the various sources of asbestos in the Facilities to which they are assigned. Some of the asbestos management restrictions are as follows:

- Do not remove or otherwise disturb asbestos wrapped pipes
- Do not grind or remove asbestos containing floor tile.
- Do not disturb asbestos containing ceiling tile.

- Do not remove chalkboards without the School District's designee's pre-approval, for some of these have asbestos glue.
- Do not disturb any other asbestos.

## **6.2 Billing/Payments**

### **6.2.1 Billing**

Custodial Services are to be billed in equal installments as agreed upon by both parties prior to signing of the Contract.

Invoices must itemize charges for labor, equipment, if any, and supplies, if any, for each Facility.

Invoices shall be submitted to: Troy School District, Accounts Payable, 4400 Livernois, Troy, Michigan, 48098

### **6.2.2 Payments**

Payment will be made after Contractor's submittal of invoice. One check will be issued per month. Payment of undisputed amounts in each invoice shall be made within 30 days of receipt of the invoice. Disputes regarding amounts contained in any invoice will be communicated to the Contractor by the School District, in writing, within ten (10) business days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless Contractor is able to resolve the matter to the School District's satisfaction within ten (10) business days prior to payment due date.

### **6.2.3 Additional Charges**

Any work outside the scope of this Request for Proposal must be approved in advance by the School District's designee.

Invoices for additional work must include the date and times of the work, the name of the school, the type of the work performed, the number of hours worked, and the name of the authorized School District person who approved the work to be performed. They are to be sent directly to the established billing address along with the regular monthly billing for processing and are not to be included on the regular monthly invoice.

## **6.3 Facility Alarm Codes**

The School District shall provide the Contractor with alarm codes for each Facility. A set of security codes for all Facilities shall be issued to the Contract supervisor/project manager. Alarm codes must not be traded between or shared among employees. Previously assigned alarm codes must not be forwarded by the Contractor to new employees. Notification to the School District shall be immediate with the reassignment or termination of any individual who has been assigned an alarm code.

## **6.4 Facility Opening and Closing**

Exterior doors are to be unlocked and locked at the times specified by the School District's designee.



The Contractor is responsible for the security of the Facility during the cleaning operation. The Contractor shall secure the Facility at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, turn off ceiling fans, and close all windows).

Office, classroom, and other doors are to be unlocked or opened only during the time that cleaning is actually being done and all are to be relocked as soon as the service has been completed. For the safety of students and the public at large, storage and custodial closet doors are to be kept shut and locked when not in use.

If the Contractor fails to properly secure any Facility, a non-compliance penalty as provided in the "Deductions and Penalties" section of this RFP shall be applied and shall be deducted from the next month's payment.

## **6.5 Required Duties**

Please refer to Attachment D to this RFP for required duties and protocols.

## **6.6 Communication**

### **6.6.1 Work Orders**

Contractor's employees will be required to access the School District's Express Maintenance work order system to send and receive maintenance type work orders which may require action by Contractor's employees.

### **6.6.2 Communication with Principals**

To ensure customer satisfaction, the Contractor's employees will be required to maintain regular, open communication with the principals.

## **6.7 Contractor Protection Clause**

Neither party hereto will negotiate with or hire personnel employed by the other, during the Term of the Contract, without written permission of the other party.

## **6.8 School District's Designee**

The School District's "designee" referred to throughout this RFP shall refer to the Director of Operations or his/her designee. The School District's Superintendent is authorized to modify this designation at any time upon written notification to the Contractor.

## **6.9 Emergency Contacts**

Communication is critical when maintaining multiple Facilities. The Contractor will be responsible to provide the School District's designee with an emergency contact person and telephone number for each set of Facility employees.

If the need arises for the School District's designee to contact one of the Contractor's employees at a large site, there must also be a system in place to accomplish this task.

Therefore, the School District will require a cell phone system, a radio system, or other acceptable communication system to be in place to contact personnel at all School District Facilities.

#### **6.10 Emergency Service**

The Contractor agrees to respond to any emergency requests for water pick-ups and/or mop-ups made necessary by rain, plumbing failure, leaks, or accidents; 24 hours per day, 7 days per week, 365 days per year. Hourly pricing for this after-hours, emergency service will be requested on the Proposal Form.

Any additional services of this nature must be pre-approved by the School District's designated administrator on call. Any invoice for this type of service must include the school, date, area(s) affected, scope of work performed, hours expended by contract personnel, and name of person authorizing the work.

#### **6.11 Energy Conservation**

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.

#### **6.12 Government Regulations and School District Policies**

The Contractor must have a complete working knowledge of, and must comply with, all of the following:

- Asbestos Hazard Emergency Response Act (AHERA) regulations
- All other applicable federal, state, and local laws, codes, and regulations
- All applicable School District Board policies and administrative guidelines

#### **6.13 Hazardous Substances**

The Contractor will ensure that any Hazardous Substances will be properly labeled and delivered or used in a way that does not violate state or federal laws.

#### **6.14 Holidays**

The School District is closed on, and the Contractor is not required to provide Custodial Services on the following holidays; however, work crews are to be scheduled in such a way as to ensure that all Facilities are clean and ready to open the next business day:

New Years Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve  
Christmas Day  
New Years Eve

The School District reserves the right to require some work on any and all of these holidays. If such work is requested by the School District's designee, the Contractor may bill the School District for this work at the hourly rate quoted on the Proposal Form.

#### **6.15 Holiday Breaks**

The Contractor will be required to provide Custodial Services in all School District Facilities during all break periods.

#### **6.16 Keys**

Keys to the Facilities will be supplied by the School District. All keys will be issued to, and must be signed out by, the Contractor's supervisor/project manager.

##### **6.16.1 Initial Furnishing of Keys**

The School District will provide the Contractor's supervisor/project manager with appropriate keys for all Facilities.

##### **6.16.2 Copying of Keys**

At no time shall copies be made of any keys issued. If additional copies are needed, the Contractor must obtain keys from the Director of Operations.

##### **6.16.3 Key Replacement**

There will be a \$50.00 charge for the replacement of any lost or stolen key and a \$25.00 charge to re-issue entrance keys to a new supervisor/project manager.

##### **6.16.4 Key Inventory**

The School District reserves the right to inventory the Contractor's keys at any time.

##### **6.16.5 Lost Keys**

All lost keys assigned to the Contractor or to any of the Contractor's employees, (whether interior or exterior keys), must be reported, via the School District's lost key report form, to the School District's designee within 24 hours of discovery of the loss.

##### **6.16.6 Re-keying of Locks**

If the School District deems it necessary to re-key any locks due to inadequate key control/management by the Contractor, the cost will be deducted from the monthly payment.

##### **6.16.7 Security of Keys**

The Contractor is prohibited from lending School District keys to anyone. The Contractor and its employees are also prohibited from leaving key rings in janitor closets or from lying on custodial carts, or otherwise out of their possession. Each instance of School District-observed noncompliance will result in non-compliance penalty of \$50.

#### **6.16.8 Termination of Contract**

All keys assigned to a Contractor's employee shall be returned to the School District's designee when his/her services in the assigned Facility end.

All keys shall be returned to the School District's designee at the termination of the Contract.

#### **6.16.9 Trading of Keys**

Keys shall not be traded between employees nor forwarded to new employees; instead, the keys must be returned to the School District to be re-issued.

### **6.17 Maintenance Work**

Contractor, and particularly the head custodians, will be required to occasionally perform minor maintenance tasks as needed. These tasks can typically be performed with a hammer, screw-driver (manual and powered), small drill, pliers, or adjustable wrench. Refer to **Attachment D** for specific examples of these duties.

### **6.18 Manufacturers' Recommendations**

The Contractor shall ensure that all applicable equipment manufacturers' recommendations on usage and maintenance are followed. Contractor shall also ensure compliance with manufacturers' recommendations for usage of all chemicals, materials and supplies.

### **6.19 Prices**

The prices proposed by the Contractor on the Proposal Form shall include all charges for labor, insurance, taxes, overhead, profit, and other applicable costs. The prices in the Contractor's Proposal must be based on the RFP and Contract Specifications.

The School District may periodically request the Contractor to perform work that is not specified in this RFP or in the Contract. Any such work will be classified as extra work and will be billed according to the rate specified in the Proposal Form. Any additional work for which additional charges will be billed to the School District must be pre-approved in writing by the School District's designee.

#### **6.19.1 Price Increases**

The prices proposed by the Contractor shall remain firm for the first three (3) years of the Contract. If the Contract is extended beyond three (3) years, the Contractor agrees not to increase labor at a rate that is higher than the change in the Consumers Price Index – All Items for the Detroit Metropolitan Area Consumers published by the United States Department of Labor, Bureau of Labor Statistics (any such increase, however shall not exceed three (3%) percent in any subsequent year of the Contract):

The School District will not consider any price increases during the Term of the Contract (excluding extensions), unless one or more of the following occur:

- The School District requests a change in the scope of the project, the cost of which exceeds five percent (5%) of the total Contract price
- When the School District significantly increases the cleaning frequency requirements

If this occurs, the Contractor will have the option to negotiate the amount necessary to cover the increased payroll costs.

The Contractor shall notify the School District in writing at least sixty (60) calendar days before any price increase is to start.

#### **6.19.2 Price Reductions**

If the School District reduces the scope of the Custodial Services by more than 30,000 square feet School District-wide during the Contract Term, the Contract price shall be reduced proportionally. Additionally, the School District reserves the right to negotiate reductions in frequency and or scope to reduce costs if it deems necessary. Such reductions shall be agreed upon by both parties.

### **6.20 Quality Control/Inspections**

The Contractor's supervisor/project manager, the School District's designee and other personnel as deemed appropriate by the School District's designee will perform periodic inspections of each Facility to: (1) ensure tasks are completed according to the Custodial Operational Guidelines (**Attachment D**), (2) ensure that the quality of Custodial Services is satisfactory, and (3) to ensure the Contractor's compliance with other terms of the Contract.

An inspection of all Facilities will be conducted prior to the start of each school year. An inspection may also be conducted in conjunction with the School District's insurance carrier during the course of the year. This requirement is not intended to limit the Contractor's responsibility to inspect or control his own work, nor does it limit the School District's right to inspect any Facility at any time.

Inspections are to be conducted with the School District's designee and other personnel as deemed appropriate by the School District's designee. The Contractor's supervisor(s)/project manager(s) will use the required inspection forms or pre-printed forms mutually agreed upon between the School District and the Contractor. Upon completion of each inspection, the Contractor will provide a copy of the inspection form to the School District administrator(s) present during the inspection before leaving the Facility.

Failure to complete any required inspections (and failure to re-schedule and complete the inspection within three business days) will result in the issuance of a non-inspection penalty as provided for in the "Deductions and Penalties" section of this RFP.

Additional inspections may be requested at the discretion of the School District's designee. Prior notification of inspections may or may not be furnished to the Contractor.

The School District's Superintendent, the School District's designee, and the principals may also periodically inspect the Facilities and may report any deficiencies and all unsatisfactory performance to the Contractor. The Contractor will be granted a reasonable time to correct the deficiencies. Where it is necessary, in the School District designee's opinion, to correct unsatisfactory performance to conduct school activities in a clean and safe environment, all

costs incurred by the School District to correct the deficiencies will be deducted from the monthly payment to the Contractor.

## **6.21 Record Keeping Requirements**

### **6.21.1 MIOSHA**

Before bringing any new chemicals onsite, the Contractor must provide one copy of the Material Safety Data Sheets (MSDS) to the School District's designee.

The Contractor must maintain a complete and up-to-date inventory of MSDS for all chemicals used in each Facility. This inventory must be stored in two duplicate notebooks labeled "MSDS", one stored in the principal's office and one stored in the custodial office area. In addition, a master MSDS notebook with a section for each Facility in the School District must be provided to and kept current for the Operations Department office.

The MSDS notebook must also include Michigan's Right-To-Know procedures.

### **6.21.2 Procedures**

The Contractor shall maintain, in each Facility, a Procedures Manual, indexed and containing the following sections, specific for that building that shall include, at a minimum:

1. Contractor's standard policies and procedures
2. Daily routines or schedules for custodians assigned to the Facility
3. Emergency and safety procedures
4. List of equipment maintained in the Facility
5. Maintenance and use manuals for all custodial equipment in each Facility
6. List of all custodians assigned to each Facility (for contact purposes)
7. Standard cleaning procedures

### **6.21.3 Other**

The Contractor shall report, in writing, any damage that occurs as a result of one or more of the Contractor's employees.

The Contractor shall inform the applicable principal (or in his/her absence, the School District's designee) of any vandalism, evidence of attempts to force entry, and all other damages to any Facilities.

The Contractor's employees shall report, in writing, any items that require maintenance or repair that are discovered during the Term of the Contract.

## **6.22 Safety**

The Contractor shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to MIOSHA and the Right-to-Know.

The Contractor shall be responsible and liable for the safety, injury and health of its personnel while its employees are performing the Custodial Service for the School District.

## **6.23 School Calendar**

To help your Firm respond to this RFP, a copy of the School District's most recent school calendars are attached hereto as **Attachment B**.

## **6.24 School Closings**

Contractor is required to work on all "acts of God days". In addition to minor snow removal around school entrances, they will be required to perform select other tasks listed on the Cleaning Frequency Requirements. On acts of God days, the School District may permit the afternoon shift custodians to begin work at 12:00 PM. instead of their afternoon start time, with the approval of the School District's designee.

Custodians are also required to work on all other days that school is closed due to other calamities such as inclement weather, boiler failure, electrical outages, etc. On these days, they should expect to work their regular schedule unless otherwise directed by the School District's designee.

## **6.25 Snow and Ice Management**

The Contractor will be responsible for clearing snow and ice, and for distributing ice-melt around doorway entrances and on all sidewalks on all School District Facilities.

When snow continues to fall after the snow removal crew has plowed, Contractor may be required to clear sidewalks leading to the Facility entrances as needed to assure maximum safety for Facility users.

Where available, assigned Contractor's employees will be responsible for operation of powered snow removal equipment.

## **6.26 Renovations**

During times of any construction, the School District's designee may re-assign the custodial work normally performed in these areas.

## **6.27 Custodial Equipment, Tools and Supplies**

### **6.27.1 Custodial Equipment and Tools**

The School District will allow the Contractor to utilize School District-owned custodial equipment and tools currently in service and identified by the School District in Attachment E section 3 to provide the Custodial Services contemplated herein. Title to School District-owned equipment and tools shall remain with the School District. The Contractor shall use School District-owned equipment and tools only to provide the Custodial Services for the School District, unless otherwise provided for by law. The School District shall, prior to the commencement of the Initial Term of the Contract, provide a re-inventory of District-owned custodial equipment and tools, similar to **Attachment E**, that will be made available for use by the Contractor for the Custodial Services. The School District and Contractor will work to develop a schedule/plan to

retire/remove School District-owned equipment and tools from service. Any new equipment or tools which are necessary for the provision of the Custodial Services for the School District shall be purchased by, and title shall remain with, the Contractor. The School District shall have approval rights on the specifications for all equipment and tools purchased. All costs associated with the new equipment and/or tools, including purchase and maintenance/repair, shall be borne by the Contractor. All equipment and tools, whether provided by the School District or purchased by the Contractor, used to service the School District shall be maintained and inspected in strict accordance with the recommendations of the manufacturer of the equipment or tool.

All equipment and tools must be used exclusively in/on District Facilities. Movement of equipment or tools between School District locations may only occur with prior approval of School District's designee. The Contractor will be required to replace any such equipment or tools due to loss or theft by Contractor employees or by misuse at Contractor's expense.

#### **6.27.2 Supplies**

The School District will be responsible for the procurement of all chemicals, custodial paper, trash liners, mops and other supplies used for the Custodial Services. Contractor personnel are to manage these items efficiently and professionally. All supplied items are for exclusive usage in/on School District Facilities. Contractor is required to document usage, by School District location, when requested by the School District's designee. Contractor's employees shall requisition necessary supplies in accordance with procedures established by the School District.

The School District will, as voluntary alternative to the base cost of this RFP, entertain Contractor's Proposal to provide all necessary chemicals, custodial paper, trash liners, mops and other supplies. Contractors wishing to propose this alternate must 1) provide fixed costs for the duration of the Initial Term of the Contract; 2) provide itemized unit costs for each item, and 3) must match exactly the specifications for all supplies as currently used by the School District listed in **Attachment F**.

## **VII. DEDUCTIONS AND PENALTIES**

### **7.1 Deductions for Temporary School Closures**

If one or more Facilities are closed for more than three consecutive days for "acts of God", Facility renovations, and/or a problem with a Facility, the School District's designee may request that Custodial Services be temporarily suspended in the applicable Facility(s). If this occurs, the School District's bill for that month will be reduced by 1/20th for each day of work that Custodial Services are cancelled in the applicable Facility. If any such service reductions can be reasonably anticipated by the School District, the School District's designee will provide as much lead time to the Contractor as possible.



## **7.2 Penalties**

The following financial penalties shall be applied, and will be deducted from the next monthly invoice.

### **7.2.1 Building Alarm Code Replacements**

There will be a \$50 charge for the replacement or sharing of building alarm codes.

### **7.2.2 Equipment**

All specified equipment must remain on site at all times. Failure to provide the equipment listed in **Attachment E** section 3 on the premises will result in a non-compliance deduction of \$100 for each occurrence.

### **7.2.3 Excessive Staff Turnover**

Head custodian positions shall not be re-assigned to other Contractor accounts without prior written consent from School District's designee. A \$500 penalty per instance for staff turnover in the head custodian positions per School District Facility within the life of the Contract will result if the replacement is not requested by the School District. This penalty will be waived during the first ninety (90) days of the initial Contract.

### **7.2.4 ID Badges/Uniforms**

If a Contractor is observed at the work site without wearing the **Contractor** issued ID badge, the Contractor will be in non-compliance with the contract and a \$25 deduction may be made on the monthly invoice.

### **7.2.5 Fines for MIOSHA Violations**

If the School District is assessed any fines for MIOSHA violations arising out of these Custodial Services and attributable to the Contractor, the Contractor shall reimburse the School District for these fines by commensurately reducing the charges on the monthly invoice.

### **7.2.6 Improper Chemical Use**

If the Contractor uses chemicals or methods that damage the School District's property, the Contractor shall pay for the property's repair or replacement determined by the School District.

### **7.2.7 Improperly Securing Buildings**

If the Contractor fails to properly secure any Facility, a non-compliance penalty of \$250 per incident shall be deducted for the next monthly payment. If the police or fire departments are dispatched, the Contractor will be responsible for the false alarm fee, which will be deducted from the next monthly payment. Additionally, the Contractor will be responsible for any damage or loss to School District Facilities or equipment arising from failure to properly secure the building.

### **7.2.8 Keys**

Please refer to the "Keys" section of this RFP – Section 6.16 (specifically, the "Security of Keys" and "Replacement" subsections).

#### **7.2.9 Non Response to Contact**

Calls placed by the School District's designee to the Contractor's School District Liaison that are not answered or returned within thirty (30) minutes after the call is placed will be assessed a \$25 penalty per incident. In the event of an emergency, any subsequent damage incurred to School District Facilities as a result of the failure of Contractor to supply adequate personnel to control such damage will be reimbursable by the Contractor. The deduction will be made on the next month's invoice.

#### **7.2.10 Non-approved Personnel**

If a Contractor's employee is observed working in the School District and has not been authorized by the School District's designee to work in the School District, the Contractor will be in non-compliance with the Contract and a \$50 deduction will be made on the monthly invoice. The unauthorized employee will immediately vacate School District property.

#### **7.2.11 Non-inspection**

Failure to complete any required inspections, as specified in the "Quality Control/Inspections" Section 6.20 of this RFP and failure to re-schedule and complete the inspection within three business days will result in the issuance of non-inspection penalty of \$100 per instance.

#### **7.2.12 Unfilled Employee Absences**

Whenever any custodians are absent from part or all of their School District assignment and a substitute is not provided by the Contractor, the Contractor must deduct the following amounts from the next invoice.

For each unfilled day shift on school days – a \$300 penalty per instance. For all other unfilled shifts – a \$100 penalty per instance. These penalties are intended to reflect the Contractor's labor savings by not providing eight hours of labor and to provide an "assured staffing" incentive. Any portion of an eight hour shift not covered by a Contractor substitute will be assessed a prorated penalty based on \$300 per eight hour shift.

The School District's designee has the authority to waive up to \$500 of penalties per Contract year.



**DUE:** 1:00 p.m., Tuesday March 25, 2014

**PROPOSAL:** RFP 9768 Custodial and Ground Services

We propose to provide Troy Public School District Custodial and Ground Services in accordance with the specifications:

**Detail RFP Pricing Response Form – Basic Custodial Services**

Location	2014-15 School Year	2015-16 School Year	2016-17School Year
Barnard Elementary			
Bemis Elementary			
Costello Elementary			
Hamilton Elementary			
Hill Elementary			
Leonard Elementary			
Martell Elementary			
Morse Elementary			
Schroeder Elementary			
Troy Union Elementary			
Wass Elementary			
Wattles Elementary			
Baker Middle			
Boulan Park Middle			

<b>Location</b>	<b>2014-15 School Year</b>	<b>2015-16 School Year</b>	<b>2016-17School Year</b>
Larson Middle			
Smith Middle			
Athens High			
International Academy East			
Troy High			
Administration Building			
Service Building			
Niles Center			
M&O Rankin Office			
Transportation			
<b>Total</b>	\$	\$	\$

### **Detail RFP Pricing Response Form – Basic Ground Services**

<b>Location</b>	<b>2014-15 School Year</b>	<b>2015-16 School Year</b>	<b>2016-17School Year</b>
<b>District Wide</b>	\$	\$	\$

## Detailed RFP Pricing Form – Basic Warehouse Driver Services

Location	2014-15 School Year	2015-16 School Year	2016-17School Year
District Wide	\$	\$	\$

	2014-15 School Year	2015-16 School Year	2016-17School Year
<b>Grand Total</b> <b>All Services Combined</b>	\$	\$	\$

	2014-15 School Year	2015-16 School Year	2016-17School Year
<b>Performance Bond</b> <b>All Services Combined</b>	\$	\$	\$

## Employee Compensation and Benefits Table

<b>Position</b>	<b>Employee Pay Scale Hourly Rate</b>	<b>List Available Benefits</b>	<b>Charge to TSD Per Hour</b>
<b>Contract Manager</b>			
<b>Assistant Manager Day Shift</b>			
<b>Assistant Manager Night Shift</b>			
<b>Maintenance Tech</b>			
<b>Custodian (Lead)</b>			
<b>Custodian</b>			
<b>Float Crew – Custodian</b>			

<b>Utility Crew</b>			
<b>Grounds Supervisor</b>			
<b>Grounds Crew</b>			
<b>Warehouse Driver</b>			

### **Additional Labor Service Charges per Hour**

Position	Overtime	Double Time	Emergencies	Holidays	Comments
<b>Contract Manager</b>					
<b>Assistant Manager Day Shift</b>					
<b>Assistant Manager Night Shift</b>					
<b>Maintenance Tech</b>					

<b>Custodian (Lead)</b>					
<b>Custodian</b>					
<b>Float Crew – Custodian</b>					
<b>Utility Crew</b>					
<b>Grounds Supervisor</b>					
<b>Grounds Crew</b>					
<b>Warehouse Driver</b>					

All pricing for extensions shall be negotiated by the parties. Any adjustment to the three (3) year RFP pricing proposal from the base fee of the contract will be effective July 1, 2017. The annual base rates will be adjusted by the lesser of the average of the annual percentage changes in May's Consumer Price Index for the previous 12 months as published by the U.S. Department of Labor of Urban Wage Earner and Clerical Workers, 1982-84 – U.S. cities, 3.0%, whichever is less. The new rate will begin on the first day of July.

BIDDER'S FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_



## FAMILIAR DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized office of the below-named contractor (the 'Contractor'), pursuant to the familial disclosure requirement provided in Troy Schools Request for Proposals for Cost Reimbursable Food Service Management Contract, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District's Board of Education Members and its Superintendent may found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

**Contractor:**

\_\_\_\_\_  
Print Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_

Seal:

day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)

NOTARY PUBLIC

My Commission expires \_\_\_\_\_

## CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District's Request For Proposal, the "RFP", hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

### Contractor:

\_\_\_\_\_  
Print Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_

Seal:

day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)

NOTARY PUBLIC

My Commission expires \_\_\_\_\_

## Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME

---

BUSINESS ADDRESS

---

---

TELEPHONE NUMBER

---

FAX NUMBER

---

BY (SIGNATURE)

---

PRINTED NAME

---

TITLE

---

SIGNED THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS

---

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**ATTACHMENT A**

**Building Locations**  
**Building Square Footage**

# Troy School District

## Building List

<b>Administrative Building</b> 4400 Livernois Troy, Michigan 48098 Business Number: 248 823-4000	<b>Service Center</b> 4420 Livernois Troy, Michigan 48098 Business Number: 248 823-5090
<b>Barnard Elementary</b> 3601 Forge Drive Troy, Michigan 48083 Business Number: 248 823-4300	<b>Bemis Elementary</b> 3571 Northfield Parkway Troy, Michigan 48084 Business Number: 248 823-4100
<b>Costello Elementary</b> 1333 Hamman Troy, Michigan 48085 Business Number: 248 823-3700	<b>Hamilton Elementary</b> 5625 Northfield Parkway Troy, Michigan 48098 Business Number: 248 823-4400
<b>Hill Elementary</b> 4600 Forsyth Troy, Michigan 48085 Business Number: 248 823-3500	<b>Leonard Elementary</b> 4401 Tallman Troy, Michigan 48085 Business Number: 248 823-3300
<b>Martell Elementary</b> 5666 Livernois Troy, Michigan 48098 Business Number: 248 823-3800	<b>Morse Elementary</b> 475 Cherry Troy, Michigan 48083 Business Number: 248 823-3200
<b>Schroeder Elementary</b> 3541 Jack Drive Troy, Michigan 48084 Business Number: 248 823-3600	<b>Troy Union Elementary</b> 1340 E. Square Lake Troy, Michigan 48085 Business Number: 248 823-3100
<b>Wass Elementary</b> 2340 Willard Troy, Michigan 48085 Business Number: 248 823-3900	<b>Wattles Elementary</b> 3555 Ellenboro Troy, Michigan Business Number: 248 823-3400

<b>Baker Middle School</b> 1359 Torpey Troy, Michigan 48083 Business Number: 248 823-4600	<b>Boulan Park Middle School</b> 3570 Northfield Parkway Troy, Michigan 48084 Business Number: 248 823-4900
<b>Larson Middle School</b> 2222 E. Long Lake Road Troy, Michigan 48085 Business Number: 248 823-4800	<b>Smith Middle School</b> 5835 Donaldson Troy, Michigan 48085 Business Number: 248 823-4700
<b>Athens High School</b> 4333 John R Troy, Michigan 48085 Business Number: 248 823-2900	<b>Troy High School</b> 4777 Northfield Parkway Troy, Michigan 48098 Business Number: 248 823-2700
<b>Niles Center</b> 201 W. Square Lake Road Troy, Michigan 48098 Business Number: 248 823-5100	<b>International Academy East</b> 1291 Torpey Troy, Michigan Business Number: 248 823-8300
<b>Transportation Building</b> 120 Hart Troy, Michigan 48098 Business Number: 248 823-4054	<b>Buildings &amp; Grounds</b> 1140 Rankin Troy, Michigan 48083 Business Number: 248 823-4050

# Troy School District

## General Information

Building	Site Acreage	Square Footage	Opened	Building Additions Year (s)
Barnard	18.0	64,192	1978	2007
Bemis	15.2	64,192	1978	2007
Costello	23.0	52,055	1972	2007
Hamilton	15.0	64,192	1983	2007
Hill	12.9	54,336	1967	71 - 93 - 2006
Leonard	16.1	59,220	1959	68 - 94 - 2006
Martell	14.2	52,799	1972	92 - 2007
Morse	9.8	54,636	1956	62 - 68 - 94 - 2006
Schroeder	10.0	61,896	1970	93 - 2006
Troy Union	21.8	66,929	1925	53 - 70 - 90 - 2006
Wass	21.4	64,192	1978	2007
Wattles	19.0	59,150	1967	78 - 2007
Baker	40.0	128,098	2006	
Boulan	16.0	110,830	1971	
Larson	32.0	110,830	1971	
Smith	20.1	100,734	1967	73 - 82 - 89 - 2007
Athens	50.0	398,426	1974	93 - 99 - 2006
Niles	13.6	39,600	1923	56 - 65 - 76 - 91 - 2000
THS	72.0	343,207	1992	2005
IA East/Grow	Same as Baker	81,311	1952	55 - 67 - 70 - 78 - 80
Board Office	15.5	12,000	1973	1988
Services Building	Same as Board	29,143	2000	
Transportation	3.9	11,328	1964	2007
Rankin	1.5	24,696	Unknown	

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**ATTACHMENT B**

**Troy School 2013/14 Calendar**  
**Building Event Schedule Example**  
**2014 Board Meeting Schedule**



## Troy School District 2013/2014 Calendar \*

### **AUGUST**

Wednesday	28	Professional Development; No School for Students
Thursday	29	Staff Meeting/Teacher Workday; No School for Students

### **SEPTEMBER**

Tuesday	3	K-12 Students – AM only; PM Teacher Work-Day
Wednesday	4	K-12 Students/ Teachers Full Day

### **OCTOBER**

Thursday	17	K-5 Students Full Day; 6-12 Students AM only 6-12 Conferences - Afternoon and Evening
----------	----	--

### **NOVEMBER**

Friday	1	K-12 Students – No School; Teacher Workday; End of First Marking Period
Wednesday	13	K-8 Students AM only; 9-12 Students Full Day Elementary – Afternoon and Evening Conferences Middle School – Afternoon Conferences
Thursday	14	K-5 Students AM only; 6-12 Students Full Day Elementary – Late Afternoon/Early Evening Conferences
Wednesday	27	K-12 Students – No School; Teachers Compensatory Time for Fall/Spring Conferences
Thursday	28	Thanksgiving Recess – No School
Friday	29	Thanksgiving Recess – No School

### **DECEMBER**

Monday	2	School Resumes – Full Day
Friday	20	Last Full Day before Winter Recess for K-12 Students/Teachers
Monday	23	Winter Recess Begins

### **JANUARY**

Monday	6	School Resumes – Full Day
Monday	20	Martin Luther King, Jr. Day – K-12 No School
Tuesday	21	9-12 Students AM only (exams); PM Teacher Workday
Wednesday	22	9-12 Students AM only (exams); PM Teacher Workday
Thursday	23	9-12 Students AM only (exams); PM Teacher Workday End of First Semester
Friday	24	K-12 Students AM only; PM Teacher Workday; Second Semester Begins

### **FEBRUARY**

Monday	17	Mid-Winter Recess Begins
Wednesday	19	School Resumes – Full Day

### **MARCH**

Thursday	13	K-8 Students – AM only; 9-12 Students Full Day K-8 Spring Conferences – Afternoon and Evening; 9-12 Spring Conferences – Evening
----------	----	---

### **APRIL**

Friday	4	K-12 Students – No School; Teacher Workday; End of Third Marking Period
Monday	7	Spring Recess Begins
Monday	14	K-12 Students/Teachers – School Resumes Full Day
Thursday	17	K-12 Students/Teachers—AM only

## TSD – Rollover Calendar 2013-2014

Friday	18	K-12 Students – No School
--------	----	---------------------------

### **MAY**

Monday	26	Memorial Day – No School
--------	----	--------------------------

### **JUNE**

Wednesday	11	K-8 Students – Full Day; 9-12 AM only (exams); PM Teacher Workday
-----------	----	---

Thursday	12	K-12 Students – AM only (exams); PM Teacher Workday
----------	----	---

Friday	13	K-12 Students – AM only (exams); PM Teacher Workday
--------	----	---

\*This calendar is subject to change in the future per negotiations between TSD and the TEA.



Page 2 of 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<div>AA cub scout meeting</div> <div>4:00 PM - 5:30 PM</div> <div>AA TCE - Cheerleading</div> <div>4:00 PM - 5:00 PM</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Cheerleading</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Robotics</div> <div>4:00 PM - 5:30 PM</div> <div>AA TCE - Cheernastics</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AR TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - German School</div> <div>4:00 PM - 6:30 PM</div> <div>AA boys swim practice</div> <div>4:00 PM - 6:30 PM</div> <div>AA Writeshop Program</div> <div>4:00 PM - 6:00 PM</div> <div>AA Smith Cheer/Tumbling</div> <div>5:45 PM - 7:45 PM</div> <div>AA CNA Class</div> <div>5:45 PM - 10:15 PM</div> <div>AA Neighborhood Basketball</div> <div>6:00 PM - 8:00 PM</div> <div>AA TCE - Courtesy Driving</div> <div>6:00 PM - 8:00 PM</div> <div>AA 5th Grade Parent Meeting</div> <div>6:00 PM - 8:00 PM</div> <div>AA ESL Evening Classes</div> <div>6:00 PM - 9:15 PM</div> <div>AA Cub Scout Pack/Den Meetings</div> <div>6:30 PM - 8:00 PM</div> <div>AA Cub Scouts</div> <div>6:30 PM - 7:30 PM</div> <div>AA Cub Scout Pack/Den Meetings</div> <div>6:30 PM - 8:00 PM</div> <div>AA TCE - Dog Obedience</div> <div>6:30 PM - 8:00 PM</div> <div>AA Troy Rec Bball</div> <div>6:30 PM - 8:00 PM</div> <div>AA Soccer Skills Instruction</div> <div>6:30 PM - 8:00 PM</div> <div>AA Soccer Skills Training</div> <div>6:30 PM - 8:00 PM</div> <div>AA Pack 1705 Den Meetings</div> <div>6:30 PM - 8:30 PM</div> <div>AA Orchestra Association of Troy High</div> <div>6:30 PM - 9:00 PM</div> <div>AA Cheer Practice</div> <div>6:30 PM - 9:00 PM</div> <div>CC Pharmacy Tech Level I</div> <div>6:30 PM - 9:15 PM</div> <div>AA Paul Sharp - Soccer</div> <div>6:30 PM - 8:30 PM</div> <div>AA Girl Scout Troop 70969</div> <div>6:45 PM - 8:15 PM</div> <div>AA GS Meeting</div> <div>6:45 PM - 8:15 PM</div> <div>AA DanceIT</div> <div>7:00 PM - 8:00 PM</div> <div>AA TCE - Continueing</div> <div>7:00 PM - 8:30 PM</div> <div>AA Basketball Practice</div> <div>7:00 PM - 8:00 PM</div> <div>AA TC - Youth Basketball</div> <div>7:00 PM - 9:00 PM</div> <div>AA Troy Athens Athletic</div> <div>7:00 PM - 9:30 PM</div> <div>AA Boosters Foundation</div> <div>7:00 PM - 9:30 PM</div> <div>AA NCHS - Parent Meeting</div> <div>7:00 PM - 9:00 PM</div> <div>AA Athens Alias Winter Guard Rehearsals</div> <div>7:00 PM - 9:00 PM</div> <div>AA TCE - Hooked on Opera</div> <div>7:00 PM - 9:00 PM</div> <div>AA Troy Soccer Club</div> <div>7:00 PM - 9:00 PM</div> <div>AA #5752 Basketball Practice</div> <div>7:30 PM - 8:30 PM</div>	<div>3:45 PM - 6:30 PM</div> <div>AA TCE - Cheerleading</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Cheerleading</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>CC TCE - Robotics</div> <div>4:00 PM - 5:30 PM</div> <div>CC TCE - Robotics</div> <div>4:00 PM - 5:30 PM</div> <div>AA TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Young Rembrandts</div> <div>4:00 PM - 5:00 PM</div> <div>AA Baseball Conditioning</div> <div>4:00 PM - 5:30 PM</div> <div>CC Preschool Supervisor Meeting</div> <div>4:00 PM - 6:00 PM</div> <div>AA boys swim practice</div> <div>4:00 PM - 6:30 PM</div> <div>AA IA prefestival Clinic</div> <div>4:00 PM - 8:30 PM</div> <div>AA TCE - German School</div> <div>4:30 PM - 6:30 PM</div> <div>AA BBA SWIM PRACTICE</div> <div>4:30 PM - 6:30 PM</div> <div>AA Spring Pre-Season</div> <div>4:45 PM - 6:00 PM</div> <div>AA Coaches Meeting</div> <div>4:45 PM - 6:00 PM</div> <div>AA IA East Band prefestival concert</div> <div>5:30 PM - 7:30 PM</div> <div>AA Softball Conditioning</div> <div>5:30 PM - 7:30 PM</div> <div>AA TCE - Italian</div> <div>5:30 PM - 9:00 PM</div> <div>AA Troop Committee Meeting</div> <div>6:00 PM - 7:00 PM</div> <div>AA Soccer Practice</div> <div>6:00 PM - 7:00 PM</div> <div>AA TCE - Courtesy Driving</div> <div>6:00 PM - 8:00 PM</div> <div>AA TCE - Floral</div> <div>6:00 PM - 8:00 PM</div> <div>AA Practice</div> <div>6:00 PM - 8:00 PM</div> <div>AA TSD Fine Arts - Winter Guard</div> <div>6:00 PM - 9:00 PM</div> <div>AA ESL Evening Classes</div> <div>6:00 PM - 9:15 PM</div> <div>AA TCE - Karate</div> <div>6:00 PM - 9:30 PM</div> <div>AA Practice</div> <div>6:00 PM - 10:00 PM</div> <div>AA Board of Education Meeting</div> <div>6:00 PM - 10:00 PM</div> <div>AA Troy Soccer Club U7</div> <div>6:15 PM - 7:30 PM</div> <div>AA Troy Athens Band</div> <div>6:30 PM - 8:00 PM</div> <div>AA Boosters Meeting</div> <div>6:30 PM - 8:00 PM</div> <div>AA Youth Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>AA Troy Rec Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>AA AAU PRACTICE</div> <div>6:30 PM - 8:00 PM</div> <div>AA Troy SC Arsenal Practice</div> <div>6:30 PM - 8:00 PM</div> <div>AA Troop 1710 Meetings</div> <div>6:30 PM - 8:45 PM</div> <div>AA Pack 1707 Pack Meeting</div> <div>6:30 PM - 9:00 PM</div> <div>AA bba swim practice</div> <div>6:30 PM - 8:30 PM</div> <div>CC Medical Ofc. Admin. Procedures</div> <div>6:30 PM - 9:30 PM</div> <div>AA Troop 1705 Boyscout Meeting</div> <div>6:45 PM - 8:45 PM</div> <div>AA BSA Troop 1702 Troop Meeting</div> <div>7:00 PM - 8:30 PM</div> <div>CC Boys 9-10 Basketball</div> <div>7:00 PM - 8:00 PM</div> <div>AA Soccer Skills</div> <div>7:00 PM - 8:00 PM</div> <div>AA Troy Parents Basketball</div>	<div>3:45 PM - 6:00 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA TCE - Young Rembrandts</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Young Rembrandts</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Golf</div> <div>4:00 PM - 5:00 PM</div> <div>AR Barnard Girl Scout</div> <div>Thinking Day ceremony</div> <div>4:00 PM - 6:30 PM</div> <div>AA Girl Scout Jr. Meeting</div> <div>4:30 PM - 5:30 PM</div> <div>AA Troy Soccer Club</div> <div>5:00 PM - 7:45 PM</div> <div>RR Boys Lacrosse</div> <div>Conditioning</div> <div>5:30 PM - 7:00 PM</div> <div>AA Cheer Practice</div> <div>5:30 PM - 8:30 PM</div> <div>AA TCE - Chinese Language</div> <div>Classes</div> <div>5:30 PM - 9:00 PM</div> <div>AA TCE - LEGO Mindstorms</div> <div>6:00 PM - 7:30 PM</div> <div>AA Publishing Party</div> <div>6:00 PM - 7:00 PM</div> <div>AA TCE - Courtesy Driving</div> <div>6:00 PM - 8:00 PM</div> <div>AA TCE - Floral Design</div> <div>6:00 PM - 8:00 PM</div> <div>AA Festival Concert</div> <div>6:00 PM - 8:00 PM</div> <div>AA ESL Evening Classes</div> <div>6:00 PM - 9:15 PM</div> <div>AA TCE - Persian Language</div> <div>Classes</div> <div>6:00 PM - 9:00 PM</div> <div>AA Youth Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>AA Boys 6th Grade Basketball Practice</div> <div>6:30 PM - 8:00 PM</div> <div>AA Troy Rec Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>CC Excel 2007 Audit &amp; Analysis</div> <div>6:30 PM - 9:15 PM</div> <div>AA TCE - Finance Classes</div> <div>6:30 PM - 8:30 PM</div> <div>AA Troy Rec Bball</div> <div>6:30 PM - 8:30 PM</div> <div>AA Troy Rec Volleyball</div> <div>6:30 PM - 9:00 PM</div> <div>AA International Festival</div> <div>6:30 PM - 8:30 PM</div> <div>CC Medical Terminology</div> <div>6:30 PM - 9:30 PM</div> <div>AA DanceIT</div> <div>7:00 PM - 8:00 PM</div> <div>AA 7/8 Grade Basketball</div> <div>7:00 PM - 8:00 PM</div> <div>AR Fifth Grade Growing Up</div> <div>Parent Preview</div> <div>7:00 PM - 8:00 PM</div> <div>AA Athens Alias Winter Guard Rehearsals</div> <div>7:00 PM - 9:00 PM</div> <div>AR 6th Grade P&amp;R Hoops</div> <div>8:00 PM - 9:00 PM</div>	<div>AA Symphony Orchestra rehearsal</div> <div>3:30 PM - 5:30 PM</div> <div>AA TCE - Courtesy Driving</div> <div>3:30 PM - 5:30 PM</div> <div>AA Girls On The Run Training</div> <div>3:45 PM - 5:00 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:00 PM</div> <div>AA CARE Company</div> <div>3:45 PM - 6:30 PM</div> <div>AA TCE - Young Rembrandts</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Young Rembrandts</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Robotics</div> <div>4:00 PM - 5:30 PM</div> <div>AA TCE - MadScience</div> <div>4:00 PM - 5:00 PM</div> <div>AA TCE - Cheernastics</div> <div>4:00 PM - 5:00 PM</div> <div>AA Girl Scout Jr. Meeting</div> <div>4:00 PM - 5:30 PM</div> <div>AR TCE - Chess</div> <div>4:00 PM - 5:00 PM</div> <div>AA Baseball Conditioning</div> <div>4:00 PM - 5:30 PM</div> <div>AA Parent Son Banquet</div> <div>5:00 PM - 9:30 PM</div> <div>AA Softball Conditioning</div> <div>5:30 PM - 7:30 PM</div> <div>AA Cheer Tumbling</div> <div>5:30 PM - 7:30 PM</div> <div>AA Gareth Eves Smith Soccer Program</div> <div>5:30 PM - 8:30 PM</div> <div>AA CNA Class</div> <div>5:45 PM - 10:15 PM</div> <div>AA Troy Parks &amp; Rec Basketball</div> <div>6:00 PM - 7:00 PM</div> <div>AA Baker Chess Club</div> <div>6:00 PM - 7:00 PM</div> <div>AA TCE - Courtesy Driving</div> <div>6:00 PM - 8:00 PM</div> <div>AA Youth Services - Brain Games</div> <div>6:00 PM - 8:30 PM</div> <div>CC TSD Fine Arts - Winter Guard</div> <div>6:00 PM - 9:00 PM</div> <div>AA ESL Evening Classes</div> <div>6:00 PM - 9:15 PM</div> <div>AA Celebration of Thinking</div> <div>6:00 PM - 9:00 PM</div> <div>AA Troy Rec Bball</div> <div>6:30 PM - 8:00 PM</div> <div>AA #5537 Troy Rec Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>AA Soccer Skills Instruction</div> <div>6:30 PM - 8:00 PM</div> <div>AA Athens Alias Winter Guard</div> <div>6:30 PM - 8:00 PM</div> <div>AA AAU Basketball</div> <div>6:30 PM - 8:00 PM</div> <div>CC Medical Billing/Coding I</div> <div>6:30 PM - 9:15 PM</div> <div>AA Troy Rec Bball</div> <div>6:30 PM - 8:30 PM</div> <div>AA Troy Rec Bball</div> <div>6:30 PM - 8:30 PM</div> <div>AA Troy Colts Youth Basketball</div> <div>6:30 PM - 8:30 PM</div> <div>AA Troy High Football Clinic</div> <div>6:30 PM - 10:00 PM</div> <div>CC MS 07 Workplace Essentials</div> <div>6:30 PM - 9:30 PM</div> <div>CC Troy SC Arsenal</div> <div>6:30 PM - 9:30 PM</div> <div>AA Pack 1720 Bear Den 1 Meeting</div> <div>6:45 PM - 8:00 PM</div>		

Page 4 of 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA Larson Girls Volleyball 2:30 PM - 7:00 PM AA THS Boys and Girls Basketball 2:30 PM - 9:00 PM AA Boulan Activities & Athletics 2:45 PM - 6:30 PM AA Smith Athletics for 2013-2014 (Mar.) 3:00 PM - 5:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AR CARE Company 3:15 PM - 6:30 PM AA IA-East Time Management & Study 3:30 PM - 5:00 PM AA IA-East Learn a New Instrument Enrichment 3:30 PM - 5:00 PM AA IA-East Application of Biotechnology 3:30 PM - 5:00 PM AA IA-East Yoga & Relaxation Techniques 3:30 PM - 4:45 PM AA Girl Scout Troop #70691 3:30 PM - 5:00 PM AA Girl Scout Troop 74819 3:30 PM - 5:00 PM AA TCE - Young Rembrandts 3:30 PM - 4:30 PM AA TCE - Young Rembrandts 3:30 PM - 4:30 PM CC TCE - Chess 3:30 PM - 4:30 PM AA TCE - Cheerleading 3:30 PM - 4:30 PM AA TCE - Young Rembrandts 3:30 PM - 4:30 PM AA TCE - MadScience 3:30 PM - 4:30 PM AA Daisy Troop Meeting 3:30 PM - 5:00 PM CC Girl Scout Troop #70691 Meeting 3:30 PM - 5:00 PM AA TCE - Golf 3:30 PM - 4:30 PM AA Boys Golf Meeting 3:30 PM - 4:30 PM AA TCE - On Your Mark Fitness 3:30 PM - 4:45 PM AA IA-East Basic Water Color & Colored Pencil 3:30 PM - 5:30 PM AA TCE - Courtesy Driving 3:30 PM - 5:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA Troop 72522 Monthly Meetings 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM AA Monthly Troop Meeting 4:00 PM - 5:15 PM AA TCE - Chess 4:00 PM - 5:00 PM AA TCE - Cheerleading 4:00 PM - 5:00 PM	2:15 PM - 4:30 PM AA IA-East Math Honor Society Meetings 2:30 PM - 3:15 PM AA IA-East Boys Basketball Practice 2:30 PM - 4:00 PM AA After School Tutoring 2:30 PM - 3:30 PM AA IA-East MML Competition 2:30 PM - 3:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA Science Olympiad 2:30 PM - 4:30 PM AA Boys Basketball Practice 2:30 PM - 5:00 PM AA Boulan Activities & Athletics 2:45 PM - 6:30 PM AA Play Auditions 2:45 PM - 8:00 PM AA Smith Athletics for 2013-2014 (Mar.) 3:00 PM - 5:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA Girl Scouts Troop#74818 3:30 PM - 5:00 PM AA IA-East Tai Chi Enrichment 3:30 PM - 5:00 PM AA Girl Scout Troop #70073 3:30 PM - 5:00 PM AA GS 70419 Meetings 3:30 PM - 5:00 PM AA Daisy Meeting 3:30 PM - 5:00 PM AA TCE - Young Rembrandts 3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM AA TCE - MadScience 3:30 PM - 4:30 PM AA TCE - MadScience 3:30 PM - 4:30 PM AA IA-East Biotechnology Enrichment 3:30 PM - 5:00 PM AA TCE - Young Rembrandts 3:30 PM - 4:30 PM AA GS Troop 74817 3:30 PM - 5:30 PM AA TCE - Courtesy Driving 3:30 PM - 5:30 PM AR GSRP Advisory Meeting 3:30 PM - 5:30 PM AA Girls On The Run Training 3:45 PM - 5:00 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA Girl Scout Brownies - 3rd Grade 4:00 PM - 5:45 PM AA TCE - Golf 4:00 PM - 5:00 PM AA TCE - Chess	AA Bronco 4N6 Team Practice 2:30 PM - 3:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA Larson Girls Volleyball 2:30 PM - 7:00 PM AA Boulan Activities & Athletics 2:45 PM - 6:30 PM AA Plau Audition - Boulan Pa 2:45 PM - 8:00 PM AA Smith Athletics for 2013-2014 (Mar.) 3:00 PM - 5:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AR CARE Company 3:15 PM - 6:30 PM AA IA-East Confidence Building & Public 3:30 PM - 5:00 PM AA TCE - Chess 3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM CC TCE - Cheernastics 3:30 PM - 4:30 PM AA TCE - On Your Mark Fitness 3:30 PM - 4:45 PM AA TCE - Courtesy Driving 3:30 PM - 5:30 PM AA meeting gs 3:30 PM - 5:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM AA Cultures of Thinking 3:45 PM - 5:45 PM AA Barnard elementary junior girl scout troop 4:00 PM - 5:30 PM AA GS Troop 267 mtg 4:00 PM - 5:00 PM CC TCE - Young Rembrandts 4:00 PM - 5:00 PM AA TCE - Young Rembrandts 4:00 PM - 5:00 PM AA TCE - Young Rembrandts 4:00 PM - 5:00 PM AA TCE - Chess 4:00 PM - 5:00 PM AR Junior GS 73215 4:00 PM - 5:30 PM AA TCE - Golf 4:00 PM - 5:00 PM CC Troop #75031 Meetings 4:00 PM - 6:00 PM AA Girl Scout Troop Meetings 4:00 PM - 6:00 PM AA Troy Soccer Club 5:00 PM - 7:45 PM AA Future Problem Solvers 5:00 PM - 8:30 PM AA Hill Kindergarten 5:00 PM - 9:00 PM	1:00 PM - 8:30 PM AA Parent/Teacher Conferences 1:00 PM - 9:00 PM AA Parent Teacher Conferences 1:00 PM - 9:00 PM AA Spring Parent/Teacher Conferences 1:00 PM - 9:00 PM AA Hill Spring Conferences 1:00 PM - 9:00 PM CC Parent Teacher Conferences 1:00 PM - 9:00 PM AA Costello Spring Conferences 1:15 PM - 9:00 PM AA Costello Blood Drive 1:30 PM - 8:00 PM AA Parent/Teacher conferences 1:30 PM - 9:00 PM AA Spring Parent / Teacher conferences 1:30 PM - 9:00 PM CC Academic Support 2:00 PM - 3:30 PM AA THS Spring Parent Teacher Conference 2:00 PM - 10:00 PM AA Project Lead 2:15 PM - 3:15 PM AA IA-East Boys Basketball Practice 2:30 PM - 4:00 PM AA IA-East IASA Dance Practice 2:30 PM - 3:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA TCE - Courtesy Driving 2:30 PM - 4:30 PM AA Boys Basketball Practice 2:30 PM - 5:00 PM CC Science Olympiad 2:45 PM - 5:30 PM AA Smith Athletics for 2013-2014 (Mar.) 3:00 PM - 5:30 PM AA Open House/Conferences 3:00 PM - 9:00 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA IA-East Tai Chi Enrichment 3:30 PM - 5:00 PM CC Brownie Troop 70692 3:30 PM - 5:00 PM CC Boys and Girls Bible Club 3:30 PM - 4:30 PM CC Daisy Meetings 3:30 PM - 5:30 PM CC Girls On The Run Training 3:45 PM - 5:00 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM CC Monthly Meetins 4:00 PM - 5:30 PM CC TCE - Cheernastics 4:00 PM - 5:00 PM CC Monthly Meeting 4:00 PM - 5:00 PM AA March / Spring Conferences	2:30 PM - 4:30 PM CC Science Olympiad 2:30 PM - 5:00 PM AA Boys Basketball Practice 2:30 PM - 5:00 PM AA Boulan Activities & Athletics 2:45 PM - 6:30 PM AA Smith Athletics for 2013-2014 (Mar.) 3:00 PM - 5:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA CARE Company 3:15 PM - 6:30 PM AA IA-East Zumba Enrichment 3:30 PM - 5:00 PM AA IA-East Pottery Enrichment 3:30 PM - 7:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA TSD Fine Arts - Winter Guard 6:00 PM - 9:00 PM AA TCE - Chinese School 6:15 PM - 9:00 PM AA TCE - Chinese School 7:00 PM - 9:00 PM AA TCE - Synchronized Swin	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	AA TCE - Cheerleading 4:00 PM - 5:00 PM AA TCE - MadScience 4:00 PM - 5:00 PM AA TCE - MadScience 4:00 PM - 5:00 PM AA TCE - MadScience 4:00 PM - 5:00 PM AA TCE - Robotics 4:00 PM - 5:30 PM AA TCE - Cheerleading 4:00 PM - 5:00 PM AA TCE - Chess 4:00 PM - 5:00 PM AA TCE - German School 4:00 PM - 6:30 PM AA Manor Homes of Troy 4:30 PM - 6:00 PM AA Blue & Gold 4:30 PM - 9:00 PM AA TESA meeting 4:45 PM - 6:00 PM AA Cheer Tumbling 5:30 PM - 7:30 PM AA CNA Class 5:45 PM - 10:15 PM AA Neighborhood Basketball 6:00 PM - 8:00 PM AA TCE - Courtesy Driving 6:00 PM - 8:00 PM AA Judo - Winter 2014 6:00 PM - 9:00 PM AA ESL Evening Classes 6:00 PM - 9:15 PM AA Event Coordinator 6:30 PM - 8:00 PM AA Cub Scout Pack/Den Meetings 6:30 PM - 8:00 PM AA Cub Scouts 6:30 PM - 7:30 PM AA Cub Scout Pack/Den Meetings 6:30 PM - 8:00 PM AA TCE - Dog Obedience 6:30 PM - 8:00 PM AA Soccer Skills Instruction 6:30 PM - 8:00 PM AA Soccer Skills Training 6:30 PM - 8:00 PM CC Pharmacy Tech Level I 6:30 PM - 9:15 PM AA Paul Sharp - Soccer 6:30 PM - 8:30 PM AA DanceIT 7:00 PM - 8:00 PM AA Raintree Village Homeowner Monthly 7:00 PM - 8:00 PM AA TCE - Continuing German 7:00 PM - 8:30 PM AA Basketball Practice 7:00 PM - 8:00 PM AA Committee Meeting 7:00 PM - 8:30 PM AA TC - Youth Basketball 7:00 PM - 9:00 PM AA Athens Alias Winter Guard Rehearsals 7:00 PM - 9:00 PM AA TCE - Hooked on Opera 7:00 PM - 9:00 PM AA Troy Soccer Club 7:00 PM - 9:00 PM AA #5752 Basketball Practice 7:30 PM - 8:30 PM AA Booster Meeting 7:30 PM - 9:30 PM AA Rick smagacz hoopsters 8:00 PM - 9:30 PM AA WESA Conditioning Community 8:00 PM - 9:00 PM	4:00 PM - 5:00 PM AA TCE - MadScience 4:00 PM - 5:00 PM CC TCE - Robotics 4:00 PM - 5:30 PM CC TCE - Robotics 4:00 PM - 5:30 PM AA TCE - Chess 4:00 PM - 5:00 PM AA TCE - Cheerleading 4:00 PM - 5:00 PM AR TCE - Golf 4:00 PM - 5:00 PM AA TCE - Golf 4:00 PM - 5:00 PM AA TCE - Young Rembrandts 4:00 PM - 5:00 PM AA Cub Scout Den Meeting 4:00 PM - 5:30 PM AA Representative Assembly 4:15 PM - 7:15 PM AA TCE - German School 4:30 PM - 6:30 PM AA Preschool Supervisor Meeting 4:30 PM - 6:30 PM AA TCE - Italian 5:30 PM - 9:00 PM AA Parent Network 6:00 PM - 7:00 PM CC Soccer Practice 6:00 PM - 7:00 PM AA AAU PRACTICE 6:00 PM - 7:30 PM AA TCE - Courtesy Driving 6:00 PM - 8:00 PM AA TCE - Floral 6:00 PM - 8:00 PM AA Practice 6:00 PM - 8:00 PM AA TSD Fine Arts - Winter Guard 6:00 PM - 9:00 PM AA ESL Evening Classes 6:00 PM - 9:15 PM AA TCE - Karate 6:00 PM - 9:30 PM AA Smith PTO Meeting 6:00 PM - 9:00 PM AA Practice 6:00 PM - 10:00 PM AA Soccer 6:15 PM - 7:30 PM AA Pack 1707 Den Meeting 6:30 PM - 8:00 PM AA Troy Union PTO Meetings 6:30 PM - 8:00 PM AA Troop 1710 Meetings 6:30 PM - 8:45 PM AA Boy Scout Eagle Court of Honor 6:30 PM - 9:00 PM AA Troy Athens Marching Band Preview Night 6:30 PM - 9:00 PM CC Medical Ofc. Admin. Procedures 6:30 PM - 9:30 PM AA Athens PTO Meeting 6:30 PM - 9:30 PM AA Cubscout Pack 1708 Meeting 6:45 PM - 8:15 PM AA Troop 1705 Boy Scout Meeting 6:45 PM - 8:45 PM AA BSA Troop 1702 Troop Meeting 7:00 PM - 8:30 PM AA Morse PTO meetings 7:00 PM - 8:30 PM AA Troop Meetings 7:00 PM - 8:30 PM AA Cubscout Pack 1708 Meeting 7:00 PM - 8:30 PM AA Boys 9-10 Basketball 7:00 PM - 8:00 PM AA Soccer Skills 7:00 PM - 8:00 PM AA Troy Parents Basketball 7:00 PM - 9:00 PM AA Boy Scout 1701 7:00 PM - 9:00 PM AA Tuesday night basketball	AA TCE - LEGO Mindstorms 6:00 PM - 7:30 PM AA 6th Grade P&R Hoops 6:00 PM - 7:00 PM AA Wolves Pack 1720 6:00 PM - 8:00 PM AA TCE - Courtesy Driving 6:00 PM - 8:00 PM AA TCE - Floral Design 6:00 PM - 8:00 PM AA ESL Evening Classes 6:00 PM - 9:15 PM AA TCE - Persian Language Classes 6:00 PM - 9:00 PM AA Judo 6:00 PM - 9:00 PM AA Cub Scout Pack 1707 Den Meeting 6:30 PM - 8:00 PM AA Boys 6th Grade Basketball Practice 6:30 PM - 8:00 PM AA bball practice 6:30 PM - 7:30 PM CC Excel 2007 Audit & Analysis 6:30 PM - 9:15 PM AA TCE - Finance Classes 6:30 PM - 8:30 PM AA Troy Rec Volleyball 6:30 PM - 9:00 PM CC Medical Terminology 6:30 PM - 9:30 PM AA DanceIT 7:00 PM - 8:00 PM AA Pack Meeting (All Grades) 7:00 PM - 8:00 PM AA 7/8 Grade Basketball 7:00 PM - 8:00 PM AA Suns Basketball practice 7:00 PM - 8:00 PM AA PTO Meeting 7:00 PM - 9:00 PM AA IA-East IB Curriculum Night 7:00 PM - 9:00 PM AA All Night Party 7:00 PM - 9:00 PM AA Athens Alias Winter Guard Rehearsals 7:00 PM - 9:00 PM AA Hill 4th grade baseball 7:30 PM - 8:30 PM	5:30 PM - 8:30 PM AA CNA Class 5:45 PM - 10:15 PM AA GS Troop 70954 Mtg 6:00 PM - 7:00 PM CC Troy Parks & Rec Basketball 6:00 PM - 7:00 PM CC Troop 70050 Meeting #4097 6:00 PM - 8:00 PM AA TCE - Courtesy Driving 6:00 PM - 8:00 PM AR Girl Scout Brownie Troop #70264 6:00 PM - 8:00 PM AA TSD Fine Arts - Winter Guard 6:00 PM - 9:00 PM AA ESL Evening Classes 6:00 PM - 9:15 PM AA AAU Basketball 6:30 PM - 8:00 PM CC Medical Billing/Coding I 6:30 PM - 9:15 PM AA Troy Colts Youth Basketball 6:30 PM - 8:30 PM CC MS 07 Workplace Essentials 6:30 PM - 9:30 PM CC Pack 1720 Bear Den 1 Meeting 6:45 PM - 8:00 PM CC Tiger Cubs - Den 3 - Meeting 6 7:00 PM - 8:00 PM CC Suns basketball practice 7:00 PM - 8:00 PM CC Liberty Basketball Practice 7:00 PM - 8:00 PM CC Basketball practice 7:00 PM - 9:00 PM AA TCE - Dog Classes 7:00 PM - 9:00 PM AA Womens Volleyball 7:30 PM - 9:00 PM AA TCE - Bagpipes 8:30 PM - 10:00 PM		



Page 7 of 12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3:30 PM - 4:45 PM AA TCE - Young Rembrandts	AA IA-East Tai Chi Enrichment 3:30 PM - 5:00 PM AA Troop 70440 3:30 PM - 5:00 PM AA TCE - Chess 3:30 PM - 4:30 PM AA IA-East Biotechnology Enrichment 3:30 PM - 5:00 PM AA TCE - Young Rembrandts	AA IA-East Pop Culture Enrichment 3:30 PM - 5:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM AA Girl Scout Meeting 4:00 PM - 5:00 PM AA Girl Scout Troop 74815	AA Den Meeting 3:30 PM - 5:00 PM AA Boys and Girls Bible Club 3:30 PM - 4:30 PM AA TCE - Golf 3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM AA TCE - Courtesy Driving 3:30 PM - 5:30 PM AA Girls On The Run Training 3:45 PM - 5:00 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 4:00 PM - 5:00 PM AA 4th Grade Girl Scout Troop	3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM AA TSD Fine Arts - Winter Guard 6:00 PM - 9:00 PM AA TCE - Chinese School 6:15 PM - 9:00 PM AA TCE - Chinese School 7:00 PM - 9:00 PM AA TCE - Synchronized Swimming 7:00 PM - 9:00 PM	
	3:30 PM - 4:30 PM AA TCE - Young Rembrandts	3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM AA IA-East Basic Water Color & Colored Pencil 3:30 PM - 5:30 PM AA TCE - Courtesy Driving	3:30 PM - 4:30 PM AA IA-East Zumba Enrichment 3:30 PM - 5:00 PM TCE - MadScience 3:30 PM - 4:30 PM TCE - MadScience 3:30 PM - 4:30 PM TCE - Courtesy Driving	3:30 PM - 5:00 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company		

Page 9 of 12

Page 10 of 12



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3:30 PM - 4:30 PM AA TCE - Chess 3:30 PM - 4:30 PM AA TCE - On Your Mark Fitness 3:30 PM - 4:45 PM AA IA-East Basic Water Color & Colored Pencil 3:30 PM - 5:30 PM AA Girl Scout Troop 70012  3:30 PM - 5:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:30 PM AA CARE Company 3:45 PM - 6:00 PM AA CARE Company 3:45 PM - 6:30 PM AA TCE - Chess 4:00 PM - 5:00 PM AA TCE - Chess 4:00 PM - 5:00 PM AA TCE - German School 4:00 PM - 6:30 PM AA CNA Class 5:45 PM - 10:15 PM AA Neighborhood Basketball  6:00 PM - 8:00 PM AA Judo - Winter 2014 6:00 PM - 9:00 PM AA ESL Evening Classes 6:00 PM - 9:15 PM AA Cub Scout Pack/Den Meetings 6:30 PM - 8:00 PM AA Cub Scouts 6:30 PM - 7:30 PM AA Cub Scout Pack/Den Meetings 6:30 PM - 8:00 PM AA Soccer Skills Instruction  6:30 PM - 8:00 PM AA TCE - Dog Obedience - MPR 6:30 PM - 8:00 PM AA Homeowners Meeting 6:30 PM - 8:30 PM AA Girl Scout Troop 70969  6:45 PM - 8:15 PM AA GS Meeting 6:45 PM - 8:15 PM AA DanceIT 7:00 PM - 8:00 PM CC TC - Youth Basketball 7:00 PM - 9:00 PM AA Athens Alias Winter Guard Rehearsals 7:00 PM - 9:00 PM AA Troy Soccer Club 7:00 PM - 9:00 PM AA #5752 Basketball Practice  7:30 PM - 8:30 PM AA rick smagacz hoopsters  8:00 PM - 9:30 PM AA WESA Conditioning Community 8:00 PM - 9:00 PM					

AA Approved/active events	AP Approved/pending events
AR Approved/active events recently changed	RR Requested, but not approved events
AI Approved/inactive events	--> Events that span more than one day.
CC Canceled events	\$C Charge back
\$I Invoiced events	F Paid In Full
X Insurance has expired	



## **TROY BOARD OF EDUCATION**

4400 LIVERNOIS • TROY, MICHIGAN 48098

### **2014 BOARD MEETING SCHEDULE**

**\*Services Building - 4420 Livernois, Troy, MI 48098 at 7:00 p.m.**

Tuesday, January 14, 2014 (Organizational & Regular Meeting)

Tuesday, February 4, 2014

Tuesday, March 4, 2014

Tuesday, April 1, 2014

Tuesday, May 6, 2014

Tuesday, June 3, 2014 (location: Athens)

Tuesday, June 17, 2014

Tuesday, July 8, 2014

Tuesday, August 5, 2014

Tuesday, September 2, 2014

Tuesday, October 7, 2014

Tuesday, November 11, 2014

Tuesday, December 2, 2014

Tuesday, January 13, 2015 (Organizational & Regular Meeting)

*\*NOTE: Board meetings are held at the Services Building unless otherwise indicated on posted agenda. Please confirm location of meeting prior to attending. Meeting location can be found on TSD website at [www.troy.k12.mi.us](http://www.troy.k12.mi.us) under Board of Education tab – click on calendar or agendas.*

### **2014 WORKSHOPS**

**Administrative Center - 4400 Livernois, Troy, MI 48098 at 6:00 p.m.**

Tuesday, January 21, 2014

Tuesday, February 11, 2014

Tuesday, March 18, 2014 (location: GROW??)

Tuesday, April 22, 2014

Tuesday, May 20, 2014

Tuesday, June 10, 2014

Tuesday, September 16, 2014

Tuesday, October 21, 2014

Tuesday, November 18, 2014

Tuesday, December 16, 2014

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**ATTACHMENT C**

**FTE Propose Organization Chart**  
**General Job Descriptions**



# FTE Propose Organization Chart – Troy School District

## Minimum Staffing Requirement

### General Operations Team – District Wide Coverage

Contract Manager – 1 FTE  
Assistant Day Manager – 1 FTE / Assistant Night Manager – 1 FTE  
Float Crew – 5 FTE's  
Grounds Supervisor – 1 FTE / Grounds Crew – 6 FTE's  
Utility Crew – 4 FTE's  
Trainer – 1 FTE  
Warehouse Driver – 1 FTE

#### Standard Work Hours:

- Contract Manager and Assistant Managers coverage will be from 6:00am to Midnight – Monday thru Friday
- Float Crew and Trainer work hours will vary based on District needs – Monday thru Friday
- Grounds Crew coverage will be from 6:00am to 2:30pm (snow season hours may vary) – Monday thru Friday
- Grounds Supervisor hours will vary based on District needs – Monday thru Friday
- Utility Crew work hours will vary based on District needs – Monday thru Friday

## High Schools:

### Athens

Day Custodians – 2 FTE's / Maintenance Tech – 1 FTE  
Split-Shift Custodian – 1 FTE  
Night Custodians – 8 FTE's

### International Academy

Day Custodian – 1 FTE  
Night Custodians – 1 FTE

### Troy

Day Custodians – 2 FTE's / Maintenance Tech – 1 FTE  
Split-Shift Custodian – 1 FTE  
Night Custodians – 8 FTE's

#### Standard Building Hours – Athens and Troy High School

- Custodial coverage will be from 6:00am to Midnight – Monday thru Friday and (1 FTE) 7:00am to 3:30pm on Saturdays.
- Grounds coverage will be 6:00am to 2:30pm – Monday thru Friday.
- Maintenance Tech hours will be 6:00am to 2:30pm – Monday thru Friday.

#### Standard Building Hours – International Academy

- Custodial Coverage will be from 6:30am to 11:15pm – Monday thru Friday.

## Middle Schools:

<b>Baker</b> Day Custodians – 2 FTE's Night Custodians – 2 FTE's	<b>Boulan Park</b> Day Custodians – 2 FTE's Night Custodians – 2 FTE's	<b>Larson</b> Day Custodians – 2 FTE's Night Custodians – 2 FTE's	<b>Smith</b> Day Custodians – 2 FTE's Night Custodians – 2 FTE's
--	--	---	--

### Standard Building Hours – All Middle Schools

- Custodial coverage will be from 6:30am to 11:15pm – Monday thru Friday

## Elementary Schools:

<b>Barnard</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Bemis</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Costello</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Hamilton</b> Day Custodian – 1 FTE Night Custodian – 1 FTE
<b>Hill</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Leonard</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Martell</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Morse</b> Day Custodian – 1 FTE Night Custodian – 1 FTE
<b>Schroeder</b> Day Custodian – 1 FTE Night Custodian – 1.5 FTE's	<b>Troy Union</b> Day Custodian – 1 FTE Night Custodian – 1.5 FTE's	<b>Wass</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Wattles</b> Day Custodian – 1 FTE Night Custodian – 1 FTE

### Standard Building Hours – All Elementary Schools

- Custodial coverage will be from 6:30am to 11:15pm – Monday thru Friday

## Support Facilities:

<b>Transportation</b> Transportation is supported by the Central – Service – Rankin staff.	<b>Central – Service – Rankin Office</b> Day Custodian – 1 FTE Night Custodian – 1 FTE	<b>Niles Center</b> Day Custodian – 1 FTE Night Custodian – 1 FTE
--	--	---

### Standard Building Hours – All Support Facilities

- Custodial coverage will be from 6:30am to 11:15pm – Monday thru Friday

# **General Duties for Contracted Personnel**

## **1. Contract Manager**

- a. Supervise the day to day operations of all personnel assigned to Troy School Districts custodial, grounds and warehouse operations.
- b. This individual must be highly professional, motivated and have excellent communication skills. These traits should be expected from all personnel assigned to Troy School District.
- c. Responsible for placing orders for custodial and building materials as authorized by the Executive Director of Facility Operations.
- d. Provide support for all emergencies that require custodial and ground services as outlined in the General Duties Guidelines for both custodial and grounds
- e. Deal with customer requests, perform service evaluations for each of the facilities and handle discrepancies that may arise.
- f. Handle and or issue work orders, schedule personnel for overtime assignments, weekend activities, and all other duties outlined for both the Custodial General Duties & Cleaning Guidelines and Grounds General Duties & Maintenance Program.

## **2. Assistant Managers**

- a. Provide direct support to the Contract Manager for all custodial operations during times that custodial personnel are scheduled to work.
- b. Responsible for training custodial personnel, evaluate their performance and completing monthly inspections of the facilities.
- c. Provide support for all emergencies that require custodial services as outlined in the General Duties Guidelines for custodial services.
- d. Provide supervision of the Utility Crew personnel (work hours will vary based on District needs), evaluate their performance, and report any discrepancies found by the crew to the Maintenance and Operations staff.

## **3. Grounds Supervisor**

- a. Supervise the day to day operations of the grounds department and personnel assigned to the Troy School District contract.
- b. Responsible for training personnel, evaluating their performance and performing weekly inspections of the high school operations.
- c. Provide support for all emergencies that require grounds personnel services.
- d. Handle work orders, material purchases authorized by the Executive Director of Facility Operations, and all other duties outlined in the Grounds General Duties & Maintenance Program.

## **4. Trainer**

- a. Provide training for all new custodial personnel and individuals who require additional instruction to increase productivity or performance levels.
- b. Provide training for specialized tasks like wood floor refinishing, emergency cleaning tasks when dealing with MRSA cases, for example, new chemicals and/or procedures to improve services.
- c. Provide backup support to custodial personnel for special events, emergencies and manpower shortages. This individual should not be considered as a sub custodian, unless an emergency arises during the shift due to an unforeseen absence occurs.

## **5. Float Crew**

- a. Primary responsibility will be to improve cleaning services to help reduce frequency timelines for weekly, monthly, and as-needed assignments.
- b. These individuals will also help with snow removal and lawn care services.
- c. Provide backup support to custodial personnel for special events, emergencies services as determined by Troy School District. Float Crew personnel should not be considered full time sub custodians who would be required to cover scheduled absences and only to be used to cover manpower shortage that may occur during the shift.
  - i. **Note:** The contractor will be responsible for having sub custodians available to ensure all custodial assignments at the schools and support buildings are covered scheduled absences (vacation days, personal time off, extended sick time, etc).

## **6. Utility Crew & Maintenance Techs**

- a. Their primary tasks will be to perform preventative maintenance and general upkeep to mechanical, electrical and plumbing systems. The Utility Crew and Maintenance techs will be required to have good mechanical aptitude and knowledge of how to perform preventative maintenance tasks like replacing belts, proper cleaning of coils, and lubricating bearing and motors, for example. They will also be required to have the necessary skills to replace ballasts, standard electrical outlets and switches. Plus be able to perform minor plumbing repairs and unclog drains. The Utility Crew personnel hours will vary so they are able to address problems and perform preventative maintenance tasks without interrupting the education programs.
- b. The Utility Crew and Maintenance Techs will provide backup support to both the custodial and grounds operations during emergency situations, snow removal and/or other assignment determined by the Executive Director of Facility Operations.
- c. They will also be responsible for testing and inspecting emergency equipment and lighting, and provide support to the Maintenance Staff during major repairs (which require personnel with proper certifications and licenses) and/or emergency repairs.

## **7. Warehouse Driver**

- a. This individual will be responsible for picking up and delivering the internal mail from all District facilities, filling and delivering warehouse orders, transporting boxes and furniture as assigned by the Executive Director of Facility Operations.
- b. Monday, Tuesday, Wednesday and Fridays are pickup/ delivery days for internal mail and small warehouse orders. Thursday is normally for large warehouse orders, special pickups and deliveries. During break periods, the schedule and duties will be modified to meet District needs.
- c. The warehouse driver is also responsible for receiving/off loading bulk deliveries, UPS and Fed-Ex shipments and maintaining the warehouse facility (general cleaning, organization and equipment upkeep).

## **8. Grounds Crew**

- a. The grounds crew will be responsible for maintaining the natural and artificial turf at both high schools, in addition to the upkeep and marking of all sport fields, as assigned by the Grounds Supervisor and/or Executive Director of Facility Operations, and all other duties outlined in the Grounds General Duties & Maintenance Program.
- b. These individuals will be responsible for snow removal at the high schools (parking lots, walkways, etc) during the winter months, and will provide support at other locations within the District if heavy equipment is required, snow removal for weekend activities or emergency situations arise.

## **9. Custodial Personnel**

- a. All custodial personnel should have knowledge of all aspects of housekeeping methods, cleaning equipment and materials.
- b. The custodial personnel assigned to each facility should be self motivated, professional, and courteous to the students, staff and community.
- c. Leadership roles at each location should be determined by the Contract Manager in most cases. The day custodian at the elementary and support sites will handle work orders, communications with building administrators and placing orders for materials. At the secondary level, you should have an individual for both day and evening shifts responsible for handling this role.

**This document is only intended to provide a summary of the expectations that Troy School District has from the contractor is awarded the bid for both custodial and grounds services.**

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**ATTACHMENT D**

**Custodial General Duties Frequency**  
**Break Period Cleaning Guidelines**  
**Summer Building Work Schedule**  
**Gymnasium Floor Refinishing**  
**Emergency Infection Prevention Cleaning Guidelines**

# Custodial General Duties & Cleaning Guidelines

## Troy School District

### Assignment Description: General Duties (Day Program)

Task	Guidelines	Frequency
Security	Security of the facility consists of only opening areas of the building the department is responsible for. Inspecting the facility for discrepancies and reporting your findings to your immediate supervisor, and correcting any safety issues that were identified during your rounds as you check and unlock your assigned areas. Security checks should be performed throughout the day and prior to your departure. Check with the building administration to determine what areas should remain open once the students arrive and secure all other areas immediately.	Daily
Inspection	The <b>Day Custodians</b> and <b>Management Team</b> are responsible for the general cleanliness and upkeep of the entire facility. Ensuring that the mechanical systems (daily) are working properly and the cleaning program meets the basic guidelines outlined by management and the general needs of the customers and public visiting the facility are met. An inspection of the facility should be completed weekly. Communications with management and the building administration should take place on a weekly basis to help reduce potential problems that could occur.	Weekly
Event Setups	Event setups that require assistance from the custodial operations must be completed in a timely fashion. Programs that can't be setup or taken down by the Night Program must be performed by the Day Program. Make sure the equipment utilized during setups and/or teardowns is secured properly once the task is completed. Check the building schedule and/or on-line permit system daily to ensure events are covered in a timely manner. Make sure the building administration is aware of time delays and/or other activities that may hinder your ability to complete the task. Setup/cleanup for the lunch program is one of the key events that happen on a daily basis, this program has very little flex time available. Check with the building administration to verify all lunch schedules. Other events that normally take place i.e. band/orchestra setup, special events, market day, Care/Tot setups, staff meetings, etc need to be worked into your daily schedule. If there are conflicts, report them to the building administrators in a timely fashion.	Daily
Customer Service	Responsible for handling customer requests and complaints at the building. Receiving and distributing deliveries within the building only. <b>Work Orders</b> should be completed in a timely fashion. Make sure you document all work orders and/or requests performed daily. <b>Note:</b> The only time a member of the custodial staff will be authorized to leave the building is by direct order from your supervisor (Management Team), or if they receive approval from the Executive Director of Facility Operations. Make sure you check in with the main office before departing.	As Needed
Restroom Duties	Inspect and maintain the cleanliness of all Restrooms throughout the day, make sure dispensers are fully stocked. Make sure to clean and disinfect toilets, urinals, sinks, counters, stalls, etc if discrepancies are found. Remove graffiti immediately. If the restrooms or locker rooms are a part of the Day program work assignment; follow the guidelines listed under the section outlined for Restroom / Locker Room / Pool Area / Food Service Areas.	Daily
Service Areas	The Day Custodian and Utility Crew will be responsible for maintaining the cleanliness (Sweeping / Mopping / Organizing) of all storage areas, mechanical rooms, custodial closets, storage units and the receiving area as part of the weekly routine. Make sure these areas are secured at all times. Do not leave equipment, chemicals, boxes, or trash unattended or within public reach or view.	Weekly

## Assignment Description: General Duties (Utility Crew & Maintenance Techs) Section II

Task	Guidelines	Frequency
Maintenance HVAC Requirements	Heating, ventilation, and air conditioning units should be inspected weekly to ensure proper operations. Preventative Maintenance (i.e. filters, greasing, belt replacement, fuses, etc) should be performed as needed. Follow all preventative maintenance program schedules issued by Maintenance & Operations. Inspect roof top units (coils and condenser), air intakes, cooling towers, etc for cottonwood, debris and/or any other material that could decrease the performance or cause the unit to fail. This schedule will vary from week to week or monthly, depending on the time of year and weather conditions. Report all discrepancies or repairs that you are not equipped to handle or that are beyond your expertise. Follow all reporting guidelines issued by the Executive Director for service and/or parts. Gas meter readings are due every Monday morning or the first business day of the week to Roy Jansson – Energy Coordinator. The Day Custodian is responsible for making a visual inspection daily and reporting an discrepancies found.	As Needed
Maintenance Plumbing Repairs	Responsible for general plumbing repairs. Toilet, sink, and drain clogs should first be handled by the custodial staff, unless specialized equipment is required. Replacement of gaskets, seals, o-rings, etc should be performed in-house. If a unit needs to be replaced, remounted, or completely rebuilt you need to contact the Maintenance Department for assistance. Follow all reporting guidelines issued by the Executive Director for service and/or parts.	As Needed
Maintenance Electrical Repairs	Responsible for general electrical repairs; outlets, switches and ballasts. Bulb replacements (HID, Fluorescent Lamps, Mercury, Incandescent, etc inside and outside of the facility will be supported by the Day Custodians. Repair and/or replace lighting fixtures clips, <b>ballasts 120v to 277v</b> , fuses, etc. You must have a clear understanding and knowledge of the tools and materials needed to complete the required tasks safely. Follow all safety precautions outlined in the Lock-Out / Tag-Out Compliance Manual. Make sure to report all discrepancies or repairs that you are not equipped to handle or that are beyond your expertise. Follow all reporting guidelines issued by the Executive Director for service and/or parts.	As Needed
Maintenance General Repairs	Responsible for general carpentry repairs. Mounting of bulletin boards, furniture and locker repairs (that the custodians are unable to perform) and adjustments, assembly of new furniture, ceiling tile replacement, minor structural repairs, etc. Report all discrepancies or repairs that you are not equipped to handle or that are beyond your expertise. Follow all reporting guidelines issued by the Executive Director for service and/or parts. For hardware supplies or replacement parts that are normally the responsibility of this department, complete the proper documentation and send to the Maintenance and Operations department.	As Needed
Maintenance Safety Equipment	Responsible for inspecting fire extinguishers, emergency lighting and exit signs. Make sure all equipment is in good working order. If a fire extinguisher is discharged or low on pressure contact Maintenance & Operations for a replacement and/or to have the extinguisher serviced. For buildings with sprinkler systems a visual inspection should be completed on a monthly basis; look for damaged, rusting and/or leaking heads. Check the sprinkler supply intake, valves and gauges to ensure system is operating correctly. Make sure you check the mechanical rooms, storage area and other areas that are not common spaces. Emergency lighting and exit signs that can't be repaired in-house complete a <b>Work Order</b> . Man-lifts, ladders and scaffolding should be inspected before utilizing. Facilities equipped with Generator are required to perform a monthly inspection. Follow procedures outlined in the operation manual for your make and model. Report all discrepancies to Maintenance & Operations.	As Needed



## Assignment Description: General Duties (Day Program) Section III

Task	Guidelines	Frequency
Maintenance Pest Management	Pest Management consists of prevention verses applying pesticides. Sanitation makes the best practice for controlling pest populations. Events that introduce food or pops/juices into environment like classrooms and conference rooms must be cleaned up right away and not left overnight. If a problem arises the first step is to remove the debris or source (food in many cases), vacuum up the pests and clean all surfaces the insect's has come in contact with. The second step is to document the problem in the IPM log book. The final step is to monitor the area and take corrective action if needed. If the problem is bees make sure you use only the products provided by the Maintenance & Operations department. Remove bees nests' around the facility, play structures and fencing once you see them being constructed. Checking for pest problems should be performed on a weekly basis. If the problem is out of control and can not be corrected in-house contact the Maintenance & Operations department. Elite Pest Management company will make monthly visits to your site, document all problems.	As Needed
Maintenance Equipment Upkeep / Repairs	Responsible for the general upkeep and minor repairs of vacuums, automatic scrubbers and riders, sweepers, power tools, custodial equipment, etc used on a daily basis. You are required to inspect each piece of equipment <b>weekly</b> (i.e. filters, hoses, squeegees, connectors, battery cells, etc) for defects, damage and/or if the units are operating correctly. Make sure electrical cords and plugs are not damaged or worn. Repairs beyond your ability must be documented on the " <b>Equipment Service Request</b> " form and fax or mailed to Maintenance & Operations. For equipment (i.e. wet/dry, burnishers, floor machines, carpet extractors, specialty machines, etc) that are not used on a daily basis you are required to inspect the equipment a minimum of two weeks prior to breaks to ensure the equipment is charged (if battery operated) and functioning within normal parameters. Once the tasks are completed all equipment must be cleaned and stored correctly. Report any discrepancies to the Maintenance & Operations.	As Needed
Maintenance Playground Safety	Check the parking lots, walkways and playground for paper debris, glass, graffiti, and other discrepancies <b>daily</b> . Empty outside trash containers weekly or after events that generate large amounts of garbage. Make sure entrances ways are swept weekly. Weed control must be in compliance with IPM guidelines and performed throughout the spring, summer and fall. A visual inspection of the playground equipment should be performed on a <b>weekly</b> basis. Report all safety hazards immediately to the Executive Director and complete a work order if you are unable to correct them. You should inspect the drop-zone weekly and level out the mulch in areas around slides, swing sets, etc to ensure there is a safe landing area.	As Needed
Maintenance Snow/Ice Removal	Responsible for snow/ice removal of sidewalks, pathways, entranceways and emergence exits as determined by the Executive Director. Day Custodians and Maintenance Techs are responsible for reporting in two (2) hours prior to opening the facility for snow removal. If conditions only require treating areas for slip hazards or icy conditions the crew must report in one (1) hour prior to opening the facility. Do not discharge snow into parking lots, bus loops or drives if these areas have already been plowed and/or salted. Make sure snow blowers are inspected daily for proper fluid levels, guards are in-place, tire pressure, etc. Salt and snow removal equipment should be cleaned, fueled and properly stored prior to your shift ending. You are responsible for snow/ice removal throughout your entire shift, if weather conditions call for it. Make sure you focus on the entranceways, bus loops and walkways heavily traveled by students, staff and community. The Utility Crew will be backup support for the maintenance tech and grounds crew during heavy condition and/or as assigned by the Management Team.	As Needed

## Assignment Description: General Duties (All Contracted Personnel) Section IV

Task	Guidelines	Frequency																		
Maintenance Structural Requirements	<p>Responsible for inspecting the roof drains, surface and enclosures on a monthly basis. Once a month the Day Custodian and Utility Crew is responsible for ensuring the drains are not blocked with debris, balls, leaves, etc. In the winter, inspect the roof to ensure the drains, downspouts and overflow ports are not dammed up with ice and debris. Make sure all drain guards are in place to ensure large debris and especially balls (i.e. tennis, baseballs, etc) are not blocking the flow of water.</p> <p>Responsible for checking exterior doors and emergency exits (window and doors) for proper operations. During the winter and extreme heat the doors could be difficult to open. Document and notify the Maintenance Department concerning all discrepancies.</p> <p>Visual inspection of the building should be performed monthly, which consist of looking for holes, cracks and gapping around window, doors, and roof-lines and in brick/block surfaces. Holes and cracks should be filled immediately to prevent pest infestation. If the infestation (bee's many) is heavy, contact the Operation Coordinators to schedule Elite Pest Control to treat the area before correcting the problem. Cracks and gapping around window and doors should be filled immediately to prevent water infiltration. Report all discrepancies or repairs that you are not equipped to handle or that are beyond your expertise. Follow all reporting guidelines issued by the Executive Director for service and/or parts (<i>Work Order</i>).</p>	Monthly																		
Others General Duties	<p>Responsible for responding to scheduled and/or unscheduled <b>Emergency</b> events. Listed below are additional key components to the general operations. All members of the custodial department are required to assist:</p> <table border="0"> <tr> <td>🔧 Fire Alarms / Drills</td><td>Inclement Weather / Tomato Drills</td><td>Bomb Scares / Drills</td></tr> <tr> <td>🔧 Chemical Spills</td><td>Power Outages</td><td>Suspicious Vehicles</td></tr> <tr> <td>🔧 Lice Infestation</td><td>Lockdown (Green / Red / Yellow)</td><td>MRSA Cleanup (After Hours)</td></tr> <tr> <td>🔧 Flu Outbreaks</td><td>AC / Ventilation System Failures</td><td>Vomit / Blood Incidents</td></tr> <tr> <td>🔧 Boiler Failure</td><td></td><td></td></tr> <tr> <td>🔧 Flooding – Weather Relayed / Ruptured Coils, Piping and Sprinkler Heads</td><td></td><td></td></tr> </table> <p>This is only an example of the tasks and events that could and will arise in many cases without warning. You must be prepared to respond in a timely fashion and keep Maintenance &amp; Operations informed of all emergencies that affect the safety and wellbeing of the students, staff and community. The <b>Crisis Management Plan</b> and <b>Custodial Guidelines</b> are key references that should be reviewed in emergency situations.</p>	🔧 Fire Alarms / Drills	Inclement Weather / Tomato Drills	Bomb Scares / Drills	🔧 Chemical Spills	Power Outages	Suspicious Vehicles	🔧 Lice Infestation	Lockdown (Green / Red / Yellow)	MRSA Cleanup (After Hours)	🔧 Flu Outbreaks	AC / Ventilation System Failures	Vomit / Blood Incidents	🔧 Boiler Failure			🔧 Flooding – Weather Relayed / Ruptured Coils, Piping and Sprinkler Heads			As Needed
🔧 Fire Alarms / Drills	Inclement Weather / Tomato Drills	Bomb Scares / Drills																		
🔧 Chemical Spills	Power Outages	Suspicious Vehicles																		
🔧 Lice Infestation	Lockdown (Green / Red / Yellow)	MRSA Cleanup (After Hours)																		
🔧 Flu Outbreaks	AC / Ventilation System Failures	Vomit / Blood Incidents																		
🔧 Boiler Failure																				
🔧 Flooding – Weather Relayed / Ruptured Coils, Piping and Sprinkler Heads																				
Inventory / Orders	The <b>Custodians</b> and <b>Management Team</b> are responsible for the inventory of custodial cleaning supplies, liners, and paper products. They are also responsible for the general repairs of custodial equipment. Report any discrepancies or material needs to the <b>Operation Coordinators</b> . Document all requests on the proper form.	As Needed																		
Maintenance Pool Requirements	<p>The <b>Maintenance tech and other members of the Custodial department</b> will be responsible for testing and maintaining the pool as required by Local, State and Federal guidelines. If the individual responsible for the day operations is unavailable the Management Team must perform the necessary tests and duties to keep the pool in balance, safe and environment clean. The Pool Operators are responsible for placing orders for pool chemicals, maintaining the filter room, keeping the pool chemically balanced, checking the safety equipment, cleaning the pool and deck in addition to maintaining their custodial duties and area assignment. All parties responsible for the daily operations of the pool must maintain their <b>CPO</b> (Certified Pool Operator) certification and be in good standings with the District and MDEQ.</p> <p>The personnel handling the pool operation duties is also responsible for the laundering of towels, uniforms and custodial mops, rags and micro-fiber pads, which needs to be performed throughout the day.</p>	Daily																		

## Assignment Description: Office Areas / Conference & Board Rooms / Classrooms

### Day & Night Area Assignments – Section I

Task	Cleaning Guidelines	Frequency
Waste Removal	Empty all trash receptacle units and remove all boxes marked for disposal only. Do not discard boxes that are not marked as trash. If you are not sure, leave a note to verify. Replace liners in smaller receptacles as needed. Larger receptacle liners and liners which have food products disposed in them are to be replaced daily. One important step in preparing the area for servicing is to police the area and remove large debris or material that has been misplaced, when you are emptying the trash receptacle units.	Daily
Surface - Dusting	General dusting consists of areas that are not cluttered with paper, items that should not be moved, or items that will delay the cleaning process. When dusting, start with high surfaces first and work downward. If time permits, you should dust the computer equipment, televisions, and project screens first.	Weekly
Floor - Dry Mopping ↓	Dry mopping is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced five days a week as part of the normal schedule, which will account for approximately 60% of the areas. In addition, a putty knife should be carried to remove gum and other debris from the floor surface.	Daily
Floor - Edge & Corner	To properly clean a hard surface floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning use an Angle Broom, Canister Vacuum, or Backpack Vacuum with the proper floor tool, if time permits.	Weekly
Floor - Wet Mopping	Wet Mopping normally consists of spot cleaning areas of the room that are soiled from spills or dirt that could not be removed by dry mopping. During your normal routine <b>100% of the unobstructed areas</b> should be covered as part of the weekly operations. It is required that <b>“Wet Floor”</b> signs be posted to warn people of the slip hazards.	Daily
Floor - Vacuuming ↓	Vacuuming is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced five days a week as part of the normal schedule, which will account for approximately 60% of the areas. In addition, you should carry Carpet Gum Remover to assist in the daily removal of all gum from carpet.	Daily
Floor - Edge & Corner	To properly clean a carpeted floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning, use a Canister or Backpack Vacuum with the proper floor tools. Spot / Stain removal should be completed during this process. Complete this task by vacuuming the entire area.	Weekly
Surface - Glass	General glass cleaning consists of spot cleaning glass surfaces, doors, surrounding glass, show cabinets, glass desktops, tabletops, etc. This process should be part of the daily cleaning program if time permits. This process is not part of the window-cleaning program, which requires a great deal of time and effort. It is only designed to remove the obvious handprints and smudges on larger windowpanes and other glass surfaces. Smaller areas like entrance doors and surrounding panes should be cleaned from top to bottom on a monthly basis.	As Needed
Surface - Spot Cleaning	General spot cleaning consists of cleaning around entrances, light switches, doors, doorframes, and waste container units. Counters and sinks must be cleaned daily. Areas visited by the public on a regular basis should be spot cleaned daily (i.e. Main Office or Conference Rooms). When cleaning the kitchen counters, tables, and other surfaces use a Neutral Cleaner or Cleaner-Disinfectant if instructed.	As Needed
Surface – Other	<b>Chalkboards</b> and <b>Whiteboards</b> will be cleaned once a week at the Middle and High Schools on Wednesday night. To allow you time to perform this task, areas that require the boards should be cleaned with micro-fiber flat dry mops. Make sure you vacuum and wash out the pads during and at the end of the day.	Weekly

**Special Note:** Any item classified as **personal** must not be touched or moved without authorization.

## Assignment Description: Rest Rooms / Locker Rooms / Pool Areas / Food Service Areas

### Day & Night Assignments – Section II

Task	Cleaning Guidelines	Frequency
Waste Removal	Empty all trash receptacle units. Replace liners in all small and large receptacles daily. Spot clean all trash receptacles daily. Police the area and remove large debris or material that has been misplaced, prior to sweeping and wet mopping.	Daily
Dispensers	Dispensers should be restocked daily (as needed) and checked for proper operations. Check and empty sanitary napkin receptacles and re-stock sanitary dispensers with wax bags in restrooms. These areas must be maintained by both the Night and Day program.	Daily
Floor - Dry Sweeping ↓	Dry Sweeping should be performed daily to maintain a sanitary and attractive floor appearance. All areas must be serviced daily as part of the normal schedule, which will account for 100% of the areas. Do not use a dust mop in areas that moisture is normally present.	Daily
Floor - Wet Mopping or Auto-Scrubber	Wet Mopping and/or auto-scrubbing in Restrooms, Locker Rooms, Pool Deck, Cafeteria and Kitchen areas consists of cleaning <b>100% of the areas not obstructed</b> on a daily basis. Due to health and safety regulations, these areas must be cleaned daily with the products specified by the Director of Operations. Make sure mop water mixture is changed often to maintain a sanitary surface. It is required that <b>“Wet Floor”</b> signs be posted to warn people of the slip hazards.	Daily
Surface - Cleaning	General surface cleaning consists of Cleaning / Disinfecting all toilets, urinals, sinks, counters, stall areas, and dispensers daily in Restrooms and Lock Rooms. Allow the proper dwell time for your Cleaner / Disinfectant to work before rinsing the surface with clean water. Make sure all bright work is wiped out and dried. Cafeteria tables and all food service countertops maintained by the custodial department should be cleaned with a neutral cleaner or degreaser if specified. This program must be maintained by both the Day and Night Program; inspections should be performed throughout the day to insure that all discrepancies are corrected and to maintain a proper setting.	Daily
Surface - Spot Cleaning	General spot cleaning consists of cleaning around entranceways, light switches, doors and frames, etc. In addition to the spot cleaning process, graffiti should be removed from all surfaces daily.	Daily
Surface - Glass	Glass cleaning in Restrooms and Locker Rooms normally consists of mirrored surfaces. This task must be completed daily. Select the proper chemical for cleaning mirrors and glass surfaces. Spot cleaning of glass in Kitchens, Cafeterias, and Pool areas should be performed weekly or as time permits.	Weekly
Surface - Dusting	Dusting in these areas must be performed if time permits on a Weekly basis. When dusting, start with high surfaces and work downward. Dust air vents, ledges, stalls, and any other surface that may collect dust. Use a hand duster or vacuum only when a dust cloth is impractical or too time consuming.	Weekly

## Assignment Description: Corridors / Entranceways / Lobby areas

### Day & Night Assignments – Section III

Task	Cleaning Guidelines	Frequency
<b>Floor – Dust Mopping</b> or <b>Power-Sweeping</b> ↓	Dust mopping and/or power sweeping is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced four days a week as part of the normal schedule, which will account for approximately 85% of the areas. In addition, a putty knife should be carried to remove gum and other debris from the floor surface. Wet surfaces and coarse surfaces should be maintained by dry sweeping the area with a corner broom and/or push broom.	Daily
<b>Floor – Edge &amp; Corner</b>	To properly clean any hard surface floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning, use an Angle Broom, Canister or Backpack Vacuum with the proper floor tool. Complete this task by sweeping or dry mopping the entire area.	Weekly
<b>Floor – Wet Mopping</b> or <b>Auto-Scrubbing</b>	Wet Mopping normally consists of spot cleaning areas that are soiled from spills or dirt that could not be removed by dry mopping and/or sweeping. During your normal routine the entire floor (100% of the areas not obstructed) should be covered as part of the daily (this may vary depending on weather conditions or building usage) operations, by mopping or utilizing an Automatic Scrubber for larger areas. It is required that “ <b>Wet Floor</b> ” signs be posted to warn people of the slip hazards.	Weekly
<b>Floor – Vacuuming</b> ↓	Vacuuming is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced four days a week as part of the normal schedule, which will account for approximately 85% of the areas in most cases. In addition, you should carry Carpet Gum Remover to assist in the daily removal of all gum from carpet areas.	Daily
<b>Floor – Edge &amp; Corner</b>	To properly clean a carpeted floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning, use a Canister or Backpack Vacuum with the proper floor tools. Spot / Stain removal should be completed during this process. Complete this task by vacuuming the entire area.	Weekly
<b>Surface – Dusting</b>	General dusting consists of maintaining all surfaces in the Corridors, Entranceways, and Lobby areas. When dusting, start with high surfaces and work downward. When dusting in any area, do about one forth of the area each day. This will ensure that the entire area will be cleaned once a week.	Weekly
<b>Surface – Spot Cleaning</b>	General spot cleaning consists of cleaning around entranceways, light switches, doors, door frames, and waste container units, etc. The Day Program must maintain this program in the Corridors, Entranceways, and Lobby areas. Use the proper cleaner for all surfaces.	Weekly
<b>Surface – Glass</b>	General glass cleaning consists of spot cleaning entranceways, doors, surrounding glass, show cabinets, office areas, fire extinguisher cabinets, etc. This process must be part of the daily cleaning program. This process is not part of the window-cleaning program, which requires a great deal of time and effort. It is only designed to remove the obvious handprints and smudges on larger windowpanes. Smaller areas like entrance doors and surrounding panes should be cleaned from top to bottom on a weekly basis.	Daily
<b>Organization</b>	One of the keys to cleaning the corridors, entranceways, and lobby areas properly is ensuring that the areas are left in an organized fashion and free of safety hazards. Make sure boxes, office supplies, etc. are removed immediately. Make sure chairs and tables (lobby furniture) are left in an organized fashion in the lobby and/or corridor areas.	Daily

## Assignment Description: Auditorium / L.G.I. / Gymnasium

### Day & Night Assignments – Section IV

Task	Cleaning Guidelines	Frequency
<b>Floor – Dust Mopping</b> or <b>Power-Sweeping</b> ↓	Dust mopping and/or power sweeping is to be performed as part of the daily routine in the gymnasium or LGI's. All traffic lanes and open areas should be serviced five days a week as part of the normal schedule. The Auditorium should be cleaned based on usage. In addition, a putty knife should be carried to remove gum and other debris from the floor surface. The Gymnasium may require additional services based on activities scheduled. You should make a dust mop available so if the need arises, the event coordinator or coach can sweep the floor.	Daily
<b>Floor – Edge &amp; Corner</b>	To properly clean any hard surface floor, you must edge and corner clean (100% of the areas not obstructed). For edge and corner cleaning, use an Angle Broom, Canister or Backpack Vacuum with the proper floor tool. This process should be performed as time permits.	Weekly
<b>Floor – Wet Mopping</b> or <b>Auto-Scrubbing</b>	Wet Mopping normally consists of spot cleaning areas of the room that are soiled from spills or dirt that could not be removed by dust mopping and/or sweeping on a daily basis. During your normal routine, the entire floor (100% of the areas not obstructed) should be covered as part of the weekly operations, by mopping or utilizing an Automatic Scrubber for larger areas. It is required that <b>“Wet Floor”</b> signs be posted to warn people of the slip hazards.	Weekly
<b>Floor – Vacuuming</b> ↓	Vacuuming is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced five days a week as part of the normal schedule. In addition, you should carry Carpet Gum Remover to assist in the removal of all gum from carpet areas daily. The Auditorium should be cleaned based on usage.	Daily
<b>Floor – Edge &amp; Corner</b>	To properly clean a carpeted floor, you must edge and corner clean (100% of the areas not obstructed). For edge and corner cleaning, use a Canister or Backpack Vacuum with the proper floor tools. Spot / Stain remover should be completed during this process. Complete this task by vacuuming the entire area. This process should be performed as time permits.	Weekly
<b>Surface – Dusting</b>	General dusting consists of areas that are not cluttered with equipment or items that should not be moved or that will delay the cleaning process. When dusting, start with high surfaces and work downward. If time permits you should dust the computer equipment, televisions, and project screens first.	Weekly
<b>Surface – Spot Cleaning</b>	General spot cleaning consists of cleaning around entranceways, light switches, doors, doorframes, and waste container units. Counters and sinks must be cleaned daily. When cleaning the kitchen counters, sinks, water coolers, fountains, and tables use a Neutral Cleaner, or Cleaner-Disinfectant if instructed.	Weekly
<b>Surface – Glass</b>	General glass cleaning consists of spot cleaning entranceways, doors, surrounding glass, show cabinets, office areas, fire extinguisher cabinets, etc. This process must be part of the daily cleaning program. This process is not part of the window-cleaning program, which requires a great deal of time and effort. It is only designed to remove the obvious handprints and smudges on larger windowpanes. Smaller areas like entrance doors and surrounding panes should be cleaned from top to bottom on a weekly basis.	Weekly
<b>Organization</b>	One of the keys to cleaning the large areas properly is ensuring that the areas are left in an organized fashion and free of safety hazards. Make sure boxes, office supplies, etc. are removed immediately. Make sure chairs and tables are left in an organized fashion or removed if not in use.	Daily



## Assignment Description: General Duties (Night Assignments)

Task	Guidelines	Frequency
Security	Security of the facility consists of locking down the entire building at the end of the work day. Inspecting the facility for discrepancies and reporting your findings to your immediate supervisor, and to correct any safety issues that were identified during your rounds as you check and lock up the facility. The first security check should be performed once the students depart for the day. Check with the building administration to determine what locations will be left open for general traffic or after school activities. As you secure the facility (all members of the custodial staff, utility crew) turn off lights in areas not utilized by staff, students, or community groups during your first round.	Daily
Inspection	The <b>Afternoon Leads and/or Night Assistant Manager</b> will be responsible for the general cleanliness and upkeep of the selection of the facility assigned to the night custodians. Ensuring that the mechanical systems are working properly, that the cleaning program meets the basic guidelines outlined by management, and that the general needs of the customers and public visiting the facility at night are met. An inspection of the facility should be completed weekly. Communicate any problems noted during your inspections to your immediate supervisor.	Weekly
Event Setups	Event setups that require assistance from custodial operations must be completed in a timely fashion. Programs that can't be setup or taken down by the Day Program must be performed by the Night Program. Make sure the equipment utilized during setups and/or teardowns is secured properly once the task is completed. Check the building schedule and/or on-line permit system daily to ensure events are covered in a timely basis. Make sure the your immediate supervisor and building administration is aware of time delays and/or other activities that may hinder your ability to complete the task.	Daily
Customer Service	Responsible for handling customer requests and/or complaints at the building. Unlocking areas for events or scheduled activities. Making sure the area or areas are setup correctly and are ready in time for the event or program. You should verify that a permit has been issued for the event or that you have received confirmation from the building administration, Central office, or Maintenance & Operations Department.	As Needed

### All Contracted Personnel

**Note:** This list is not intended to be all inclusive but rather to provide the general guidelines of work expected in these areas of all members of the custodial, utility crew, grounds and maintenance techs contracted to maintain Troy School District facilities. This is not intended to cover tasks or specialized cleaning/service programs that are performed during break periods. Cleaning frequencies can be affected by special events, unforeseen conditions (emergencies, flooding, fire, inclement weather, etc) and the overall condition spaces are left in. If an unforeseen condition occurs the **Key** areas of major concern are restrooms, locker rooms, food service areas and main entranceways. Sinks, water coolers and **unobstructed countertops** connected to sinks must be cleaned and all spaces should left in an organized manner. As always, **Safety Issues** must be addressed without delay.

# Break Period Guidelines

## Custodial Operations

### Definition

Break periods consist of **Summer**, **Winter** and **Spring Recess** periods that are outlined on the Annual School Calendar.

This also encompasses days slated as **Mid-Winter** (two days) and “**No School**” for students and staff.



## Assignment: **Deep Cleaning** and **Preventative Maintenance Programs**

<p><b>Classroom Areas</b>  <b>Conference / Office Areas</b>  <b>Media Centers / LGI's</b></p>	<p>Deep cleaning of these areas consists of washing and/or scrubbing all (washable) surfaces with the proper chemicals before moving to the restoration of all floor surfaces. Walls, vents, light fixtures, furniture, countertops, cabinets, large play equipment, door and framework, etc must be properly cleaned annually. Bright work, wooden furniture and casework must be polished from top to bottom after cleaning with a natural cleaner (Stride). Be careful not to damage books, binders, educational materials, etc during the cleaning process. Remove all debris (gum, tape, paste, stickers, etc) from all chairs, student desks and tables as part of the annual deep cleaning. <b>During break periods all student desktops and tabletops must be cleaned and disinfected along with contact points like door knobs, counters, sinks and fixtures, etc to help promote a clean and sanitary environment.</b> Before beginning the process of washing down these areas, first dust and/or vacuum down the washable surfaces to prevent the smearing of loose dirt and debris, this will allow the area to be cleaned more efficiently. <b>During break periods, areas that are difficult (require ladders or lifts) to dust or vacuum during the normal daily assignment must be serviced.</b> Once this process is completed, you will be required to remove or set to one side all chairs, desks, tables and casework not secured to the floors or walls and/or casework (cabinets, shelving units, showcases, etc) that can not be safely moved without endangering personnel or damaging the unit or its contents before restoring all floor surfaces. All windows are to be cleaned from top to bottom, inside and out annually. Throughout the entire year spot cleaning must be performed to keep up the proper appearance of glass surfaces. When working off of scaffolding or man-lifts you must work as a team (<b>Safety First</b>). Follow all safety precautions and application instructions for each product utilized.</p>
<p><b>Gymnasiums / Stages</b>  <b>Cafeterias / Kitchens</b>  <b>Auditoriums / Shop Areas</b>  <b>Corridors / Stairwells</b>  <b>Entranceways</b>  <b>Fine Art Rooms / Etc</b></p>	<p>Deep cleaning of these areas consists of washing and/or scrubbing all (washable) surfaces with the proper chemicals before moving to the restoration of all floor surfaces. Walls that extend above the normal elevations found in classrooms for example will only be washed 8' to 10' above the floor. These areas are normally cleaned with brushes on extension poles. Make sure wet/dry vacuums or extractors are ready to absorb all run-offs to ensure the flooring is not damaged. Walls, vents, light fixtures, furniture, showcases, doors and framework, etc must be properly cleaned annually. Wooden furniture, showcases and bright work (stainless steel) surfaces must be polished from top to bottom after cleaning with a natural cleaner (Stride). Before beginning the process of washing down these areas, first blow down, dust, dry brush and/or vacuum down washable surfaces to prevent the smearing of loose dirt and debris, this will allow the area to be cleaned more proficiently. <b>During break periods areas in corridors, entranceways, stairwells and cafeterias that are difficult (require ladders or lifts) to dust or vacuum during the normal daily assignment must be serviced.</b> Each summer student lockers are to be cleaned inside and out (do not use abrasive pads or cleaners on outside panels). It is also required that the combinations of each of the lockers be changed, as specified by building administration. All windows are to be cleaned from top to bottom, inside and out annually. Throughout the entire year spot cleaning must be performed to keep up the proper appearance of glass surfaces. When working off of scaffolding or man-lifts you must work as a team (<b>Safety First</b>). Follow all safety precautions and application instructions for each product utilized.</p>
<p><b>Restrooms / Pool Areas</b>  <b>Locker Rooms</b></p>	<p>Deep cleaning and disinfecting of these areas must be performed bi-annually. All washable surfaces must be properly cleaned and disinfected (i.e. lockers, stalls, showers, walls, doors and frames, floors, etc) from top to bottom and corner to corner. Slip or walk-off matting must be steam cleaned bi-annually. Light fixtures, vents and furniture should be cleaned annually. Inside of lockers must be cleaned annually and combinations changed if requested by building administration. Pools should be emptied every three years and cleaned and disinfected as specified by the Director of Operations. At the High Schools make sure the cleaning program does not interfere with the athletic activities, work closely with the building AD. <b>These areas require the highest level of service not only during breaks but throughout the entire year. There are not short cuts to cleaning and disinfecting these areas. Make sure proper safety gear is worn and that chemicals are used properly.</b></p>
<p><b>Storage Areas</b>  <b>Mechanical / Boiler Rooms</b>  <b>Custodial Closets</b></p>	<p>These areas are to be maintained throughout the entire year and deep cleaned each summer. Blow down ductwork, pipes and beams. Clean doors and frames from top to bottom. Scrub and wash down floors by hand so there is no interference with valves, electrical or mechanical systems (Safety First) etc. Custodial closets should be cleaned and well organized throughout the entire year; it's a reflection of the level of service we provide and our abilities.</p>

## Assignment: **Floor Restoration** and **Preventative Maintenance Programs**

<b>Corridors / Entranceways</b> Hard Surfaces	During all break periods restoration work must be performed. Once a year all corridors and entranceways must be deep scrubbed and refinished. During the remaining three break periods the floors are cleaned and high speed burnished, if time permits. If the condition of the floor requires a coating of restorer (Snapback), make sure the floor is properly cleaned before applying the restorer and high speed burnishing. This process will extend the life of the finish. Deep stripping of corridors and entranceways will be performed every fourth year on average, special consideration will be made for high traffic areas based on approval from the Director of Operations. Keep an up-to-date chart (building map) that shows the stripping management plan and schedule. Follow all safety precautions and application instructions for each product utilized. <b>No finish is to be applied to quarry or ceramic tile surfaces.</b>
<b>Corridors / Entranceways</b> Carpet Surfaces	During all break periods restoration work must be performed. Twice a year all carpeted corridors and entranceways (mats, entrance carpet, etc.) will be deep cleaned. During the remaining break periods the carpet is to be spot cleaned and hot water extracted. Follow all safety precautions and application instructions for each product utilized.
<b>Gymnasiums / Stages</b> Wood Surfaces	<p>The wood flooring restoration program has different timelines based on usage load for refinishing. As for general upkeep all wooden floors are to be automatic scrubbed a minimum of twice weekly and burnished bi-annually. Additional burnishing will be performed for major events (i.e. State Finals, Tournaments, safety concerns, etc). Listed below are the schedules that you are required to sustain:</p> <ul style="list-style-type: none"> <li>➤ High Schools are to be refinished annually.</li> <li>➤ Middle Schools are to be refinished every other year.</li> <li>➤ Elementary Schools are to be refinished every third year (with the exception of Wattles cafeteria).</li> <li>➤ Stages are to be completed every third year.</li> </ul> <p>The floor must be properly cleaned prior (i.e. remove gym, lose tape, etc) to burnishing. To refinish the floor follow all guidelines under the <b>Jon-Wood</b> Waterborne Wood Finish Application and guidelines issued by the Director of Operations. Prior to starting the project and applying finish all floors are to be inspected by the Director of Operations or the Operation Coordinators. Follow all safety precautions and application instructions for each product utilized.</p>
<b>Gymnasiums / Stages</b> Rubberized - Synthetic	All rubberized surface floors are to be deep scrubbed with a natural cleaner and refinished annually with Syntha Seal finish. All synthetic floors are to be cleaned throughout the entire school year with FaST or Stride. Do not use heavy-duty cleaners or strippers on these surfaces. Follow all safety precautions and application instructions for each product utilized.
<b>Cafeterias / LGI's</b> Hard Surfaces	Once a year all cafeterias and LGI's (hard surfaces only) must be deep scrubbed and refinished. Cafeteria floors receive a great deal of high traffic and should be deep stripped every third year, LGI's every fourth year. Burnishing of these areas should be performed twice per year on average.
<b>Classroom Areas</b> <b>Conference / Office Areas</b> Hard Surfaces	These areas are to be restored annually (summer is the key time). Deep stripping of these areas will be performed every fourth year on average, special consideration will be made for high traffic areas, science and art rooms, based on approval from the Director of Operations. Keep an up-to-date chart (building map) that shows the stripping management plan and schedule. Follow all safety precautions and application instructions for each product utilized. <b>No finish is to be applied to quarry or ceramic tile surfaces.</b>
<b>Classroom Areas</b> <b>Conference / Office Areas</b> <b>Media Centers / LGI's</b> <b>Auditoriums</b> Carpet Surfaces	These areas are to be restored annually. Summer is the key time for classrooms, office spaces and conference rooms. As for the Media Centers, Auditoriums and LGI's, it is recommended that these areas be cleaned during Mid-Winter or Spring Break to help minimize the summer workload. During the remaining break periods the carpet in these areas are to be spot cleaned and high traffic areas hot water extracted. Auditorium floor areas not covered with carpeting require annual deep cleaning. Because these areas have restricted pathways and are painted or stained surfaces you will be required to scrub and mop by hand. Follow all safety precautions and application instructions for each product utilized.

**Note:** All areas must be properly cleaned from top to bottom before scrubbing, stripping, extracting or applying finishes.

Gymnasiums, stages, auditoriums and media centers with open rafters systems (beams, fixtures, ductwork, etc) must be completely blown down before any cleaning is performed. Cover and protect all furniture and equipment with tarps or plastic sheeting.

## Assignment: **Other Duties** and **Preventative Maintenance Programs**

- ✚ **Grease and Clay Traps** – must be cleaned annually and maintained throughout the year.
- ✚ **HVAC Systems** – break periods and no school days are perfect days to change filters, grease bearing, adjust or replace belts. Once a year all uni-vents should be vacuumed or blown out. Coils and condenser, air intakes and exhaust fans screens should be cleaned on a regular basis. Once there is visible debris (cottonwood seeds, etc) or dirt build up, brush or wash down immediately. Boilers, cooling towers, pumps, hot water heaters, etc must also be maintained.
- ✚ **Moves and Pack-outs** – Breaks are keys periods of time for relocations, renovations and/or major construction projects that take place throughout the entire facility. These tasks are a major part of the custodial duties and responsibilities', especially during these periods. Interior moves of classrooms (teachers, educational materials, furniture) normally will be performed during the summer. Renovation and construction projects (replacement of flooring, painting, ceiling, lighting, etc) will be performed during all breaks in many cases. It will not be uncommon to be required to remove furniture, educational materials and boxes to allow projects to performed, and in addition to the moves the custodial crew may be required to clean all areas affected by renovations or construction numerous times. You are not limited to moving or packing out materials we will also be called upon to make minor structural repairs (painting, tile replacements, installing cove base, hanging of boards, etc) to ensure that the space or spaces are ready prior to the students and staff return. Throughout the year you will also be required to move furniture that will be slated for auction, be refurbished and/or transferred to another location. You are expected to help unload trucks (district, UPS, Fed-Ex, Roadway, etc) and insure that interior deliveries are made in a timely fashion. Deliveries like paper supplies, chemicals and custodial supplies, warehouse orders, etc are not limited to break periods and will need to be performed on a daily basis throughout the entire year. Large orders of furniture and educational materials will normally be scheduled during break periods.
- ✚ **Installations** – during break periods and/or no school days you will be required to put-together new furniture, adjust tables and desks, install whiteboards and bulletin boards, etc. This task is not limited to the classroom, you will be required to install new dispensers, stalls and mirrors for example in restrooms or locker rooms. You may be hanging banners in the gym or over the front entranceway of the facility.
- ✚ **Customer Service** – During breaks it is not unusual for educational and athletic (district and Parks & Rec) activities to be held. During the summer, for example, the cleaning program must be adjusted to work in conjunction with sport camps, summer school, Care and Tot programs, teachers trying to prep classrooms, etc. In the midst of making sure that the facility is cleaned properly, safety issues are addressed, HVAC systems are maintained and working correctly, moving classrooms, trying to block people from walking on freshly finished floors, you are also required to meet the needs of our customers. Communications with the building administration, Maintenance & Operations, Community Ed and Central Office is vital. Make sure that permits (internal and external) are up-to-date, building schedules are reviewed by the principal on a regular basis, and Maintenance & Operations is aware of any discrepancies or changes that pertain to your facility.

**Note:** We are a full service operation and are duties are not limited to cleaning. If it requires cleaning, preventative maintenance, repairs and/or replacement; the custodial department will be called upon to fulfill these obligations to the best of our abilities and without delay. This is not intended to be all inclusive but rather to provide the general guidelines and duties expected from each member of the custodial operations. **A Safe, Clean, Secure and Comfortable learning environment is the standard that must be maintained for our students, staff and community.**

# TROY SCHOOL DISTRICT

## SUMMER BUILDING WORK SCHEDULE

---

**Number 1:** Listed below is the projected work schedule for the 2014 summer recess. Hours will vary for the facilities hosting Care/Tot programs, Troy School District educational programs and/or bond renovations/construction projects. The Executive Director of Facility Operations has the right to change the work schedule at any time to ensure the needs of the District are met:

- **June 16, 2014 thru June 30, 2014**
  - Elementary Schools: 6:30am to 4:30pm
  - Middle Schools: 6:30am to 4:30pm
  - High Schools: 6:00am to 11:00pm
  - Central / Service Center & Niles: 6:30am to 11:00pm
- **July 01, 2014 thru August 01, 2014**
  - Elementary Schools: 6:30am to 3:00pm
  - Middle Schools: 6:30am to 3:00pm
  - High Schools: 6:00am to 11:00pm
  - Central / Service Center: 6:30am to 7:00pm
  - Niles Center: 6:30am to 11:00pm
- **August 04, 2014 thru August 15, 2014**
  - Elementary Schools: 6:30am to 4:30pm
  - Middle Schools: 6:30am to 4:30pm
  - High Schools: Athens 6:30am to 10:30pm / Troy 6:30am to 11:00pm
  - Central / Service Center: 6:30am to 7:00pm
  - Niles Center: 6:30am to 11:00pm
- **August 18, 2014** – All personnel return to their normal work schedule.
  - First Shift – 6:30am to 3:00pm
  - First Shift (High Schools Only) – 6:00am 12:00am
  - Second Shift – 2:30pm to 11:00pm (Support Facilities, High and Middle Schools)
  - Second Shift – 2:45pm to 11:15pm (Elementary Schools)

**Reminder:** If a work schedule needs to modify from the information listed above, it must be approved by the Executive Director of Facility Operations. All requests must be in writing, define the reason for your request and must cover all events schedule in your facility without the use of overtime.

**Number 2:** The use of personal cell-phones during work hours is prohibited. You are not to place or take calls unless you are on an approved break period. Cell-phone should be left in your lockers, vehicle, etc unless approval from management. This policy will be enforced throughout the entire year.

**Number 3:** During the **summer recess period** the following guidelines listed below must be observed at all times if you are not wearing the district approved uniform:

- Shorts can not be higher than 2” above the knee and can not hang below the waist.
- Tennis shoes or work shoes only, no open toed footwear at any time.
- No **thin strap** or sleeveless shirts. Work shirts and tee shirts are approved during recess periods. Make sure shirt designs or logos do not depict or promote drugs, alcohol, violence and/or inappropriate language or sayings.
- Clothing should fit the body and not expose inappropriate body parts and/or undergarments.

**Number 4:** General cleaning standards to be followed for the 2014 summer recess period:  
When moving heavy furniture, stripping or scrubbing floors you should work with a partner, make sure to take the necessary precautions when using strippers or working around wet surfaces with electrical equipment. Check your equipment cords and extension cords to ensure they are in good condition:

### **Classrooms, Corridors, Entranceways, Media Centers, Conference and Office Spaces**

1. Student desks and tables, Teachers Desks, Computer Desks and Office Furniture.
  - Remove the gum from the underside. You can use Gum Remove and first freeze the gum and then wipe down the area with the proper cleaner.
  - Remove labels and glue residue from the top surface. With the proper chemical and a Scotch Brite (96) green pads to clean the top surface. Caution: You should use latex or rubber gloves when using an chemical. The week before school starts all desks and table tops should be cleaned and disinfected with Crew Floor and Surface product.
  - Dry wipe the inside and frame work on all desks and tables.
2. Spray and wipe down hard surface chair seats and backs, vacuum all cloth surfaces and dry wipe the legs and/or pedestals. With the proper chemical and a Scotch Brite (96) green pad if needed.
3. Walls and Ceiling areas:
  - Dust all horizontal and vertical surfaces. Wash white and black boards. Dry clean the boards first, and then use clean water or the recommended cleaner for whiteboards. Blackboards should only be cleaned with water.
  - Clean the walls, doors and frame work. Clean 100% of the areas available. Use Neutral cleaner and clean towels. Avoid using heavy duty cleaners and abrasive pads on all painted surfaces.
  - Clean 100% of the glass inside and outside; Showcases, doors and windows. Glance and a clean towel or rolled paper product on small areas and your window kit tools on larger areas. Do not use abrasive cleaning pads. Make sure to wipe down the frame work around windows, doors, showcases, etc.
  - Dust down blinds, maps, projector screens, light fixtures, etc. Spray and wipe down all light lens covers inside and out. Make sure all light fixtures are working correctly (bulbs, ballasts, etc).
  - Wash down counter tops and sinks that are not obstructed by large boxes, teaching aids, personnel items or student work. If you can not slide it to one side or the other with easy, work around it. Neutral for light cleaning or heavy duty cleaner for heavily soiled areas.
  - Corridor lockers doors should be spray wiped and vacuumed out the inside. Do not spend a great deal of time trying to wash the inside of the lockers unless there is a potential problem with pests. Neutral cleaner or heavy duty (if needed) with a clean towel, avoid using abrasive pads. Vacuum out the lockers and clean up any spills (food products, etc) that could be a potential problem.
  - Ceiling vents, uni-ventilators and diffusers should be vacuumed out and wiped down. Vacuum or use a soft bristle brush to clean the area surrounding the units.
4. Floor Care and Restoration:
  - Vacuum and/or sweep all floor surfaces. Make sure all corners and edges are cleaned properly. Remove spots on all carpeted surfaces. Use the General Purpose cleaner or spotters. If you have petroleum base spot use a Citrus Base Spotter. Always read follow the directions
  - Carpeted surfaces should be extracted 100% in classrooms and corridors. Conference rooms and office spaces should be extracted only in the open areas

and areas that spots existed. Do not remove filing cabinets, bookcases or large furniture that is not on casters. The key to keeping carpet clean is vacuuming. Extract carpet, runners and entrance mats with **Extraction SC** product.

- Hard surface floors should be lightly scrubbed and re-finished with two coats of the approved floor (**Vectra on VCT and Terrazzo surfaces**) product. If you are planning on stripping an area, you must first have approval from the Executive Director of Facility Operations. If the floor is stripped correctly you will need a minimum of 6 coats of the approved floor finish. **Neutral cleaner and a Blue pad for scrubbing.** If you have an area that requires a more aggressive stripper, **Pro Strip** and a **Black pad** are recommended.
- Make sure to remove debris along the edges, dry (dust) mop entire floor and clean all corners before applying the first coat of finish. **To remove old built up finish along edges and corners use the Bravo Power-Foam stripper.**
- If time allows you should high-speed burnish corridors and large open areas after the finish cures. This will extend the life of the finish. **White Pad**
- Areas that have already been re-surfaced once within an one year period check with Executive Director to determine next step to be completed.

### **Rest Rooms and Locker Rooms**

5. There are no short cuts when cleaning Rest Rooms and Locker Rooms. It is vital that these areas are cleaned from top to bottom and all contact points are disinfected.
  - Dust all horizontal and vertical surfaces. Vacuum and wash all vent covers, light lens, and brush clean around all intakes and exhaust vents.
  - Clean and disinfect all counter tops, sinks, toilets, urinals, partitions, etc. **Crew Restroom Floor & Surface SC or Crew Shower, Tub & Tile Cleaner.** Make sure you follow all instructions on handling these products and take all necessary safety precautions. Make sure to remove all graffiti (Graffiti Remover) and do not use any abrasive pads that could damage the paint or surface
  - Clean and disinfect all shower stalls, wall areas surrounding toilets, urinals and sinks. **Crew Restroom Floor & Surface SC or Crew Shower, Tub & Tile Cleaner.** Make sure you follow all instructions on handling these products and take all necessary safety precautions.
  - Hard surface floor should be scrubbed and disinfected. Only apply finish on VCT surfaces. **Crew Restroom Floor & Surface SC or Crew Shower, Tub & Tile Cleaner.** Make sure you follow all instructions on handling these products and take all necessary safety precautions. If the floor requires stripping follow the guidelines outlines above.
  - Clean and disinfect all lockers inside and out. **Crew Restroom Floor & Surface SC.** Make sure to remove all graffiti (Graffiti Remover) and do not use any abrasive pads that could damage the paint or surface.

### **Cafeteria and Kitchen Areas**

6. Like the rest rooms and locker rooms the cafeteria and kitchen areas require special attention to ensure they are properly cleaned:
  - Dust all horizontal and vertical surfaces. Vacuum and wash all vent covers, light lens, and brush clean around all intakes and exhaust vents.
  - Clean and disinfect all counter tops, sinks, table tops and food prep areas. **Use the proper chemical to remove the grime and use Crew Restroom Floor & Surface SC to disinfect all surface areas.**



- Remove gum from the underside of the tables and wash down the support legs and/or pedestals. **Use the proper chemical to remove the grime and use Crew Restroom Floor & Surface SC.**
- Clean and disinfect chairs or bench sits and dry wipe the support legs and/or pedestals. **Use the proper chemical to remove the grime and use Crew Restroom Floor & Surface SC.**
- Spot clean walls, doors and frame work.
- Vacuum and/or sweep all floor surfaces. Make sure all corners and edges are cleaned properly.
- Hard surface floors should be lightly scrubbed and re-finished with two coats of the approved floor product. If you are planning on stripping an area, you must first have approval from the Director of Operations or one of the Department Coordinators. **Neutral cleaner and a Blue pad for scrubbing. If you have an area that requires a more aggressive stripper, Pro Strip and a Black pad are recommended.**
- Clean 100% of the glass inside and outside; Showcases, doors and windows. **Glance and a clean towel or rolled paper product on small areas and your window kit tools on larger areas. Do not use abrasive cleaning pads. Make sure to wipe down the frame work around windows, doors, showcases, etc.**

### **Gymnasiums, Auditoriums, Pools and LGI's**

7. The following routine cleaning of the spaces must be completed before August 15, 2014.
  - Dust all horizontal and vertical surfaces.
  - Spot clean the walls, doors and frame work. Do not spend a great deal of time trying to wash down a 100% the areas. **Same guidelines as listed above.**
  - Clean 100% of the glass inside and outside; Showcases, doors and windows. **Glance and a clean towel or rolled paper product on small areas and your window kit tools on larger areas. Do not use abrasive cleaning pads. Make sure to wipe down the frame work around windows, doors, showcases, etc.**
  - High Speed burnish gymnasium floors if time permits. **White Pad**
  - Pool deck should be scrubbed and disinfected. **Crew Restroom Floor & Surface SC.**
  - Vacuum and/or sweep all floor surfaces. Make sure all corners and edges are cleaned properly. Clean under bleachers and mop down all levels.
  - Hard surface (NOT WOOD) floors should be lightly scrubbed and re-finished with two coats of the approved floor product. **Neutral cleaner and a Blue pad for scrubbing. If you have an area that requires a more aggressive stripper, Pro Strip and a Black pad are recommended.**
  - Spot clean and extract open carpet areas. Make sure the area is dry before putting the furniture back in its assisted location. **Same guidelines as listed above.**

### **Preventative Maintenance**

8. Preventative Maintenance tasks should be performed throughout the school year and during all the recess periods. Make sure the following tasks are up to date prior to August 22, 2014:
  - Make sure all lights are in good working condition and lens has been washed, dry wiped down and de-bugged inside and outside.
  - Filters should be changed as required and uni-vents, ceiling vents and diffusers should be vacuumed out and the surface area around them should be brushed or vacuumed off.

- Make sure all preventative maintenance schedules are up to date for all mechanical systems (i.e. grease, belts, etc).

### **General Maintenance**

9. General Maintenance of your facility requires that the following items are also kept up during the summer as well. In many cases this is the only time you have available to complete these tasks:
  - General Landscaping around your facility. Trimming of trees and brushes, edging, weed control, etc.
  - General repairs of furniture, plumbing and electrical.

**Note:** This list is not intended to be all-inclusive but rather to provide the general guidelines for cleaning the sites this summer. You should first focus on cleaning the classrooms and main office, unless these areas are under construction. [If you need assistance with laying out your summer cleaning program or do not understand the information enclosed in this document, please do not hesitate in contacting me.](#)



### Gymnasium Floor Refinishing

Location	Year Installed	Dimension L x W	Square Footage	Ceiling Height	Last Recoat	Quantity of Finish	Recoat schedule1	Notes:
Athens Main	1975		12318	35'	2013	25 gallons	Summer 2014	last recoat only 401sqft/gallons
Athens Auxiliary	1999		16458	36'	2014	78 gallons	Spring 2015	
Troy Main	1992		17,696	36'	2013	35 gallons	Summer 2014	Resurfaced Aug. 2006
Troy Auxiliary	1992		9,701	35'	2014	15gallons	Spring 2015	
I.A.E.	1954		5015	24'	2013	13 gallons	Winter 2016	
I.A.E. Stage			860				As Needed	
Baker	2007				2013		Summer 2015	
Boulan	1998		9,127	26'	2013	14gallons	Summer 2015	
Larson	1975		9,127	26'	2013	25 gallons	Summer 2015	
Smith	1967		5,798	24'	2012	15 gallons	Winter 2014	
Smith Stage			885			4 gallons	As Needed	
Barnard	1997		2,461	19'				Synthetic
Barnard Stage			1,263				Annual	Rubberized- Synth/seal
Bemis	1997		2,488	19'				Synthetic
Bemis Stage			1,245				Annual	Rubberized- Synth/seal
Costello	1972		3,001	19'	2013	8 gallons	Winter 2016	
Hamilton	1997		2,470	19'				Synthetic
Hamilton Stage			1,245				Annual	Rubberized- Synth/seal
Hill	1967		2,414	18'	2011	7 gallons	Summer 2014	
Leonard	2007		2,391	17'			Annual	Synthetic
Martell	1972		2,600	19'	2013	8 gallons	Winter 2016	
Morse	1994		2,622	20	2012	6 gallons	Summer 2014	
Schroeder	1993		2,622	20'	2013	7-8 gallons	Spring 2015	
Troy Union	1995		2,644	20'	2012	7-8 gallons	Summer 2014	
Wass	1997		2,490	19'				Synthetic
Wass Stage			1,245				Annual	Rubberized- Synth/seal
Wattles Café	1967,77		2,438	18'	2013	5 gallons	Spring 2015	
Wattles Gym	1967,77		2,877	19'			Annual	Rubberized- Synth/seal
Wattles Stage			1,634				Annual	
Niles			2,162	19'			Annual	VCT

Note: **Wood Floor**

1. High Schools are recoated yearly, Middle Schools every 2 years, Elementary every 2 to 3 years
2. All facilities should follow a regular burnishing schedule of 6 months

# Health Emergency

# **MRSA / Flu Epidemic**

## Infection Prevention Cleaning Guidelines

## Assignment Description: Office Areas / Conference Rooms / Classrooms

### Health Emergency – MRSA / Flu Epidemic

**Note:** The guidelines listed below are to be implemented if your facility is declared a Health Emergency – MRSA / Flu Epidemic. These guidelines are designed to help direct the custodial staff in case an emergency cleanup is required in areas that have been identified.

Task	Infection Prevention Cleaning Guidelines	Frequency
Waste Removal	Empty all trash receptacle units and replace the liners. Before replacing the liner treat the receptacle inside and along the outer edge with <i>OXIVIR Spray Cleaner/Disinfectant</i> . If there are signs of bodily fluids on or around the receptacle treat all contact points with <i>Crew – Floor and Surface Cleaner/Disinfectant</i> . To prevent cross contamination do not use a bucket or rags, always use a spray bottle and disposable paper products.	Daily
Surface - Spot Cleaning	General spot cleaning consists of cleaning around entranceways, light switches, doors, doorframes, and general contact points like countertops, dispensers and sinks. In addition, student desktops and tabletops are to be completely sprayed and wiped down with <i>Crew – Floor and Surface Cleaner/Disinfectant</i> . To prevent cross contamination do not use a bucket or rags, always use a spray bottle and disposable wipes and/or paper products.	Daily
Floor - Dry Mopping ↓	Dust mopping is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced each night, which will account for approximately 60% of the areas. If harmful bodily fluids are present make sure you treat the area with <i>ChloraSorb</i> or <i>Nilogel</i> absorbent before continuing. In addition, a putty knife should be carried to remove gum and other debris from the floor surface.	Daily
Floor - Edge & Corner	To properly clean a hard surface floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning use an angle broom, canister vacuum, or backpack vacuum with an approved <i>HEPA</i> filtration system.	As Time Permits
Floor - Wet Mopping	Wet mopping normally consists of spot cleaning areas of the room that are soiled from spills or dirt that could not be removed by dry mopping. Because of the increase chance of infection <b>100% of the unobstructed areas</b> should be covered daily with <i>Crew – Floor and Surface Cleaner/Disinfectant</i> . Make sure to change your mop water on a regular basis. It is required that “ <b>Wet Floor</b> ” signs be posted to warn people of slip hazards.	Daily
Floor - Vacuuming ↓	Vacuuming is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced daily, which will account for approximately 60% of the areas. If harmful blood and bodily fluids are present make sure you treat the area with <i>VōBan</i> or <i>Nilogel</i> absorbent before continuing. Once the absorb product is cleaned up spray the contaminated area with <i>OXIVIR Spray Cleaner/Disinfectant</i> . Carpet Gum Remover and Spotter should also be carried to assist with the removal of all gum and stains from carpet.	Daily
Floor - Edge & Corner	To properly clean a carpeted floor, during a one-week period the entire floor (100% of the areas not obstructed) must be serviced. For edge and corner cleaning, use a Canister or Backpack Vacuum with an approved <i>HEPA</i> filtration system.	As Time Permits
Organization	One of the keys to cleaning the large areas properly is ensuring that the areas are left in an organized fashion and free of safety hazards. Make sure boxes, office supplies, etc. are removed immediately. Make sure furniture and equipment are left in an organized fashion or removed if not in use to reduce potential safety hazards.	Daily

## Assignment Description: Restrooms / Locker Rooms / First Aid Stations

## Health Emergency – **MRSA / Flu Epidemic**

**Note:** Make sure you wear your safety equipment at all times to minimize your chance of coming in direct contact with contaminated surfaces.

Task	Infection Prevention Cleaning Guidelines	Frequency
Waste Removal	Empty all trash receptacle units. Replace liners in all small and large receptacles daily. Spot clean all trash receptacles daily with <i>Crew – Floor and Surface Cleaner/Disinfectant</i> . Police the area and remove large debris or material that has been misplaced prior to sweeping and wet mopping. These areas must be maintained by both the Night and Day program.	Daily
Dispensers	Dispensers should be restocked daily and checked for proper operations. Check and empty sanitary napkin disposal receptacles and re-stock with wax bags. These areas must be maintained by both the Night and Day program. Treat all contact points with <i>OXIVIR Spray Cleaner/Disinfectant</i> .	Daily
Floor - Dry Sweeping ↓	Dry sweeping should be performed daily to maintain a sanitary and attractive floor appearance. All areas must be serviced daily as part of the normal schedule, which will account for 100% of the areas unobstructed. If harmful blood and bodily fluids are present make sure you treat the area with <i>ChloraSorb</i> or <i>Nilogel</i> absorbent before continuing. Do not use a dry mop in areas where moisture is normally present.	Daily
Floor - Wet Mopping or Auto-Scrubber	Wet mopping and/or auto-scrubbing in these areas will consist of cleaning <b>100% of the areas not obstructed</b> on a daily basis. Make sure mop water mixture ( <i>Crew – Floor and Surface Cleaner/Disinfectant</i> ) is changed often to maintain a sanitary surface. It is required that “ <b>Wet Floor</b> ” signs be posted to warn people of the slip hazards.	Daily
Surface - Cleaning	General surface cleaning consists of cleaning /disinfecting all toilets, urinals, sinks, counters, stall areas, and dispensers daily in Restrooms and Lock Rooms. Allow the proper dwell time for <i>Crew – Floor and Surface Cleaner/Disinfectant</i> to work before rinsing the surface with clean water. Make sure all bright work is wiped off and dried. This program must be maintained by both the Day and Night Program. Inspections should be performed throughout the day to insure that all discrepancies are corrected in a timely manner to maintain a proper setting.	Daily
Surface - Spot Cleaning	General spot cleaning consists of cleaning contact points around entranceways, light switches, doors, doorframes, and waste container units. Water coolers and fountains should be kept cleaned throughout the day. Treat all contact points with <i>OXIVIR Spray Cleaner/Disinfectant</i> .	Daily
Surface - Glass	Glass cleaning in Restrooms and Locker Rooms normally consists of mirrored surfaces. This task must be completed daily. Select the proper chemical for cleaning mirrors and glass surfaces.	Daily
Surface - Dusting	Dusting in these areas must be performed if time permits. When dusting, start with high surfaces and work downward. Dust air vents, ledges, stalls, and any other surface that may collect dust. Use a hand duster or vacuum only when a dust cloth is impractical or too time consuming.	As Time Permits

**Assignment Description: Auditorium / L.G.I. / Gymnasium / Corridors / Media Centers**

## Health Emergency – MRSA / Epidemic

**Note:** May sure you wear your safety equipment at all times to minimize your chance of coming in direct contact with contaminated surfaces.

Task	Infection Prevention Cleaning Guidelines	Frequency
Floor – Dust Mopping or Power-Sweeping ↓	Dry mopping and/or power sweeping is to be performed as part of the daily routine in the gymnasium or LGI's. All traffic lanes and open areas should be serviced daily to insure the space or spaces are clear of any and all hazards present. The Auditorium should be cleaned based on usage. If harmful bodily fluids are present make sure you treat the area with <i>ChloraSorb</i> or <i>Nilogel</i> absorbent before continuing. In addition, a putty knife should be carried to remove gum and other debris from the floor surface.	Daily
Floor – Edge & Corner	To properly clean any hard surface floor, you must edge and corner clean (100% of the areas not obstructed). For edge and corner cleaning, use an Angle Broom, Canister or Backpack Vacuum with and approved <i>HEPA</i> filtration system. This process should be performed as time permits.	As Time Permits
Floor – Wet Mopping or Auto-Scrubbing	Wet mopping and/or auto-scrubbing in these areas will consist of cleaning <b>100% of the areas not obstructed</b> on a daily basis. Make sure mop water mixture ( <i>Crew – Floor and Surface Cleaner/Disinfectant</i> ) is changed often to maintain a sanitary surface. It is required that “ <b>Wet Floor</b> ” signs be posted to warn people of the slip hazards.	As Needed
Floor – Vacuuming ↓	Vacuuming is to be performed as part of the daily routine. All traffic lanes and open areas should be serviced daily which will account for approximately 85% of the areas. If harmful blood and bodily fluids are present make sure you treat the area with <i>VōBan</i> or <i>Nilogel</i> absorbent before continuing. Once the absorb product is cleaned up spray the contaminated area with <i>OXIVIR Spray Cleaner/Disinfectant</i> . Carpet Gum Remover and Spotter should also be carried to assist with the removal of all gum and stains from carpet.	Daily
Floor – Edge & Corner	To properly clean a carpeted floor, you must edge and corner clean (100% of the areas not obstructed). For edge and corner cleaning, use a canister or backpack vacuum with the proper floor tools. Spot /Stain removal should be completed during this process. Complete this task by vacuuming the entire area. This process should be performed as time permits.	As Time Permits
Surface – Glass	General glass cleaning consists of spot cleaning entranceways, doors, surrounding glass, etc. This process must be part of the daily cleaning program because of the heightened chance that someone infected will coming in contact with these surfaces. Remove the obvious handprints and smudges with <i>Glance</i> .	Daily
Surface – Spot Cleaning	General spot cleaning consists of cleaning contact points around entranceways, light switches, doors, doorframes, and waste container units. Water coolers and fountains should be kept cleaned throughout the day. Treat all contact points with <i>OXIVIR Spray Cleaner/Disinfectant</i> .	Daily
Organization	One of the keys to cleaning the large areas properly is ensuring that the areas are left in an organized fashion and free of safety hazards. Make sure boxes, office supplies, etc. are removed immediately. Make sure furniture is left in an organized fashion or removed if not in use.	Daily

Department Structure: **Emergency Response Team**

<b>Kenneth D. Miller</b>	<b>Bobbie Paquette</b>	<b>Kenneth Smith</b>
--------------------------	------------------------	----------------------

<b>Director of Operations</b> 1140 Rankin Troy, Michigan 48083 Office: (248) 823-4050 Cell Phone: (248) 961-4750 Home: (248) 738-8107	<b>Contact Manager – Enviro-Clean</b> 1140 Rankin Troy, Michigan 48083 Office: (248) 823-4070 Cell Phone: (248) 953-2746 Home:	<b>Asst. Manager – Enviro-Clean</b> 1140 Rankin Troy, Michigan Office: (248) 823-4050 Cell Phone: (248) 953-7010 Home:
--	---	---

### Custodial Supplies: **Emergency Stock**

Each district facility is equipped with chemicals, janitorial equipment and paper products for the day to day usage. If additional items are needed during an emergency situation these products are normally stored at 1140 Rankin in the warehouse or custodial storage cage. If for some reason these materials are depleted listed below are the contact names and locations that additional materials can be obtained:

Janitorial / Chemical / Paper	Chemical / Paper Supplies	Chemical / Paper Supplies	Paper Products Only	Chemical / Paper Supplies
<b>Staple s</b> 23300 Northwestern Hwy Southfield, MI 48073 Contact: Steve McCabe Office: (248) 936-6633 (248) 936-6704	<b>Jem Industries, Inc.</b> 25600 Dequindre Road Warren, MI 48091 Contact: <b>Jeffrey Meltzer</b> Office: (248) 583-1879 Fax: (248) 583-1976	<b>H.P. Products</b> 8652 Haggerty Road Belleville, MI 48111 Contact: <b>Patrick Krywko</b> Office: (734) 369-5700 Fax: (775) 262-0746	<b>Ameri-Source</b> 9145 Vincent Street Hamtramck, MI 48211 Contact: <b>Thomas Currie</b> Office: (313) 924-0696 Fax: (313) 924-0697	<b>Grainger</b> 289 Robbins Ave. Troy, MI 48083 Contact: <b>On-Line Orders</b> <a href="http://www.grainger.com">www.grainger.com</a>

### Environmental Issues: **Emergency Response**

Environmental Consulting – Sampling & Monitoring – Health & Safety – Hazardous Waste Management			Bio-Hazardous Waste Removal
<b>Arch Environmental</b> 23941 Research Drive Farmington Hills, MI 48335 Contact: <b>Scott P. Staber</b> Owner Office: (248) 426-0165 Cell: (734) 644-0712	<b>Arch Environmental</b> 23941 Research Drive Farmington Hills, MI 48335 Contact: <b>Jenna Gillmore Sendra</b> Environmental Consultant Office: (248) 426-0165 Cell: (734) 239-1472	<b>Arch Environmental</b> 23941 Research Drive Farmington Hills, MI 48335 Contact: <b>Michael T. Daul</b> Manager, Waste Division Office: (248) 426-0165 Cell: (517) 376-1799	<b>Stericycle Inc.</b> Administrative Office 1301 E. Alexis Toledo, OH 43612 Office: (418) 728-8005

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

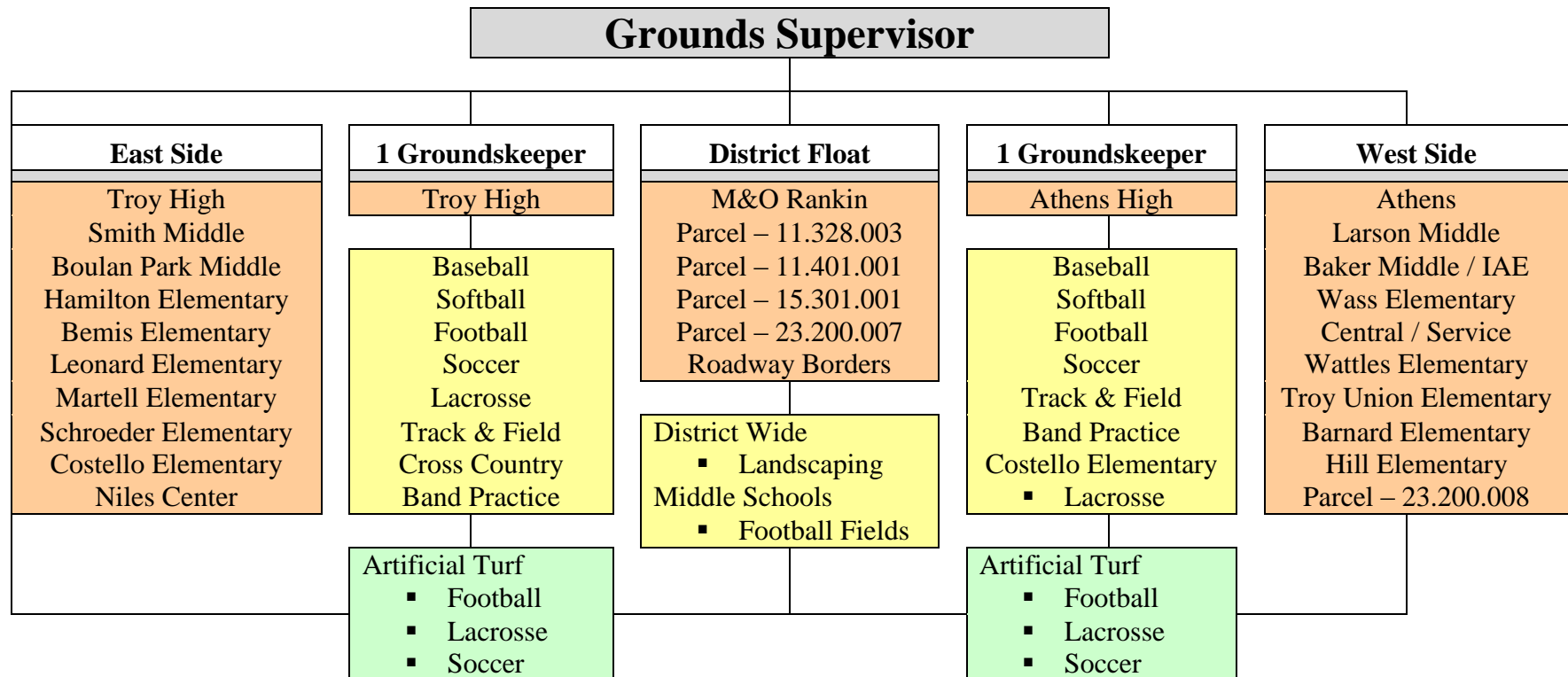
**AND GROUND SERVICES**

**ATTACHMENT E**

**Grounds Department Organization Chart**  
**Grounds Department General Duties**  
**Snow / Ice Removal Schedule**

# Grounds Department – Organization Chart

Landscaping / Lawn Care / Sport Turf Management



<b>Mowing Frequency</b>	High School athletic fields are required to be cut twice weekly on average, remaining areas are to be cut weekly unless conditions exceed mowing standards. Middle, Elementary and Support Sites are required to be cut weekly unless stipulated for special events (i.e. field days, picnics, etc). Vacant Land (parcels) and road ways must to be serviced every other week.
<b>Marking of Artificial Turf Fields</b>	Marking of the Artificial Turf fields will be completed annual basis for football and girls and boys lacrosse fields. If the schools are hosting tournaments, state finals, etc the fields will be marked to accommodate each event. Make sure the fields are marked prior to the season begins; this is contingent on weather conditions.
<b>Marking of Fields</b>	During the specified sport seasons the High School athletic fields will be marked (1 to 2 times) weekly, chalking of baseball/softball fields are determined by practice and game schedules. Cross Country, Track & Field and Middle Schools are to be marked weekly. This schedule covers practice and game fields. Addition marking for special events and tournaments may be required.

**Note:** This is only a part of your general assignment, for addition information concerning your duties and expectations please review the [Grounds General Duties & Maintenance Program](#). Because of the daily workload and the size of the department you will be expected to support each member of the department to ensure that all projects are completed in a safe and timely manner.



# Grounds General Duties & Maintenance Program

## Troy School District

### Assignment Description: Natural Turf Management

Task	Guidelines	Frequency
Mowing	Frequency of mowing is governed by the growth rate of the grass. During the spring and fall the High School sport fields are required to be cut twice a week. Cutting of the Middle schools sports fields should be done whenever grass grows three-quarters to 1 inch above the cutting height. No more than one-third of the total leaf surface should be removed at any mowing. The remaining areas at the high, middle, elementary and support sites should be cut often and at a height adjusted to the predominating grass type, average cutting is once per week. If this practice is followed, it is not necessary or desirable to change the mowing height (3 inches) at any time. Vacant land sites should be cut bi-weekly. Additional cuttings will be required for special events at the Middle and Elementary sites. The grounds department is responsible for all trimming and edging at the high schools. The remaining sites will be supported by the custodial department by cutting the restricted areas and trimming around fence lines, play structures, buildings, etc. Trimming must be performed on a weekly basis around bleachers (and under), planting beds, curbs, walkways, buildings, fence lines, light poles and any other structures. It is required that the grounds be policed first for paper, branches, bottles and cans and/or any other debris that may cause damage to the equipment, injury to bystanders and district property. This service must be coordinated with each of the individual site's outdoor activities to ensure the safety and well-being of the students, staff and community. Any debris and/or grass clippings discharged onto tracks, walkways, drives, streets, etc must be removed via blowers, sweepers or brooms. Do not discharge debris and/or grass clippings into playground drop zones, flower or landscape beds.	Weekly
Turf Repairs	Maintenance - repair program is a standard part of the athletic field turf grass management. The method must be adjusted to the amount of damage to the field and the manner of how the field is utilized. At the high schools, on average, repairs will be required on a weekly basis. <b>Repair by seeding with Athletic Mixture grasses.</b> Practically all athletic fields (baseball, softball, practice areas, etc), especially football, lacrosse and soccer fields, will require minor repairs once the regular playing season is over. Fall sports normally end too late into the season to overseed fields. Where turf loss is less than 50 percent with a minimal amount of bare spots, overseeding should be used as a means of repairs.	Weekly
Overseeding	<b>Overseed or Reseed.</b> Overseed (where some turf exists) immediately following aeration. <b>Aerate</b> four to six times over the course of the year (if fields available) with a spoon type or hollow tine type aerator that removes soil cores. Do not use <b>spiker</b> type of equipment and mark all sprinkler heads prior to aerating. When it is available, use a disk type turf grass seeder to cut the seed into the soil. If a disk seeder is not available, broadcast seed evenly over the area. Immediately follow either seeding method with some form of covering operation. Use a drag mat, flexible tine harrow, or weighted piece of chain link fence. Use seed mixture and rate to match existing conditions, it is recommended that 3 to 4 pounds per 1,000 square feet be used. To minimize the use of weed controls products, overseeding must be performed <u>a minimum of 4 times per year</u> (April thru October). When reseeding areas where no turf exists (soccer and lacrosse goal mouths, over practice areas, etc), lightly disk the area to provide a seedbed. Then broadcast seed, rake, or drag lightly to cover seed, and roll lightly to put seed in firm contact with the soil. Use 5 pounds per 1,000 square feet rate. To guarantee success <b>Top-Dressing</b> must be incorporated into your overseeding program. Make sure your soil mixture is compatible with existing field surface structure and seeding materials.	As Needed

## Assignment Description: Natural Turf Management – Section II

Task	Guidelines	Frequency
In-Field Maintenance	<p>Responsible for maintaining all High Schools baseball and softball fields on a daily basis. Prior to the beginning of the baseball/softball season all in-fields must be tilled/cultivated 2 to 4 inches deep and raked out to remove rocks, debris and foreign objects. Be careful not to push material into the grass, hand till all borders, pitcher mounds and batter boxes first. Before leveling and grooming the in-fields, all baselines, in-field grass borders and the pitcher mound must be edged. Anytime a “lip” begins to develop where the grass and dirt (clay) meet, use a water hose to wash the dirt out of the grass and back onto the skinned area. Edging of borders must be performed throughout the ball seasons (spring, summer and fall) to provide ridging. Also check all clay-bricks, base mounds and pads prior to dragging the fields but after tilling/cultivation is completed. Once the following steps above are completed, drag the infield skinned area; make a spiraling circle with the drag mat from the infield grass line to the outfield grass, starting at the third base foul line, across the skinned area to the first base foul line. The following are required maintenance that must be performed throughout the entire ball season (s):</p> <ul style="list-style-type: none"> <li>• Grooming of the fields must be performed prior to practice, games or use from the Phys. Ed programs. Regular, proper maintenance will reduce the time and money needed to rebuild and renovate these areas and the field will be safe to play or practice on. Marking of the fields must not interfere with the Phys. Ed programs but must be completed prior to all games. Review schedule daily with High School AD’s.</li> <li>• During every baseball/softball game, damage occurs to the pitcher’s mound, home plate areas, etc. Repairs must be completed on a daily basis to reduce the potential for injury. Use compatible materials only.</li> <li>• Bi-weekly edging of the in-fields must be completed during the growing season. This will greatly reduce built-up edges. Always use a string line when edging the turf.</li> <li>• <b>Baseball</b> base paths should be maintained by hand. Prior to raking the base path, remove any white chalk material with a shovel. This will keep the clay more stable and will reduce humps, or raised areas, down the middle of the baseline. When raking the base paths, do not rake across the path, but go up and down the baseline. Raking across the path can cause a low spot to develop down the middle of the path. Remove all weeds by hand.</li> <li>• Minimize the use of conditioners and moisture absorbent products, which must be compatible with red clay.</li> <li>• For <b>Pitcher Mounds</b> and <b>Home Plate Compactors</b>, a “hand” tamp must be used to pack the clay around these areas. To minimize the clay that sticks to the bottom of the tamper, wrap the base with burlap.</li> </ul> <p>The maintenance of softball fields is very similar to baseball fields. Listed below are several differences that need to be addressed concerning the maintenance procedures of in-fields, mounds and plate areas:</p> <ul style="list-style-type: none"> <li>• A softball field is predominately flat with a 1% grade, falling from the center of the mound. Due to the large area of clay, the in-fields require extensive dragging and shaping to reduce low spots.</li> <li>• The pitcher’s mound is flat but requires similar maintenance to a baseball mound, such as watering the clay and packing the mound after use.</li> <li>• The home plate area is also treated the same on a softball field as baseball field. Players dig similar holes during the course of play. Follow the same maintenance procedure for the home plate, mound and infield areas.</li> </ul> <p>Once the ball season is done, closing of the fields will require removing base plates and the pitcher mounds. The in-field should receive a final surface tilling not to exceed 2 inches deep and edge. If weather conditions permit, top-dress and overseed the fields by mid-fall. Lock down fields, remove netting and secure all field maintenance equipment. Post signage to inform the public the fields are closed for the winter.</p>	As Needed

## Assignment Description: Natural Turf Management – Section III

Task	Guidelines	Frequency
Warning Track	<p>The warning track must be maintained on a daily basis. It is also important that the warning track material is a stone or aggregate material that is consistent in size and meets certain specifications. Stone used on the warning track should be no larger than 3/8 inches in diameter, check areas before adding new material. The depth of the warning track material and the method it is applied will vary depending upon the type of material. On average, approximately 4 inches of material is required over a stable sub base. The following are required maintenance that must be performed throughout the entire ball season (s):</p> <ul style="list-style-type: none"> <li>• Check the warning track prior to usage; look for soil indentations (trip hazards). Drag or rake track on a weekly basis.</li> <li>• Edge warning track on a monthly basis. Make sure “lips” are not forming. Use a water hose to wash the material out of the grass and back onto warning track and drag or rake level.</li> </ul>	As Needed
Irrigation Service	<p>Startup and winterization will be performed by an approved vendor selected by the Executive Director of Facility Operations. During the startup and winterization process make sure the vendor covers all zones, inspects the valves, controller and supply lines for defects. Report any discrepancies prior to making repairs and/or replacement, vendor will be required to provide a formal (detailed) proposal. General repairs, maintenance and replacement programs will be performed by the grounds department personnel at all facilities with irrigation systems (High Schools, Costello, Central and Service Center). The irrigation system must be inspected weekly. Sprinkler head alignments, replacement and repairs must be performed in a timely manner to ensure that system is functioning correctly and so that leaks are detected before damage or hazardous conditions transpire and to ensure water saving practices is observed. Verify watering schedules and adjust to match seasonal environment, inclement weather, maintenance and field usage by internal and external groups. The following procedures must be adhered to for all sport fields:</p> <ul style="list-style-type: none"> <li>• <b>Deep watering</b> encourages healthy turf. Frequent shallow watering encourages crabgrass and growth of weeds and is not permitted without authorization from the Director of Operations.</li> <li>• Water only when the plant tells you. Look for the first signs of visible wilt, then water deep infrequently. Mature turf can withstand moderate drying and this will increase root growth and prevent over watering of the field.</li> <li>• Over watering can increase turf disease and create anaerobic soil conditions. Check soil conditions weekly to ensure that over watering is not an issue. The irrigation system should be setup to supply a minimum of 1/4 inch water daily.</li> </ul>	Weekly
Fertilization	<p>The goal of Troy School District is to use <i>earth friendly</i> or <i>green seal</i> products. <b>Natural organic materials</b> include activated or processed sewage sludge, animal and vegetable manures, soybean meal, and cottonseed meal. Because these natural organic materials vary greatly in their chemical composition, there is a wide variation in the rate of breakdown, although all of them release their nitrogen at a slower rate than the quickly available nitrogen sources. The fertilization program for the high schools must be performed in conjunction with the overseeding or reseed program. If weather conditions and field availability permits; applications should be performed mid-spring, early summer, late summer and mid-fall. Middle school sport fields should take place during early summer and mid-fall. All fertilization and/or weed control applications are subject to IPM, EPA and the Michigan Department of Agriculture guidelines and procedures and are subject to approval from the Executive Director for applying such materials. Safety Data Sheets (SDS) must be on file and in vehicle during any application. Remember that application of such materials must not interfere with regular school hours, school and/or recreation events. Schedules must be reviewed with and approved by the Executive Director before any application.</p>	As Needed

## Assignment Description: Grounds Maintenance

Task	Guidelines	Frequency
Artificial Turf	Responsible for removing trash and litter deposited by users and spectators after every event. Sweeping of the field must be performed every 3 weeks and before major events. Once a week it is required that the field be inspected for seam openings, tears and surface distortions (bubbles). Note all discrepancies and repairs as specified in the Owner's Manual for Astroplay-Play Surfaces. Also look for "hollow" spots, which are areas in the turf where the level of rubber may be slightly lower than the field overall. These areas generally cannot be seen but can be "felt" when walking on the turf. If fabric seams or tears have gone beyond the scope of your abilities, document the areas on the field diagram and forward to the Executive Director.	Weekly
Marking of Fields	<p>Responsible for marking (painting or chalking) of all district sport fields. Baseball/Softball, Soccer, Lacrosse, Football, Cross Country, Track/Field and Band practice fields must comply with MHSAA guidelines. All natural turf fields are to be marked with <b>Pioneer Brite Stripe</b> paint. Synthetic turf fields are to be marked with <b>Pioneer Titan Synthetic</b> paint. Listed below is the general painting schedule (average) for the following sites. This schedule does not include special and/or weekend events.</p> <ul style="list-style-type: none"> <li>• Costello: (2) Lacrosse Fields – Weekly</li> <li>• Middle Schools: (11) Football Fields – Weekly</li> <li>• Fire Fighter Park: (1) Cross Country Course – Weekly</li> <li>• High Schools: (2) <b>Synthetic Turf</b> – Lacrosse (Girls &amp; Boys) – Annually Football – Annually (Hash marks, Coaches Box, etc)</li> <li>• High Schools: (8) Baseball/Softball – Twice Weekly (Chalking will be performed based on AD schedule) (6) Soccer Fields – Twice Weekly (8) Football Practice Fields – Twice Weekly (2) Lacrosse Practice Fields – Twice Weekly (1) Cross Country Course – Weekly (Troy High) (6) Track and Field – Weekly</li> </ul> <p>Marking of fields can not interfere with the Phys. Ed program. Verify all schedules with the Athletic Department prior to performing painting or chalking. This program will need to be worked into the daily routine to ensure that the fields are marked prior to events or practice</p>	As Needed
Delivery / Moves	<p>Responsible for transporting district equipment, moving staff from facility to facility, delivery/picking up parts and materials, and disposal of equipment. Listed below are some examples of items that will require transporting:</p> <ul style="list-style-type: none"> <li>• Athletic Equipment – Wrestling Mats / Gymnastic Equipment / Football Sleds / Track and Field Equipment</li> <li>• Fine Arts Equipment – Risers / Props for Plays / Partitions</li> <li>• Building – Chairs / Tables / Teachers Moves (boxes, etc) / Auction Items / Outside Benches / Sand</li> <li>• Custodial – Lifts / Landscape and Lawn Care Equipment (mowers, trimmers, snow blowers, etc) / Custodial Equipment (riders, scrubbers, extractors, etc) / Parts / Chemicals.</li> <li>• Maintenance – Hot Water Tanks / Uni-vents / Coils and Condensers / Compressors / Air Handlers</li> <li>• Supplies – Salt and Ice Melt must be delivered twice a week on average. During major snow storms you may be required to make additional delivers throughout the week.</li> <li>• Grounds – Landscaping Supplies (mulch, soil, seed, fertilizer, etc) / Salt from the City of Troy / Ice Melt</li> </ul> <p>Responsible for picking up new and/or serviced equipment from vendors, hardware supplies, lumber and construction materials. Also be responsible for dropping out vehicles to dealerships, City of Troy and service garages. Make sure you check timelines documented on the <b>SchoolDude Work Orders</b> and/or schedule board.</p>	As Needed

## Assignment Description: Grounds Maintenance – Section II

Task	Guidelines	Frequency
General Operations	<p>Responsible for the following scheduled and/or unscheduled tasks <u>throughout the entire district</u>:</p> <ul style="list-style-type: none"> <li>• <b>Fence Repairs</b> – not limited to the sports field dugouts, batter cages, backstops, etc. This is a district program and all hazardous conditions must be corrected within 48 hours of notification. At the high schools inspections should be performed on a weekly basis and discrepancies corrected immediately.</li> <li>• <b>Tree Service</b> – removal and trimming of trees will be performed as needed. The grounds personnel are responsible for trimming field lines, low and broken branches. Removal of trees consists of safely dropping the tree (s), cutting them into manageable proportion, chip remaining large debris and raking up leaves and/or small debris. In some cases, removal of the stump is required. Wood chips are to be dispersed along vacant land borders and pathways throughout the district or discarded based on local, state and federal guidelines. Wood chips <u>are not</u> to be dumped into play structure drop zones or around landscape beds that come in contact with the buildings. Proper safety equipment must be worn at all times. All equipment (chainsaws, chipper, etc) must be inspected and fluids topped off at the end of the day.</li> <li>• <b>Stadium Cleanup</b> – this task must be performed on a daily basis (<b>5 to 7</b> days a week). During major events it will take on average 4 to 6 man-hours to complete. During normal usage (practices, small events, Phys Ed classes) 1 to 2 man-hours. You are required to police the stadium for litter and debris, blow down or sweep the bleachers, clean rest rooms (follow custodial guidelines) <b>daily</b>, clean press-boxes weekly, empty all trash receptacles and re-line, cleanup vomit and blood (follow all safety precautions), remove gum from track and artificial turf. Once completed, secure the stadium and rest rooms.</li> <li>• <b>Graffiti Removal</b> – Responsible for removal of graffiti on buildings, play structures, walkways, parking lots, signs and any other surface that it is displayed on. Graffiti must be removed within 24 hours of notification, if not sooner. Graffiti that depicts <b>Violent Acts, Threats, Immoral, Religion, Gang Related</b> and <b>Racial Remarks</b> must be reported to the Troy Police Department and the Executive Director. Graffiti that causes property damage and can not be easily removed must also be reported to the Troy Police Department and the Executive Director. Report all vandalism in addition to graffiti.</li> <li>• <b>Playground Equipment Upkeep</b> – Responsible for general repairs, upkeep and replacement of minor components in accordance with the (CPSC) U.S. Consumer Product Safety Commission – Playground Safety Handbook. The grounds department will be responsible for a bi-annual visual inspection to identify and correct small repairs or replace worn hangers, chain or bolts. You are also responsible for surface tilling, raking, leveling and adding mulch, if needed, for all drop zones (safety surfaces) annually. If the equipment can not be repaired or requires replacement, the areas must be secured (out of service) or the unit must be removed immediately and reported to the Executive Director. The custodial department will be responsible for weekly visual inspections and leveling of drop zone safety surfaces throughout the year. Any corrective action (repair) must be performed within 24 hours of notification (Safety First). Check <i>Express Work Orders</i> for new installation, relocations and repairs on a daily basis.</li> <li>• <b>Litter and Debris</b> – Responsible for policing the grounds and parking lots at each of the High Schools three times a week. Empty all trash receptacles not assigned to the custodial department. For Middle and Elementary sites, trash receptacles should be emptied by the custodial department or the City of Troy. If full containers are found, empty them and report the findings to the Executive Director. Police the grounds for litter and debris before mowing. Vacant land that is on the mowing schedule must be policed prior to mowing.</li> </ul>	As Needed

## Assignment Description: Grounds Maintenance – Section III

Task	Guidelines	Frequency
General Operations Continued	<ul style="list-style-type: none"> <li>• <b>Signage</b> – responsible for replacement, repairs and new installation of parking lot, playground and vacant land signs and poles. Annual inspection should be completed for each site to determine if the signs need to be replaced. During winter months and once the winter season are over, it is not uncommon that poles need to be straightened or replaced. Make sure <b>FIRE LANE</b> signs are not faded, if so, replace them immediately. If new signs or poles are required, contact the Executive Director. You will also be required to install banners and/or temporary signage as directed.</li> <li>• <b>Flagpole Maintenance</b> – responsible for the general upkeep and repairs to all district flagpoles. Replacement of roles, cables, clips and pulleys should be performed within 48 hours of notification. Flagpole maintenance must be performed by a crew of 2 personnel; if a grounds person is not available you will need to make arrangements with the building head custodian for assistance. You must be trained on the <b>GENIE TMZ-34/19</b> lift and able to work high heights. Check lift prior to leaving the shop, make sure all safety equipment is available and in good working condition (Safety First) and that parts are in stock.</li> <li>• <b>Parking Lot Maintenance</b> – responsible for hot and cold patching of asphalt surfaces. Once the winter season breaks, the grounds department will be required to inspect the district parking lots, drives and play surfaces for large cracks, holes and trip hazards. Fill, tamp and level areas with patching material to complete the maintenance repairs. Major discrepancies, like sink holes and collapsed drains must be reported immediately to the Executive Director. You are also responsible for touchup painting of lines, curbs, parking lot signage on the asphalt surface and handicap ramps.</li> <li>• <b>Track &amp; Field Maintenance</b> – responsible for maintaining all long jump pits (Middle &amp; High Schools). The pits are to be tilled approximately 6 to 8 inches below normal grade, raked and leveled twice a year and/or before major events, if requested. Responsible for installing, repairing and/ or replacement of shotput blocks, stops and drop-off borders. Inspect the tracks annually and report all discrepancies to the Executive Director, inspect for peeling, indentations (water pooling), large cracks/gapping and edge decay. Blow off litter, debris and vegetation from track surface (spring, summer and fall).</li> <li>• <b>Bleacher &amp; Bench Maintenance</b> – responsible for maintaining, repairs and replacement of wooden, aluminum and steel exterior bleachers and benches across the district. Visual inspections should be performed on a monthly basis for Middle and Elementary sites and weekly at the High Schools during the spring, summer and fall. Check for loose or damaged surfaces (seating area), loose or missing nut and bolts, check structural integrity of supports, safety railing, cross members and concrete footings. Report all discrepancies to the Executive Director.</li> <li>• <b>Pest Management</b> – responsible for pest control around athletic fields and structures. Pest Management consists of prevention verses applying pesticides. The number one problem for athletic fields is nesting bees in fence poles, bleachers and under overhangs; the first step is to remove the nest before it is fully developed. The second step is to document the problem in the IPM log book, which is located in the custodial office. The final step is to monitor the area and take corrective action, if needed. If the problem continues make sure only the products provided by the Maintenance &amp; Operations department are used. Checking for pest problems should be performed on a weekly basis. If the problem is out of control and can not be corrected in-house, contact the Executive Director. Elite Pest Management Company performs monthly inspections throughout the entire district; if the problems persist the Executive Director will schedule a meeting between you and the service tech.</li> </ul>	As Needed



## Assignment Description: Grounds Maintenance – Section IV

Task	Guidelines	Frequency
General Operations Continued	<ul style="list-style-type: none"> <li>• <b>Snow / Ice Removal</b> – responsible for snow removal of 2 inches or greater that has accumulated during the night. All parking lots, drives, walkways that are not restructured, service paths and any other areas assigned by the Executive Director of Facility Operations, must be completed by (snow removal and salted) 6:00am. Also responsible for preventing subsequent accumulations throughout the day, from building up in drives, parking lot aisles and open lots. Remove slush and melting snow to prevent icy conditions from forming. Apply appropriate amounts of salt and/or ice melt to these areas as needed. Surfaces with accumulations below the 2 inch mark, icing due to freezing rain, pooling water, run-offs, etc that have occurred over night must be treated before 6:00am. Hazardous conditions that transpire throughout the day; will need to be address without delay, unless otherwise instructed. All members of the grounds department will be required to work overtime throughout the entire week (Monday thru Sunday) during the winter months to ensure these areas are properly maintained (to the best of your abilities) and safe for students, staff and community. Report all problems (equipment, conditions, etc) immediately to the Executive Director. Check <b>Snow Removal Chart</b> for facilities assigned to you. Lost parking spots and the build up of snow mounds around drives and walkways must be removed before an unsafe condition emerges.</li> <li>• <b>Vehicle Upkeep</b> – responsible for maintaining service vehicles, trailers and heavy equipment on a daily basis, before operating. Plows and spreaders are to be inspected daily. Follow all manufacture's <b>Maintenance Guidelines</b> for daily, weekly and monthly recommended services. <b>Quarterly</b> preventative maintenance inspections and services will be performed by the City of Troy – Fleet Management on all service vehicles (Dump Trucks, Light Duty Trucks and Vans) to ensure they comply with MDOT guidelines. Vehicles must be power washed on a weekly basis.</li> <li>• <b>Fabrication</b> – responsible for fabricating new components (brackets, supports, guards, etc), make repairs to (plows, mower decks, structural supports, etc) and have the ability to perform/operate welding equipment (stick and wire feed), cutting torches, plasma cutters, brazing and soldering for vehicle, grounds equipment, trailers, play structures, bleachers and benches.</li> <li>• <b>Landscaping / Lawn Care / Snow Removal Equipment</b> – responsible for maintaining district wide equipment, samples listed below. All equipment must be maintained based on Manufacture's <b>Maintenance Guidelines</b> for daily, weekly, monthly and annual recommended services. Mowers, painters and heavy equipment must be power washed on a weekly basis. No after market parts allowed for repairs. <ol style="list-style-type: none"> <li>1. Large Area Mowers: <b>Jacobsen HR-9016</b></li> <li>2. Loadall: <b>JCB 52755 / JCB 52040</b> and all attachments</li> <li>3. Zero-Turn Mowers: <b>ExMark – Ferris</b> and all attachments</li> <li>4. Grass / Hedge Trimmers: <b>Honda – Shindaiwa</b></li> <li>5. Chainsaws / Tillers: <b>Honda – Stihl</b></li> <li>6. Walk-Behind Mowers: <b>Ferris – Bobcats</b></li> <li>7. Riding Mowers / Push Mowers: <b>John Deere – Honda – Snapper</b></li> <li>8. Aerators / Spreaders: <b>Agi-Fab – Ryan – TracVac</b></li> <li>9. Painters: <b>Pioneer 5000 Rider – Pioneer Brite Striper</b></li> <li>10. Golf / Utility Vehicles: <b>Club Cart – John Deere Gators</b> and all attachments</li> <li>11. Snow Blowers: <b>Honda – John Deere</b></li> <li>12. Backpack / Street Blowers: <b>Honda – Shindaiwa – Little Wonder</b></li> </ol> </li> </ul>	As Needed

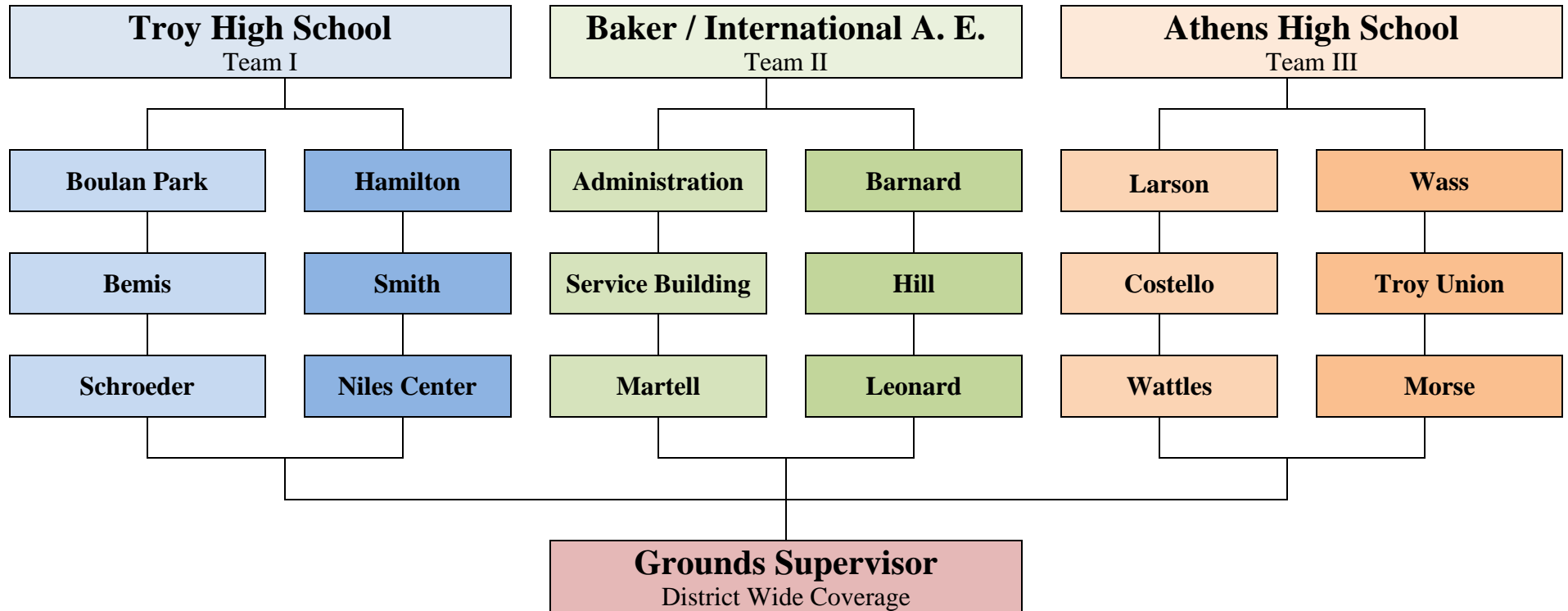
## Assignment Description: Building Maintenance

Task	Guidelines	Frequency															
Security	Security of the facilities and property consists of only opening areas of the buildings, stadium and fields the grounds department is responsible for. Inspect all areas for discrepancies (unsecured, graffiti, vandalism) and report your findings to the Executive Director. Correct any safety issues that were identified during your rounds as you check and unlock your assigned areas. Security checks should be performed throughout the day and prior to your departure. Check with the building administration to determine what areas (fields, rest room, press boxes, etc) should remain open for after school activities and events.	Daily															
Maintenance Plumbing Repairs	Responsible for general plumbing repairs. Toilet, sink, and drain clogs should first be handled by the grounds staff, unless specialized equipment is required. Replacement of gaskets, seals, o-rings, etc should be performed in-house. If a unit needs to be replaced, remounted, or completely rebuilt you need to contact the Maintenance Department for assistance. Follow all reporting guidelines issued by the Executive Director for service and/or parts. Irrigation systems, outdoor gate valves (spigots), hoses, etc repairs and/or replacements are also part of your responsibility to maintain.	As Needed															
Maintenance Electrical Repairs	Responsible for general electrical repairs; outlets, switches, irrigation systems and bulb replacements (HID, Fluorescent Lamps, Mercury, Incandescent, etc inside and outside (stadium, parking lots, site lighting) of the facilities. Repair and/or replace lighting fixtures clips, <b>ballasts 120v to 277v</b> , fuses, etc. You must have a clear understanding and knowledge of the tools and materials needed to complete the required tasks safely. Follow all safety precautions outlined in the Lock-Out / Tag-Out Compliance Manual. Make sure to report all discrepancies or repairs that you are not equipped to handle or that are beyond your expertise. Follow all reporting guidelines issued by the Executive Director for service and/or parts. You must be trained on the <b>GENIE TMZ-34/19</b> lift and able to work high heights. Check lift prior to leaving the shop, make sure all safety equipment is available and in good working condition (Safety First) and that parts are in stock.	As Needed															
Others General Duties	<p>Responsible for responding to scheduled and/or unscheduled <b>Emergency</b> events. Listed below are key components to the general operations of the district and required of each and very members of the grounds department:</p> <table> <tr> <td>🔧 Fire Alarms / Drills</td><td>Inclement Weather / Tomato Drills</td><td>Bomb Scares / Drills</td></tr> <tr> <td>🔧 Down Trees</td><td>Power Outages</td><td>Suspicious Vehicles</td></tr> <tr> <td>🔧 Maintenance Support</td><td>Lockdown (Green / Red / Yellow)</td><td>Vomit / Blood Incidents</td></tr> <tr> <td>🔧 Custodial Support</td><td>Opening Facilities</td><td>Carpentry Repairs</td></tr> <tr> <td>🔧 Flooding – Weather Relayed / Ruptured Water lines</td><td></td><td>Structural Repairs</td></tr> </table> <p>This is only an example of the tasks and events that could and will arise in many cases without warning. You must be prepared to respond in a timely fashion and keep the Executive Director informed of all emergencies that affect the safety and wellbeing of the students, staff and community.</p>	🔧 Fire Alarms / Drills	Inclement Weather / Tomato Drills	Bomb Scares / Drills	🔧 Down Trees	Power Outages	Suspicious Vehicles	🔧 Maintenance Support	Lockdown (Green / Red / Yellow)	Vomit / Blood Incidents	🔧 Custodial Support	Opening Facilities	Carpentry Repairs	🔧 Flooding – Weather Relayed / Ruptured Water lines		Structural Repairs	As Needed
🔧 Fire Alarms / Drills	Inclement Weather / Tomato Drills	Bomb Scares / Drills															
🔧 Down Trees	Power Outages	Suspicious Vehicles															
🔧 Maintenance Support	Lockdown (Green / Red / Yellow)	Vomit / Blood Incidents															
🔧 Custodial Support	Opening Facilities	Carpentry Repairs															
🔧 Flooding – Weather Relayed / Ruptured Water lines		Structural Repairs															

**Note:** This list is not intended to be all inclusive but rather to provide you with the general guidelines that outline the work expected in these areas for all members of the grounds department.



# Snow / Ice Removal Schedule



**First Phase Snow and Salt Services should be completed by 6:00am at the High Schools and 6:30am for the remainder of the facilities in the District under normal conditions.**

If additional services are required due to inclement conditions after 6:30am the crew will start the process over. The High Schools will be the priority sites based on size and number of vehicles, a second sweep should be performed only if the service vehicles can safety maneuver around parking lots without endangering human beings, property, vehicles and/ surrounding environment.

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**ATTACHMENT F**

# Custodial Products

Chemicals: J-Fill Products	Package	Quantity	3M Floor Pads	Package	Quantity
GLANCE - Glass Cleaner	2/Case		13" Black - 7200 Stripper	Case	
CREW FLR/SURFACE - Disinfect./Cleaner	2/Case		13" Blue - 5300 Heavy Duty Scrub	Case	
GP FORWARD-General Purpose Cleaner	2/Case		13" Red - 5 100 Light Scrub	Case	
EXTRACTION SC - Carpet Extractor	2/Case		14" Black - 7200 Stripper	Case	
CREW GOOD SENSE HC - Air Deodorizer	2/Case		14" Blue - 5300 Heavy Duty Scrub	Case	
SPITFIRE	Each		14" Red - 5100 Light Scrub	Case	
			16" Blue - 5300 Heavy Duty Scrub	Case	
Rest Room Products	Package	Quantity	16" Red - 5100 Light Scrub	Case	
CREW RTD- SHOWER TUB AND TILE	2/Case		17" Black - 7200 Stripper	Case	
CREW EMEREL - Crème Cleanser	Bottle		17" Blue - 5300 Heavy Duty Scrub	Case	
CREW CLINGING Bowl Cleaner	Bottle		17" Red - 5 100 Light Scrub	Case	
CREW TILE & GROUT - Rejuvenator	Bottle		17" White - 3300 Burnish	Case	
CREW URINAL SCREEN	Each		20" Black - 7200 Stripper	Case	
EN BAC II - Disinfectant Spray	Each		20" Black - 7300 High Productivity	Case	
Johnny Mop - Red	Each		20" Blue - 5300 Heavy Duty Scrub	Case	
Johnny Mop - White	Each		20" Red - 5 100 Light Scrub	Case	
Floor/Surface Products	Package	Quantity	20" White - 3300 Burnish	Case	
DUST MOP TREATMENT	Each		Doodle Bug Pad Holder	Each	
365 Neutralized Floor Concentrate - FaST	Each		Doodle Bug Pads - 8242 Blue	5/Case	
BRAVO - Spray Stripper/Cleaner	Each		Doodle Bug Pads - 8541 Brown	5/Case	
D.I.B.S. - Neutralizer / Conditioner	Each		Doodle Bug Pads - 8550 High Productivity	5/Case	
PRO STRIP - Floor Stripper	Each		Scotch Brite - No. 9030 Light	Box	
SNAPBACK - Floor Rejuvenator	Each		Scotch Brite - No. 96 General	Box	
SWEEPING COMPOUND - Waxed	50 Pound				
VECTRA - Hard Floor Finish	Each				
Carpet Products	Package	Quantity	Mop Heads	Package	Quantity
GENERAL PURPOSE - Carpet Spotter	Each		Antimicrobial Wet Mop - Medium	Each	
GUM REMOVER	6/Case		Antimicrobial Wet Mop - Large	Each	
			Dust Mop - 24"	Each	
Spray bottles	Package	Quantity	Dust Mop - 36"	Each	
CREW 42 - Bottle w/Trigger	Each		Dust Mop - 48"	Each	
GP FORWARD - Bottle w/Trigger	Each		Dust Mop - 72"	Each	
GLANCE 1 - Bottle w/Trigger	Each				
GOOD SENSE 7 - Bottle w/Trigger	Each		Mop Handles / Frames Holders	Package	Quantity
NO LABEL - Bottle w/Trigger	Each		Dust Mop Frame - 24"	Each	
REPLACEMENT- spray bottle triggers	Each		Dust Mop Frame - 36"	Each	
			Dust Mop Frame - 48"	Each	
			Dust Mop Frame - 72"	Each	
			Dust Mop Handle	Each	
			Non-Threaded Handle	Each	
			Threaded Handle	Each	
			Wet Mop Handle - Clencher	Each	
Receptacles / Buckets / Pails	Package	Quantity	Scrapers Handles / Blades	Package	Quantity
44-1/4 Quart - Wastebasket /12per case	Each		Scraper - Light-Duty (4") - 3' Handle	Each	
55 Gallon Barrel	Each		Scraper - Replacement Blades (4")	Each	
Conversion Dolly - Round	Each		Window Scraper	Each	
Recycling - Wastebasket	Each		Single Edge Blades	Each	
Brute - Pail - Double Sided	Each		Putty Knife	Each	
Brute - Pail - Round	Each		Utility Knife - Blades	Each	
Mop Bucket/Wringer	Each		Utility Knife	Pack	
Trash Liner Bungee - Large-(Band It's)	Each				
Trash Liner Bungee - Small (Super Bands)	Package				
Hand Soap Products	Package	Quantity			
DIAL - COMPLETE Foaming Wash	8/Case				
DIAL - SOLID BAR SOAP	Case				
GOJO - TFX Foaming Soap Refill	2/Case				
GOJO - TFX Foaming Hand Sanitizer (Purell)	Each				
GOJO ADX- Plum Anti-Bacterial Refill	3/Case				
Laundry Products	Package	Quantity			
Golden Brite - Detergent	5gal				
Valu Soft - Fabric Softener	5gal				
Chlorbrite - Fabric Brightener	5gal				
			Requester Signature		
			Building		

# Custodial Products

Brushes	Package	Quantity	General Equipment	Package	Quantity
Corner Brush - General Duty (Swivel Scrub)	Each		American Flag - 5X8	Each	
Corner Brush - Heavy Duty (Swivel Scrub)	Each		Batteries - 9V	Each	
Counter Brush	Each		Batteries - AA	Each	
Scrub Brushes - Hand (Block)	Each		Batteries - AAA	Each	
Utility Brush - Hand (Short Handle)	Box		Batteries - C Cell	Each	
Hi-Lo Floor/Wall Brush - Yellow Polypro	Each		Batteries - D Cell	Each	
Window Brush - Soft Bristle	Each		Bee & Fly Traps	Each	
			Corn Broom - Synthetic	Each	
			Custodial Cart	Each	
<b>General Products</b>	<b>Package</b>	<b>Quantity</b>	Custodial Cart -(Carry All Bag)	Each	
BRITE - Stainless Steel Polish/Cleaner	12/Case		Distilled Water	Each	
C-41 Commercial Size Sponges	24/Case		Dust Pan - Lobby	Each	
GREASE-Red Tube	Each		Dust Pan	Each	
HP VANDALISM - Mark Remover	Each		Dusters - Wool Extendable	Each	
Microfiber Blue Dusting Rag	Each		Feminine Napkin - 200 per #4	Box	
MOISTURE GUARD - Spray Lubricant	Each		Feminine Napkin - 250 per #8	Box	
NILOGEL - Chlorine Disinfectant Absorbent	Bottle		Wax Bags	250box	
Scotch Brite - No. 4004 Eraser Sponge	12/Case		Floor Finish - Applicator - 18"	Each	
SHINE-UP - Furniture Polish	Each		Lobby Broom	Each	
VOBAN/UPSET - Vomitus Absorbent	Bag		Mouse Traps - Glue Board-72 per	Each	
Wasp and Bee Spray Killer	12/Case		Plunger	Each	
Herbicide Spray Killer	4/Case		Push Broom - 18"	Each	
<b>Gloves</b>	<b>Package</b>	<b>Quantity</b>	Push Broom - 24"	Each	
Latex Disposable Gloves - Small	Box		Push Broom - 36"	Each	
Latex Disposable Gloves - Medium	Box		Snow Shovels	Each	
Latex Disposable Gloves - Large	Box		Tampon - (200 count)-(500 count)	Box	
Latex Disposable Gloves - X-Large	Box		Trash Grabber - Ettore	Each	
Rubber Gloves - Small	Pair		Utility Scoop - Salt	Each	
Rubber Gloves - Medium	Pair		Window Cleaning Kit	Each	
Rubber Gloves - Large	Pair		Window Squeegee - Blade	Each	
Rubber Gloves - X-Large	Pair		Window Squeegee - Frame	Each	
<b>Vacuum Bags</b>	<b>Package</b>	<b>Quantity</b>	Window Squeegee - Handle	Each	
Tennant 2550 Burnisher - #611781	10/Pack				
Tennant 3050 Backpack - #611780	10/Pack				
Tennant 3090 Backpack - #993774	10/Pack				
Tennant 3120 Upright - #1014505	10/Pack				
Tennant 3220 Upright -#611783	10/Pack				
Tennant 3400 Canister - #802224	10/Pack				
<b>T-3 Auto Scrubber</b>	<b>Package</b>	<b>Quantity</b>			
1011232 Front Squeegee	Each				
1011456 Rear Squeegee	Each				
<b>Tennant 3400 Vacuum Parts</b>	<b>Package</b>	<b>Quantity</b>			
801647 Exhaust Filter	5/Pack				
<b>Tennant 3050/3090 Back Pack Vacuum</b>	<b>Package</b>	<b>Quantity</b>			
70994593 Bag Support (3090)	Each				
994549 Cover Housing Assembly	Each				
<b>Notes:</b>					
			Requester Signature		
			Building		

## Custodial Products

EQUIPMENT PARTS FORM					
<b>Tennant 6100E Rider Sweeper</b>	<b>Package</b>	<b>Quantity</b>	<b>Tennant 3400 Vacuum Parts</b>	<b>Package</b>	<b>Quantity</b>
Bumper Wheel	Each		802147 Handle	Each	
<b>Tennant T7 Rider Auto Scrubber</b>	<b>Package</b>	<b>Quantity</b>	802148 Lid	Each	
Cannister Filter	Each		9923230 Swivel Slanted Cuff	Each	
Cannister Foam Filter Gasket	Each		99919330 Nozzle (Floor)	Each	
Squeegee Caster	Each		99923232 Screw Ring	Each	
390942 Rear Squeegee - 26"	Each		99923234 Clip Ring	Each	
390943 Front Squeegee - 26"	Each		99932800 Micro Filter	Each	
390922 Rear Squeegee -32"	Each		99932828 Front Wheel Caster	Each	
390923 Front Squeegee - 32"	Each		99932844 Lid Spring	Each	
			99932856 Axle	Each	
			99932857 Rear Wheel	Each	
			99932862 Switch	Each	
			99932868 Tank Coupling	Each	
			99932869 Hose Connector	Each	
			<b>Tennant 3120/3220 Upright Vacuum</b>	<b>Package</b>	<b>Quantity</b>
			1015743 Brush Timing Belt	Each	
			1015754 Brush Pulley Support	Each	
			<b>3520 Wet Dry Vacuum</b>	<b>Package</b>	<b>Quantity</b>
			Foam Filter	Each	
			1015754 Brush Pulley Support	Each	
			Requester Signature		

**NOTES:**

[illegible]

**TROY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITY OPERATIONS CUSTODIAL**

**AND GROUND SERVICES**

**Equipment Inventory by Location**

# BARNARD

Description	Brand Name	Serial Number	Model Number	TSD Number	Date	Comments:
1260 Carpet Extractor	Tennant	100055-10292783	1000552	57043	7/20/06	
2 Wheel Hand Truck	Magliner		Type U		9/5/03	
20" Floor Scrubber	Clarke	6342	C20		9/5/03	
3090 Backpack Vacuum	Tennant	20603423	M3090270	57042	7/13/06	
4 Wheel Flatbed Cart	Rubbermaid		4441		9/5/03	
4 Wheel Flatbed Cart	Rubbermaid				9/5/03	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00317	WL504310AJ		9/5/03	
6ft Fiberglass Ladder	Werner		F1A06	PTO	1/28/05	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380700	372006 TYPE1AA		3/5/07	
8ft Fiberglass Step Ladder	Werner				9/5/03	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288884	9000946	57041	7/13/06	
Canister Vacuum	Numatic	972805174	NVQ380 B		9/5/03	
Canister Vacuum	Tennant	10402637	3400		1/28/05	
Carpet Extractor	Windsor	1000024136	ADM8		9/5/03	
Desk Mover	Raymond Products				1/28/05	
Electrical Tester	Fluke	87070052	T5 600		2/22/05	
Lawn Edger	Sears		2064		9/5/03	
Lawn Spreader	Earthway				11/12/07	
Leaf Blower	Stihl	264282788	BR420C		9/5/05	
One Man Lift	Hijacker				1/28/05	
Rotary Mower	John Deere	GX14PZ41441	PZ14		9/5/03	
Scaffold					1/28/05	
Snow Blower	Honda	SZBE 1030564	HS724	50592	1/28/05	
Walk Behind Mower	Ferris	5177	BGF48KAV15	57386	1/28/05	
Weed Whip	Shindaiwa	3045870	S270A		9/5/03	
Wet/Dry Vacuum	Clarke	ZE2181	Summit 16		9/5/03	

# BEMIS

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10292527	1000552	57116	
2 Wheel Hand Truck	Magliner				
2 Wheel Hand Truck	Hardwheel				
20" Floor Scrubber	Clarke	AA0709	C2K20		
20" High Speed Burnisher	NSS	525234A	20C	00849	
3090 Backpack Vacuum	Tennant	20603425	M30902704	57117	
4 Wheel Flatbed Cart	Generic				
4 Wheel Flatbed Cart	Generic				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-362850	372004 XHD		
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00321	WL504310AJ		
6ft Fiberglass Step Ladder	Wagner				
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344508	372006 TYPE1AA		
8ft Fiberglass Ladder	Louisville				
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288444	9000946	57118	
*Trainable Dolly System	Rubbermaid				
Canister Vacuum	Pig-NSS		M-1		
Canister Vacuum	Tennant	61078210 402618	3400		
Canister Vacuum	Tennant	00002307203	3400		
Carpet Extractor	Windsor	1000024138	ADM8		
Cherry Picker Lift	Highjacker	40121	NJ-15M		
Desk Mover w/Extension	Wesco	TSD 002	242156		
Electrical Tester	Fluke	87070053	T5 600		
Lawn Spreader	Lesco		HD-1		
Leaf Blower	Green Machine	040856	4600LP		
Ride on Mower	John Deere	MOL133A076821	LT133	19035	
Snow Blower	Honda	SZBF-1020219	HS1132TAS	57051	
Snow Blower	John Deere	M0TR26A140179	TRS 26	19036	
Weed Whip	Honda	1046017	HHT25SLTA	57392	
Wet/Dry Vacuum	Clarke	XG2015	Summit 16		
Wet/Dry Vacuum	Haco				
Wheel Barrow	Tru Temper		R6		



# COSTELLO

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055-10292784	1000552	57045	
2 Wheel Hand truck	Magliner				
2 Wheel Hand truck	Dayton		6W048		
20" Floor Burnisher	NSS	525234A	1500		
20" Floor Scrubber	Clarke	162973	C20/1260		
4 Wheel Flatbed Cart	Rubbermaid				
4 Wheel Flatbed Cart	Rubbermaid				
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00323	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344507	372006 TYPE1AA		
8ft Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10289170	9000946	57044	
Bench Grinder	Ryobi	W010 5 07896	BCH615		
Canister Vacuum	Tennant	10402623	3400		
Canister Vacuum	PIG-NSS	101042B51018TTE	M-1		
Carpet Extractor	Admiral	1000024135	ADM8	18034	
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070055	T5 600		
Garden Cultivator	Craftsman			PTO	
Lawn Spreader/Salter	Agri Fab		45 02103 101		
Leaf Blower	Komatsu Red Max	320 920-313492	SB24800		
Leaf Blower-walk behind	Little Wonder	5611-00000465	9800-00-01	PTO	
Rotary Mower	Honda	MZBZ 6346853	HRS2162SDA		
Snow Blower	Honda	1170201	HS928	60054	
Snow Blower	Honda	SZBG 6075200	HS520A		
Upright Vacuum	Tennant	108265	614218(3220)		
Walk Behind Mower (Ferris)	Ferris	6561	BGF48KAV15		
Weed Whip	Honda	1046027	HHT25SLTA	57393	
Wet Dry Vacuum	NSS	080808A	C0H1450P		
Wheelbarrow					

# HAMILTON

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
10ft Fiberglass Ext. Ladder	National Ladder		D70120-2		
1260 Carpet Extractor	Tennant	100055-90291883	1000552	57050	
2 Wheel Hand Truck	Magliner				
20" Floor Scrubber	Tennant	801 3501949	801350	50466	
3090 Backpack Vacuum	Tennant	20603427	M30902704	57048	
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10293919	607674	57049	
4 Wheel Flatbed Cart					
4 Wheel Flatbed Cart					
4ft Fiberglass Step Ladder	National Ladder		7204 TYPE1AA		
4Gl. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00358	WL504310AJ		
6ft Fiberglass Step Ladder	National Ladder		7206 TYPE 1AA		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-343589	372006 TYPE1AA		
8ft Fiberglass Step Ladder	National Ladder		7208 TYPE 1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10290254	9000946	57047	
Bench Grinder	Ryobi	W010 5 07896	BCH615		
Canister Vacuum	Numatic		NV380		
Canister Vacuum	Tennant	00001917103	3400		
Canister Vacuum	Tennant	10402625	3400		
Carpet Extractor	Windsor	1000024134	ADM8		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070051	T5 600		
Lawn Spreader	Agri-Fab		125		
Leaf Blower	Homelite	MB2420861	UT08017	PTO	
Ride on Mower	John Deere	M0L133AD76817	LT133	18032	
Rotary Mower	Honda	7851811	HRR2165VXA	57394	
Scaffolding					
Snow Blower	Honda	SZAS-1154828	HS928	57380	
Weed Whip	Honda	1046023	HHT25SLTA	57398	
Wheelbarrow	Ames				

# HILL

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10292772	1000552	57078	
16ft. Extension Ladder	Michigan Ladder Co.	130-AT01-D-80484	387116 TYPE1AA		
2 Wheel Hand Truck	Magliner				
20" Floor Scrubber	Clarke	2000C-1001	C-2000		
20" High Speed Burnisher	Baldor-Hawk	0140014501	HP1520-2MDC		
3090 Backpack Vacuum	Tennant	20603437	M3090270	57079	
4 Wheel Flatbed Cart	Rubbermaid		4441		
4Gl. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00362	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380705	372006 TYPE1AA		
8ft Fiberglass Ladder	Louisville				
8ft Fiberglass Ladder	Werner				
Auto Scrubber T3-20" F.A.S.T.	Tennant	9000946-10225546	9000946	50936	
Bench Grinder	Ryobi	W010 5 07896	BCH615		
Canister Vacuum	PIG-NSS	?	M-1		
Canister Vacuum	Tennant	10402636	3400		
Canister Vacuum	Tennant	00004626202	3400		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070056	T5 600		
Lawn Cart	Swisher	LA02 301016	LV5537	PTO	
Lawn Cart	Rubbermaid			PTO	
Lawn Edger	McLane	549867	137 3.5	PTO	
Lawn Spreader	Agri-Fab				
Leaf Blower	Stihl	BG-5S	4229-11-1701		
Ride on Mower	John Deere	MOL133A076886	LT133		
Rotary Mower	John Deere	GX14PZC114392	14P2		
Scaffold					
Snow Blower	John Deere	MOTR213183064	TRS21		
Snow Blower	Honda	SZBE 1034267	HS724	50816	
Wet Dry Vacuum	Clarke	AB2077	Summit 12		
Wet Dry Vacuum	Clarke	02113A-4	Summit 16	19103	
4Stroke WeedWacker	Honda	HAFA-1025761	GX25	57126	

# LEONARD

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10292523	1000552	57114	
12ft Fiberglass Ext Ladder	National Ladder				
12ft Fiberglass Step Ladder	Werner	31751 01159	T7412		
2 Wheel Hand Truck					
20" Floor Scrubber	Tennant	8013644152	2150		
3090 Backpack Vacuum	Tennant	206034239	M30902704	57115	
3560 Wet/Dry Vacuum	Tennant	607618-10138857	607618	57030	
4 Wheel Platform Cart	Magliner				
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00315	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-343587	372006 TYPE1AA		
8ft Fiberglass Step Ladder	Werner				
8ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-367196	372008 TYPE1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288445	9000946	57113	
Canister Vacuum	Tennant	00001925103	3400		
Canister Vacuum	Tennant	20503594	3400		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070543	T5 600		
Lawn Spreader	Lesco	1005699	SPD80		
Leaf Blower	Echo		ES2100		
Rideon Mower	John Deere	MOL133A0768116	LT-133	18141	
Rotary Mower	Exmark	10931310	214B1/C		
Snow Blower	Honda	1170205	HS928	60055	
Weed Whip	Shindaiwa	8039474	T-270		
Wet/Dry Vacuum	Clarke				

# MARTELL

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055-10292525	1000552	57075	
12ft Extension Ladder	Werner				
12ft Fiberglass Step Ladder	Werner				
2 Wheel Hand Truck	Magliner				
2 Wheel Hand Truck	Generic				
20" Floor Scrubber	Tornado	54808F15897	20C		
20" High Speed Burnisher	Hawk(Smith)	0140014502	HP1520-2M06		
3090 Backpack Vacuum	Tennant	20603439	M30902704	57077	
4 Wheel Flatbed Cart					
4ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279720	372004 TYPE1AA		
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00324	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344516	372006 TYPE1AA		
8ft. Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" F.A.S.T.	Tennant	90000946 10289176	9000946	57076	
Canister Vacuum	PIG-NSS	01042B	M-1		
Canister Vacuum	Tennant	1431102	3400		
Canister Vacuum	Tennant	900275600000603	V-5	57390	
Canister Vacuum	Numatic		NV308		
Carpet Extractor	Windsor	1000024143	ADM8	19195	
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070548	T5 600		
Lawn Spreader	Lesco		HD-1		
Leaf Blower	Stihl	264955255	BG55		
Ride on Mower	John Deere	M0L133A076828	LT133	19193	
Snow Blower	Honda	SZBE1035134	HS724WA		
Upright Vacuum	Windsor Versamatic				
Weed Whip	Shindaiwa	7167102	S230		
Wet/Dry Vacuum	Viper	18WD00532	18WD		
Wet/Dry Vacuum	Hoover	58900003718	58900-16 Gallon		
Wheelbarrow Steel	Jackson Co. CADET				

# MORSE

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055-10292785	1000552	57061	
2 Wheel Hand Truck					
20" Floor Scrubber	Tornado	8480BAP5581	20C	19126	
20" High Speed Burnisher	Hawk	014001504	HP1520-2MDC		
3090 Backpack Vacuum	Tennant	20603428	M3090270	57059	
4 Wheeled Flatbed Cart	Rubbermaid			PTO	
4 Wheeled Flatbed Cart	Lockwood			PTO	
4Gl. Electric Air Compressor	Campbell/Hausfield		WL504310AJ		
6ft Fiberglass Step Ladder	Werner		FS2506		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344513	372006 TYPE1AA		
8ft Aluminum Extension ladder	Spartan				
8ft Fiberglass Step Ladder	Louisville				
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399384	372008 TYPE1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10289171	9000946	57060	
Canister Vacuum	PIG-NSS	10142B5001AT5	MI		
Canister Vacuum	Tennant	1938103	3400		
Canister Vacuum	Tennant	1929103	3400		
Desk Mover	Raymond Products		2005		
Electrical Tester	Fluke	87070547	T5 600		
Lawn Spreader	Lesco		HD-1		
Leaf Blower-walk behind	Little Wonder	10000602921	9800-00-01	PTO	
Snow Thrower	Honda	SZBE-1039773	HS728	57381	
Vacuum-Upright	Windsor	L10008669	VSP14		
Weed Whip	Shindaiwa	0018597	S27AU		
Wet-Dry Vacuum	Clarke	AB2076	Summit 12		
Wet-Dry Vacuum	NSS	49R59762	Ranger 1450P		
Wheelbarrow					
Walk Behind Mower	Bobcat	93400601013	934006	57403	

# SCHROEDER

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055-10243783	1000552	57062	
2 Wheel Hand Truck	Magliner				
20 " Floor Scrubber	Tennant	8013644154	2150		
3090 Backpack Vacuum	Tennant	20603431	M30902704	57063	
4 Wheel Flatbed Cart	Dayton		3W078B		
4 Wheel Flatbed Cart					
4G1. Portable Air Compressor	Campbell/Hausfield	L8/14/2001-00320	WL504310AJ		
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414126	372004 XHD		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344506	372006 TYPE1AA		
8ft Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10253259	9000946	51024	
Bench Grinder	Ryobi	W0106 04863	BGH615		
Canister Vacuum	PIG-NSS	101042B-5101ATG	M-1		
Canister Vacuum	Tennant	40604673	3400		
Canister Vacuum	Pacific-Steamex	11460	PAC-E-BV		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070546	T5 600		
High Speed Burnisher	Hawk	0140014503	HP1520-2MDC		
Lawn Cart	Lawncrafter			PTO	
Lawn Sweeper	Agri-Fab			PTO	
Ride on Mower	John Deere	M0L133A076815	LT133	17970	
Salt Spreader	Agri-Fab				
Scaffolding					
Snow Blower	Honda	SZBE 1030562	HS724WA		
Snow Blower	John Deere	MOTR21A120939	TRS21	03471	
Weed Whip	Shindaiwa	8051034	T270		
Wet-Dry Vacuum	Clarke	AB2074	Summit 12		
Wet-Dry Vacuum	Clarke	TG2175	Summit 16		
17" Floor Scrubber	Hawk	01140014499	MP-1517HD		at Hamilton

# TROY UNION

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10292774	1000552	57065	
2 Wheel Hand Truck	Magliner				
20" Floor Scrubber	Clarke				
3090 Backpack Vacuum	Tennant	20603442	M30902704	57066	
3520 15gl.Wet Dry / Vacuum	Tennant	607674-10226823	607674	50939	
4 Wheel Flatbed Cart	Rubbermaid				
4ft Fiberglass Step Ladder	Werner				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279719	372004 TYPE1AA		
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00325	WL504310AJ		
6ft Fiberglass Step Ladder	Werner		T7406		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344515	372006 TYPE1AA		
8ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399387	372008 TYPE1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	10288448	9000946	57064	
Bench Grinder	Ryobi		7065		
*Trainable Dolly System	Rubbermaid				
Canister Vacuum	NSS	101042B5101AMD	M-1		
Canister Vacuum	Tennant	1924103	3400		
Canister Vacuum	Tennant	9002756-00000600	9002756	57391	
Custodial Cart	Continental				
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070542	T5 600		
17"Floor Scrubber	Tennant	900181-10350573	F5	57337	
Lawn Cart	Ohio Manufacturing			PTO	
Lawn Spreader	Lesco		HD1		
Rotary Mower	Exmark	12830538	215BIC		M&O REPAIR
Salt Spreader	Earth Way				
Snow Blower	Honda	SZBE 1033552	HS724		
Snow Blower	Deere	MOTR21A210292	TRS21		
Walk Behind Mower	Bobcat	93400601053	934006	57407	
Upright Vacuum(TroyHigh)	Tennant	108274	3120		



WASS					
Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10291655	1000552	57112	
2 Wheel Hand Truck					
2 Wheel Hand Truck					
20" Floor Burnisher	Clarke	UH3710	US2000		
20" Floor Scrubber	Clarke	2066-345	C-20		
3090 Backpack Vacuum	Tennant	20603438	M30902704	57111	
4 Wheel Flatbed Cart	Rubbermaid BigMac				
4 Wheel Flatbed Cart	Rubbermaid BigMac				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-362851	372004 XHD		
6ft Fiberglass Step Ladder	Louisville				
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344509	372006 TYPE1AA		
8ft Fiberglass Step Ladder	Louisville				
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10246791	9000946	51023	
Canister Vacuum	Tennant	00001930103	3400		
Carpet Extractor	Admiral	1000024139	AMA-8		
Chain Saw	Poulan	0312D200337-6	2055-SC	PTO	
Cherry Picker Lift	Highjacker			02368	
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070060	T5 600		
Grass Edger	McLane				
Lawn Spreader	Lesco				
Leaf Blower	Homelite	AF3000321	UT08934	PTO	
Ride on Mower	John Deere	MOL133A013623	LT133	18464	
Scaffold					
Snow Blower	Honda	1175707	HS928WAS	60056	
Weed Whip	Shindaiwa	5071561	S27AU		
Weed Whip	Craftsman	033521V300266	358-791570	PTO	
Wet Dry Vacuum	Clarke	AB2080	Summit 12		
Wheelbarrow					
Rotary Mower	Honda	6374247	HRS216SDA	57352	

# WATTLES

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10292526	1000552	57101	
Rotary Mower	Honda	6371267	HRS21635DA	57345	
12ft Fiberglass Step Ladder	Louisville	51751 03354	6310X		
2 Wheel Hand Truck					
2 Wheel Hand Truck	Magliner		Gemini Sr.		
20" Floor Scrubber	Clarke		20C		
2370 High Speed Burnisher	Tennant	100015-1015199	1000151	50471	
3090 Backpack Vacuum	Tennant	20603440	M3090270	57100	
4 Wheel Flatbed Cart	Rubbermaid				
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00816	WL504310AJ		
6ft Fiberglass Step Ladder	Louisville		FP1004		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344505	372006 TYPE1AA		
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399388	372008 TYPE1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	10288887	9000946	57099	
Bench Grinder	Ryobi	W0105 08076	BGH615		
Canister Vacuum	Tennant	00001933103	3400		
Canister Vacuum	Tennant	10402626	3400		
Canister Vacuum	PIG-NSS	101042B5001ATFE	M-1		
Carpet Extractor	Windsor	1000023835	ADM8		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070061	T5 600		
Leaf Blower-(Backpack)	Shindaiwa	5102463	EB8510	57348	
Ride On Mower	Simplicity	16914	4212	1499	
Salt Spreader	Agri-Fab				
Snow Blower	Honda	SZAS 1138686	HS928WA	50655	
Walk Behind Mower	Ferris	6655	BGF48KAV15	57322	
Weed Whip	Shindaiwa	7167101	5230		
Wet-Dry Vacuum	Clarke	AB2078	Summit 125Q		
Wet-Dry Vacuum	Clarke	TMD503836	Tailor Mate		
Wheelbarrow	Ames				

# BAKER

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10358834	1260	57376	
10ft Fiberglass Step Ladder	Michigan Ladder Co.	110-AT09-D-9859	372010 TYPE1AA		
1610 21G Ready Space Carpet	Tennant	900050-10206936	9000500	57356	
2 Wheeled Hand Truck	Dayton		6W048B		
2550 Burnisher	Tennant	10354178	900353	57362	
28" S8 Auto Sweep w/ Batt Pac	Tennant	260056	9001213	57375	
3090 Backpack Vacuum	Tennant	10703785	M30902704	57338	
3090 Backpack Vacuum	Tennant	10703794	M30902704	57339	
3540 Battery Wet/Dry Vac	Tennant	10354770	607621	57364	
4 Wheel Faltbed Cart	Rubbermaid		4403		
4 Wheel Faltbed Cart	Rubbermaid		4403		
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279728	372004 TYPE1AA		
4Gl. Electric Air Compressor	DeWalt	0606015312	D55153		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380708	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-344512	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	10355463	609668	57363	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-1022383	9000945	57092	
Auto Scrubber T7-32" F.A.S.T.	Tennant	10353716	T-7	57373	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3804	M6100E	57374	
Canister Vacuum	Tennant	610782-10704800	3400	57331	
Canister Vacuum	Tennant	610782-10704801	3400	57332	
Canister Vacuum	Tennant	610782-10704802	3400	57333	
Canister Vacuum	Tennant	610782-40604679	3400		
Carpet Extractor (1180) - Heated	Tennant	607677-10356171	1180	57372	
Custodial Cart (4)	Rubbermaid				
Electrical Tester	Fluke	81850320	T5 600		
17" Floor Scrub	Tennant	900181-10350365	F-5	57330	
Hedge Trimmer	Shindiawa	4057248	DH231	57346	
Lawn Edger	McLane	561437	901-3.5IP	57349	
Lawn Spreader	AgriFab				
Leaf Blower	Sthil	970152650	BGE 60		
Leaf Blower(back pack)	Shindiawa	5102439	EB8510	57347	
Pool Vac	Sta-Rite		P2RA5D1801		
Salt Spreader	Earthway				
Snow Blower	Honda	HS520A	6096735	57344	
Snow Blower	Honda	SFBZ-1020232	HS1132TAS	57379	
Super Saddle	Genie	SS07-2850	SS	57104	
Weed Whip	Honda	1038089	HHT25S	57341	
Wheelbarrow	Jackson				
Platform Lift	Genie	AWP08-60071	AWP-30s	57385	
Walk behind Mower	Ferris	6807	BGF48KAV15	57389	

# BOULAN

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	100055 10358836	1260	57377	
17" Floor Scrubber	Hawk	0140014493	HP1517-HP		
2 Wheel Hand Truck	Magliner		Gemini Sr.		
2 Wheel Hand Truck					
20" Floor Scrubber	Clarke	XH1174	FM2000		
20" High Speed Burnisher	Hawk	0140014505	HP1520 2NDL		
2550- 20" Self Prop Burnisher	Tennant	607596 10290665	607596	57056	
3090 Backpack Vacuum	Tennant	10703795	M30902704	57368	
3520 15gl. Wet/Dry Vacuum	Tennant	607674 10085968	607674	50475	
4 Wheel Flatbed Cart					
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279723	372004 TYPE1AA		
4Gl. Electric Air Compressor	Campbell/Hausfield	L6/20/2001-02183	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT05-T-357357	372006 TYPE1AA		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-337899	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10291481	609668	57057	
8ft Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" STD	Tennant	10292520 DC0706	9000945	57055	
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292398	9000863	57053	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3451		57054	
Canister Vacuum	Tennant	162202	3400		
Canister Vacuum	Tennant	610782-40604672	3400		
Canister Vacuum	NSS M1-PIG	1010423-5101ATTP	5101ATTP		
Canister Vacuum	Tennant	900275600000406	V-5	57388	
Carpet Extractor	Windsor	96689	ADM8		
Custodial Cart	Rubbermaid				
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070064	T5 600		
Lawn Spreader	Agri-Fab		HD1		
Platform Lift	Genie	AWP06-52392	AWP-25S	57106	
Rideon Mower	Ferris	2000-526527	5900607	57330	
Rotary Mower	Snapper				
Snow Blower	Honda	SZAS 1149810	HS928		
SuperSaddle	Genie	SS07-2821	SS	57108	
Weed Whip	Shindaiwa		T-27		
Wet/Dry Vacuum	Hoover	69002576			
Wet/Dry Vacuum	BP Ranger	181808A	NSS		
Weed Whip	Honda	HAFA_1038089	HHT25SLTA	57405	
Hedge Trimmer 16 Inch	Black Decker	Custodian personal property			
Lawn Spreader	Lesco				

# LARSON

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1140 Carpet Extractor	Tennant	607681 10191229	607681	50518	
1260 Carpet Extractor	Tennant	1000065-10143510	1000552	50516	
16" Extension Ladder					
17" Floor Scrubber	Hawk	100014492	HP1517-HD		
2 Wheel hand Truck	Magliner				
2 Wheel hand Truck	Magliner				
20" Floor Scrubber	NSS	5462012A	Maverick		
20" Floor Scrubber	Clarke	YH1172	FM2000		
2550- 20" Self Prop Burnisher	Tennant	607596 10290667	607596	57083	
3090 Backpack Vacuum	Tennant	20603424	M3090270	57039	
3520 15gl. Wet/Dry Vacuum	Tennant	607674-1013A639	607674	50472	
4 Wheel Flat Bed Cart					
4 Wheel Flat Bed Cart					
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414115	372004 XHD		
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00322	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344511	372006 TYPE1AA		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380702	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10291482	609668	57084	
8ft Fiberglass Stap Ladder	Louisville				
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399390	382008 TYPE1AA		
Auto Scrubber T3-20" STD	Tennant	10292519 DC0706	9000945	57082	
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292396	9000863	57081	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3453	M6100E	57080	
Bench Grinder	Ryobi		BGH615		
Canister Vacuum	Tennant	00001939103	3400		
Canister Vacuum	Tennant	610782-10704804	3400	57335	
Canister Vacuum	Tennant	1920103	3400		
Canister Vacuum	NSS	101042B	M-1		
Custodial Cart	Rubbermaid				
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070063	T5 600		
Lawn Spreader	Agri-Fab		HD-1		
Platform Lift	Genie	AWP-55861	AWP-25S	57107	
Rideon Mower	Ferris	N303121	1000Z		
Rotary Mower	John Deere	GX14PZC114423	PZ14		
Scaffold					
Snow Blower	Honda	SZBE 1034099	HS724		
Snow Blower	Honda	SZBG-6054997	HS520	50653	
Super Saddle	Genie	SS07-2824	SS	57109	
Walk behind Blower	Parker	ZHT0505H0830	HT0505H	47404	
Weed Whip	Honda	1046041	HHT25SLTA	57401	
Wet-Dry Vacuum	Clarke	XF1918	Summit 16		
Rotary Mower	Snapper	45392676	RP21500E	custodial Personal Property	
Leaf Blower(PTO)	Sthil	249811867	BG55		

# SMITH

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	10292782	1000552	57036	
12ft Extension Ladder	Werner	51751 01233	D 1524-2		
17" Floor Scrubber	Hawk	0140014476	HP1517-HD		
2 Wheel Hand Truck	Magliner				
2 Wheel Hand Truck	Magliner				
20" Floor Scrubber	Clarke				
2550- 20" Self Prop Burnisher	Tennant	607596 10290676	607596	57070	
3090 Backpack Vacuum	Tennant	10703793	M30902704	57369	
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10136648	607674	50473	
3540 Battery Wet/Dry Vac	Tennant	607621-10355684	607621	57367	
4 Wheel Flatbed cart	Rubbermaid				
4 Wheel Flatbed cart					
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414116	372004 XHD		
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00319	WL504310AJ		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-3307905	372006 TYPE1AA		
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-3307907	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10291486	609668	57071	
8ft Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" STD	Tennant	900094-10292122	9000945	57069	
Auto Scrubber T7-32" F.A.S.T.	Tennant	10292400	9000863	57068	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3454	M6100E	57067	
Canister Vacuum	Tennant	00001927103	3400		
Canister Vacuum	Viper	00275	MB39CV		
Canister Vacuum	Tennant	10402622			
Canister Vacuum	Tennant	900275600000405	V-5	57387	
Custodial Cart	Rubbermaid				
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070185	T5 600		
Lawn Spreader	Agri-Fab				
Leaf Blower (Back Pack)	Stihl	270099634	BR380D	57350	
Leaf Blower (Electric)	Stihl	970133266	BGE60	57351	
RideOn Mower	Ferris	4446	IS1500KAV2552	50938	
Rotary Mower	John Deere		JS60		
Snow Blower	Honda	SZBG 6075201	HS520		
Snow Blower	Honda	1154826	HS928WAS	57058	
Upright Vacuum	Windsor	M47020468	VS14		
Weed Whip	Shindaiwa	3045747	T27		
Wet/Dry Vacuum	Clarke	AB2078	Summit 12		
Platform Lift	Genie	AWP05-56063	AWP-25S	57402	

# International Academy East

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	1000552 10292776	1000552	57122	
(1180) Carpet Extractor - Heated	Tennant	607678 10288737	607678	57038	
12ft Wood Outdoor Ladder					
1610 21G Ready Space Carpet	Tennant	900050-10292457	9000500	57129	
17" Floor Scrubber	Hawk	0140014497	HP1517-HD		
2 Wheeled Hand Truck	Magliner				
20" Floor Scrubber	NSS			17877	
4 Wheel Flatbed Cart	Rubbermaid				
4 Wheel Flatbed Cart	Big Mac		4435		
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-372552	372004 XHD		
6ft Fiberglass Ladder	Werner		7206		
6ft Fiberglass Ladder	Louisville				
6ft Fiberglass Ladder	Michigan Ladder Co.	100-AT01-D-380703	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10291487	609668	57121	
8ft Fiberglass Ladder	Werner		7208		
Auto Scrubber T3-20" STD	Tennant	10292384	900945	57119	
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292397	9000863	57123	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3462	M6100E	57120	
Canister Vacuum	Tennant(Larson)	00001923103	3400		
Canister Vacuum	Tennant(Costello)	30503816	3400		
Canister Vacuum	Tennant	610782-40604678	3400		
Canister Vacuum	Tennant	00001935103	3400		
Canister Vacuum	NSS	101042B5001ATE9	M-1		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070065	T5 600		
Hedge Trimmer	Echo	5057417	HC150		
Leaf Blower	Stihl	33153098	BG75		
Rideon Mower	Ferris	2000-320791	5900607	57331	
Rotary Mower	John Deere	GX1560X015471	JS60		
Snow Blower	Honda	SZAS 1142004	HS928	50791	
Weed Whip	Shindaiwa	5068547	527AU	21135	
Wet-Dry Vacuum	Hoover	98800003305	Powermax3		
Wet-Dry Vacuum	Clarke	XL2050	Summit16		
Chain Saw	Homelite	HT0970130	01767 DX Series Custodian Personal property		

# G.R.O.W

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
4ft Fiberglass Step Ladder	Werner		FS204		
Canister Vacuum	Tennant	610782-20503596	3400		
Upright Vacuum	Tennant	108195	3120		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380714	372006		MISSING



# International Academy East

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1260 Carpet Extractor	Tennant	1000552 10292776	1000552	57122	
(1180) Carpet Extractor - Heated	Tennant	607678 10288737	607678	57038	
12ft Wood Outdoor Ladder					
1610 21G Ready Space Carpet	Tennant	900050-10292457	9000500	57129	
17" Floor Scrubber	Hawk	0140014497	HP1517-HD		
2 Wheeled Hand Truck	Magliner				
20" Floor Scrubber	NSS			17877	
4 Wheel Flatbed Cart	Rubbermaid				
4 Wheel Flatbed Cart	Big Mac		4435		
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-372552	372004 XHD		
6ft Fiberglass Ladder	Werner		7206		
6ft Fiberglass Ladder	Louisville				
6ft Fiberglass Ladder	Michigan Ladder Co.	100-AT01-D-380703	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10291487	609668	57121	
8ft Fiberglass Ladder	Werner		7208		
Auto Scrubber T3-20" STD	Tennant	10292384	900945	57119	
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292397	9000863	57123	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3462	M6100E	57120	
Canister Vacuum	Tennant(Larson)	00001923103	3400		
Canister Vacuum	Tennant(Costello)	30503816	3400		
Canister Vacuum	Tennant	610782-40604678	3400		
Canister Vacuum	Tennant	00001935103	3400		
Canister Vacuum	NSS	101042B5001ATE9	M-1		
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070065	T5 600		
Hedge Trimmer	Echo	5057417	HC150		
Leaf Blower	Stihl	33153098	BG75		
Rideon Mower	Ferris	2000-320791	5900607	57331	
Rotary Mower	John Deere	GX1560X015471	JS60		
Snow Blower	Honda	SZAS 1142004	HS928	50791	
Weed Whip	Shindaiwa	5068547	527AU	21135	
Wet-Dry Vacuum	Hoover	98800003305	Powermax3		
Wet-Dry Vacuum	Clarke	XL2050	Summit16		
Chain Saw	Homelite	HT0970130	01767 DX Series Custodian Personal property		

# G.R.O.W

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
4ft Fiberglass Step Ladder	Werner		FS204		
Canister Vacuum	Tennant	610782-20503596	3400		
Upright Vacuum	Tennant	108195	3120		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380714	372006		MISSING

# TROY HIGH

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
JCB Telescopic Handler	LoadAll	SLP520406E1013295	520-40	57326	
1260 Carpet Extractor	Tennant	100055 10153608	1000552		
12ft Fiberglass Extension Ladder	Werner	D6324 - 2X1139	D6324 - 2		
14"Floor Scrubber	Hawk	0140014494	HP1517-HD		
1530 Carpet Extractor	Tennant	614000 10114601	614000	50477	
1610 Ready Space Carpet Clean	Tennant	900050-10292455	9000500	57093	
2 Wheel Hand Truck	Magliner				
2 Wheel Hand Truck	Magliner				
2 Wheel Hand Truck					
2 Wheel Hand Truck					
20" Floor Scrubber	Huntington			04803	
20" Floor Scrubber	Tennant	8013644153	2150A	03419	
20" Floor Scrubber	Tornado		8480	03417	
20" High Speed Burnisher	General		2000 DL-1		
2550- 20" Self Prop Burnisher	Tennant	10290670	607596	57094	
28" S8 Auto Sweep w/ Batt Pac	Tennant	90000 54270	9001213	57095	
2ft Fiberglass Step Ladder	Werner	51751 03481	6002		
3050 Back Pac Vacuum	Tennant	607751-10257783	607751		
3520 15gl. Wet/Dry Vacuum	Tennant	607674 10136633	607674	50474	
3540 Battery Wet/Dry Vac	Tennant	607621-10354268	607621	57366	
4 Wheel Flatbed Cart					
4 Wheel Flatbed Cart					
4ft Fiberglass Step Ladder	Werner		5904		
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279724	372004 TYPE1AA		
4Gl. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00359	WL504310AJ		
5ft Wood Ladder					
6ft Aluminum Step Ladder	Werner		356 TYPE MED.		
6ft Fiberglass Step Ladder	Werner		406 TYPE1A		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380711	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380706	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344514	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609668 10097977	609688	50373	
8ft Fiberglass Step Ladder	Werner				
Auto Scrubber T3-20" STD	Tennant	10290345	9000945	57097	
Auto Scrubber T7-32" F.A.S.T.	Tennant	10290670	9000869	57098	
Auto Sweeper 6100-30"RIDER	Tennant	6100-3461	M6100E	57096	
Bench Grinder	Workforce	2011200	7065		
Canister Vacuum	Tennant	10402632	3400		
Canister Vacuum	Tennant		3400		
Canister Vacuum	Tennant	00001940103	3400		
Canister Vacuum	Numatic				
Canister Vacuum	Tennant	1932103	3400		
Desk Mover	Raymond Products				
Dolphin	Dynamic Pro	103929BX16	3200		
Electrical Tester	Fluke	87070177	T5 600		
Lawn Spreader	Lesco				
Pallet Jack	Blue Giant	MTS990-61102	MTS2000		
Platform Lift	Genie	AWP07-56067	AWP-36S	57103	
Portable Carpet Extractor	Tennant	607715 10114601	607715		
Salt Spreader	Agri-Fab				
Snow Blower	John Deere	M0TR21A120751	TSR21	03470	
Snow Blower	John Deere	M0826DX161463	826D	14782	
Snow Blower	John Deere	M6826DX19023	826D	17481	
Super Saddle	Genie	SS07-2822	SS	57110	
Wet/Dry Vacuum	Clarke		16 HP	17486	
Wet/Dry Vacuum	Hoover		C2079		

# TROY HIGH

## TROY HIGH-GROUNDS

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
2 Stroke Line Trimmer	Shindaiwa	1105977	T-270		
3 Ton Floor Jack	Westward	GG060867061	5ML65A		
36" Lawn Aerator	Ryan	LM2523	544860	50377	
4 Stroke Line Trimmer	Honda	HAFA-1028674	GX25	57125	
4 Stroke Line Trimmer	Honda	HAFA-1026121	GX25	57378	
50 Gal. Chemical Sprayer	MightyMac	202890		50372	
Air Compressor	DeWaltt	2716121146	D55168		
Blower Vacuum	Sthil	27251654	SH85C		
Core Aerator	TracVac	6694	K2G10		
Gas Powered Hedge Trimmer	Sthil	268037323	HS 80		
Gator Utility Vehicle	John Deere		1800	17447	
High Pro-Vacuum	Little Wonder	1050033784	57610-00-01	57321	
Mini-Tiller	Honda	1098837	FG110AT	57343	
Mobile Paint Line Sprayer	Club Cart	BB0718-754585	UN3171	57359	
Turf Mower	ExMark	692689	LXS35BV665	57355	
Roatry Turf Mower	Honda	MZCG-7268347	HRR2163VXA		
Lawn Edger	McLane	549736	3820		
Textron Utility Vehicle	Workhorse EZGO	1591252	st350		
Ultra Vac	ExMark		12V-BR06		
Mobile Paint Line Sprayer	Pioneer		130170		
Turf Spreader	Lely		W		
Backpack Leaf Blower	Shindaiwa	134242			

# NILES

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
10ft Fiberglass Step Ladder	Werner	CV955329	T7410 TYPE1AA		
1260 Carpet Extractor	Tennant	100055-10291657	1000552	57072	
2 Wheel Hand truck	Viking				
20" Floor Scrubber	Clarke			18245	
3090 Backpack Vacuum	Tennant	20603430	M3090270	57074	
4 Wheel Flatbed Cart-Large	Rubbermaid			TSD 14	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	1-AT01-D-380709	372006 TYPE1AA		
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10289181	9000946	57073	
Canister Vacuum	Tennant	1937103	3400		
Carpet Extractor	Windsor		Spirit Dual	18248	
Custodial Cart	Continental				
Desk Mover	Raymond Products				
Electrical Tester	Fluke	87070137	T5 600		
Gas Shrub Trimmer	Homelite	HA3091754	18029D		
Leaf Blower	RedMax	506331	HB2390		
Ride On Mower	Deere	MOL133A076803	LT133	18280	
Snow Blower	Honda	SZBE 1031070	HS724WA		
Weed Whip	Shindaiwa	5068548	T27U		
Wet/Dry Vacuum	Clarke	AB2079	Summit 12		

## CENTRAL OFFICE

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
2 Wheel Hand Truck	Magliner	TSD 10			
20" High Speed Burnisher	Clarke	VH 3708	US 2000		
4 Wheel Flatbed Cart					
4ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414118	372004 XHD		
6ft. Fiberglass Step Ladder	Werner	51751 03282	5960		
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-399389	372008 TYPE1AA		
Canister Vacuum	Tennant	10402628	3400		
Lawn Spreader	Agri-Fab		125		
Upright Vacuum	Tennant	107132	3120		
Electrical Tester(shared)	Fluke	87070184	T5 600		

## SERVICE BUILDING

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
1140 Carpet Extractor	Tennant	10131516	607681	50517	
1260 Carpet Extractor	Tennant	100056 10292777	1000552		
17" Floor Scrubber	Hawk	0140014495	M-HP1517 HD		
2 Wheel Hand Truck	Magliner				
20" Floor Scrubber	Tornado	8480 5885	20-1	19132	
2ft Fiberglass Step Ladder	Werner	599951	6002		
3090 Backpack Vacuum	Tennant	20603426	M3090270		
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10293922	DC0706		
4 Wheel Flatbed Cart					
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT08-D-376154	372004 TYPE1AA		
6ft Fiberglass Step Ladder	Werner	51751 01164	T6206		
8ft. Fiberglass Step Ladder	Werner	6338251	6208		
9.6V Battery Drill	DeWalt	272128	9W952		
Canister Vacuum	Tennant	1931103	3400		
Circular Saw	DeWalt	428482	DW369		
Desk Mover	Raymond Products				
Generator	Honda	EZGF 1087065	EU 3000is		
Hammer Drill	Makita	260072F	HP1621F		
Lawn Spreader	Agri-Fab		125		
Leaf Blower(back pack)	Shindaiwa	6081228	EB8510RT	57396	
Pump Sprayer	Flowmaster		199V1		
Ride on Mower	John Deere	M00445C081285	445 Tractor	19129	
Shrub Trimmer	Tanaka	004667	94451-4		
Snow Blower	Honda	SZBG 6059863	HS 520A	50654	
Snow Thrower	Honda	SZBG-6093563	HS520	57052	
Tiller Attachment/Echo	Echo	999442 00510	9999		
Upright Vacuum	Tennant	107122	3120		
Upright Vacuum	Windsor Versamatic	M10010495	VSP14		
Weed Whip	Shindaiwa	716768	T-27		
Weed Whip	Echo	5010090	PA5230		

TRANSPORTATION					
Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
Snow Thrower	Honda	SZBG-6096751	HS520A	57382	
Auto Scrubber	Clarke	VB3336	Vision 26TX		

# OPERATIONS

Description	Brand Name	Serial Number	Model Number	TSD Number	Comments:
(1180) Carpet Extractor - Heated	Tennant	607678 10288735	607678	57037	
(1180) Carpet Extractor - Heated	Tennant	607677-10356169	607678	60012	
10ft. Fiberglass Step Ladder(M)	Michigan Ladder Co.	110-AT08-T-2822	372010 TYPE1AA		
10ft. Fiberglass Step Ladder(M)	Michigan Ladder Co.	110-AT09-D-9859	372010 TYPE1AA		
12ft Fiberglass Extension Ladder	Werner		6312		
13" Floor Scrubber	Tennant	800323 497	800323	50468	
13" Floor Scrubber	Tennant	800323 499	800323	50469	
16 ft. Extension Ladder(Grounds)	Michigan Ladder Co.	130-AT01-D-80485	387116 TYPE1AA		
2 Wheel Hand Truck	Magliner		Gemini Jr		
2 Wheel Hand Truck-(Athens)	Magliner	TSD 11		TSD 11	
2 Wheel Hand Truck-(Athens)	Magliner	TSD 12		TSD 12	
2 Wheel Hand Truck-(M&O)	Magliner	TSD 09		TSD 09	
20" High Speed Burnisher (2370)	Tennant	1000151-10137645	1000151	50470	
20" High Speed Burnisher(Barn)	Hawk	140014500	HP15202MDC		
2550- 20" Self Prop Burnisher	Tennant	607596 10290668	607596	57035	
3090 Backpack Vacuum	Tennant	10703786	M3090270	57371	
3090 Backpack Vacuum	Tennant	10703781	M3090270	57370	
3540 Battery Wet/Dry Vac	Tennant	10294016 DC0706	607623	57032	
3540 Battery Wet/Dry Vac	Tennant	10294014 DC0706	607623	57033	
4 Wheel Dolly-Red	Rubbermaid-Athens	TSD006	9T54	TSD006	
4 Wheel Dolly-Red	Rubbermaid-Athens	TSD007	9T54	TSD007	
4 Wheel Flatbed Cart(Leonard)					
4 Wheel Flatbed Cart-Small	Rubbermaid	TSD 013		TSD 013	
4ft Fiberglass Step Ladder(M)	Michigan Ladder Co.	100-AT09-D-279728	372004 TYPE1AA		
4ft Fiberglass Step Ladder(M.D.)	Michigan Ladder Co.	100-AT09-D-279721	372004 TYPE1AA		
4ft Fiberglass Step Ladder(S.V.)	Michigan Ladder Co.	100-AT09-D-375486	372004 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344512	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-373807	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380708	372006 TYPE1AA		
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-343586	372006 TYPE1AA		
750 All Surface Cleaner	Tennant	609068 10291484	609668	57034	
8ft Fiberglass Step Ladder	Werner				
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100 AT01-T-367197	372008 TPYE1AA		
Step Ladder	Louisville	28866	1816	AP1003	
Appliance Dolly	Wesco	TSD015	154009B	TSD015	
Auto Scrubber T3-20 FAST	Tennant	10355261	9000945	57361	
Auto Scrubber T3-20 FAST	Tennant	900045-10354563	9000945	57406	
Canister Vacuum	Tennant	00001624202	3400		
Canister Vacuum	Tennant	610782-10704803	3400	57334	
Canister Vacuum	Tennant	610782-10704805	3400	57336	
Canister Vacuum (Boulan)	Tennant	20402807	3400		
Curb Ramp	Magliner	PKR220			
Curb Ramp	Magliner	PKR220			
File Cabinet Truck	Viking-Athens	TSD 1003	9860	TSD 1003	
File Cabinet Truck	Viking-Athens	TSD 1004	9860	TSD 1004	
Floor Dryer/Blower					
Gas Floor Sweeper (*outdoor)	Clarke		TK500ET	7765	
Generator (3000is)	Honda	86102-00147	EU300isA		
Portable Carpet Spotter	Tennant	607715-10114598	607715		
Pressure Washer (Heated)	Sani-Tech	9395	MarkIII		
Stud Sensor Pro SL-AC	Zircon	REV B02/04	59755		
Mobile Platform Lift	Genie	T3403-206	TMZ34/19		
Mobile Platform Lift	Genie	AWP-05-35535	AWP25SCD	57384	
Carpet Extractor	Admiral	1000024142	AMA-8		
Electrical Tester	Fluke	85880271	T5 1000		
Electrical Tester	Fluke	84250293	T5 1000		
Upright Vacuum {Missing}?	Tennant	108180	614306		
Upright Vacuum	Windsor		Versamatic		



# OPERATIONS

## GROUNDS

Hedge Trimmer	Echo	576112051003	HC-150	60050	
Leaf Blower	Stihl	970152650	BGE60	57353	
Pressure Washer	Graco	A8720	3040	50374	
Rear Tine Tiller	Honda	2001787	FR600	50378	
Walk behind Mower	Ferris	BGF36KAV15	5410	51026	
Ride On Mower Pro Cut 23	Ferris	11661	H2223K	50937	
Snow Blower	Honda	1175706	HS928WAS	60057	
Snow Thrower	Honda	SZBG-6110333	HS520	57383	
Tiller	Honda	1058397	F220A	57340	
Rotary Mower	Honda	7851812	HRR2165vVXA	57395	
Weed Whip	Honda	1046024	HHT25SLTA	57399	
Weed Whip	Honda	1046040	HHT25SLTA	57400	
Weed Whip	Shindaiwa	3049809	T270		
Weed Whip	Shindaiwa	5071566	T270		
Weed Whip	Shindaiwa	5071581	T270		
Weed Whip	Shindaiwa	11050458	T270		
Weed Whip	Honda	HAFA-1050096	HHT25SLTA	60052	
Weed Whip	Honda	HAFA-1045607	HHT25SLTA	60051	
Weed Whip	Honda	HAFA-1050094	HHT25SLTA	60050	
Leaf Blower	Green Machine	519337	4600LP		
Mobile Paint Line Sprayer	Club Cart	BB0718-754586	UN3171	57360	
JCB Telescopic Handler	LoadAll	SLP520406E1068678	527-55	57128	
Weed Whip	Shindaiwa	3045822?	S270A		
Electrical Tester	Fluke	84220427	T5 1000		
Log Splitter	Powertek		26ton		
Rotary Mower	John Deere		8490		
Floating Mover	Huskavarna		HVT52		
Lawn Spreader	Agri-Fab		125		
Welder	Miller			6063	
Drill Press	US Hardware		ZJ4116H		
Welder	Miller	LG390717N	140	57325	
3 Ton Floor Jack	Westward	GG06120427677	1727		
Blade Sharpner	Oregon				
Chainsaw	Stihl		ms460		
Chainsaw	Stihl		ms361		
Chainsaw	Stihl		ms026		
Chainsaw	Stihl		ms025		
Chainsaw	Stihl		PRO		
Stik Edger	Stihl	271460017	KM90		
Stik Edger	Stihl	271460017	KM90		
Stik Edger	Stihl	271460017	KM90		
Lawn Edger	McLane		137		
Lawn Edger	little Wonder		LW045		
Tiller	Mantis	475092			
Tiller	Honda	FG100A1	FG100		
High Pro-Vacuum	Billy Goat		5601		
Generator	Honda	1383898EAAJ	EU2000IAU		
Snow Thrower	Honda			50817	



Purchasing Department  
Facility Operations

**RFP 9768**

**RE: Facility Operations Custodial and Ground Services**

**ADDENDUM # 1 – March 18, 2014**

The Bidding Documents are modified, supplemented or augmented as follows, and this Addendum is hereby made a part of the proposed Contract Documents.

**Question #1**

Please provide an excel version of the bid documents contained in the RFP.

**Answer #1**

The Proposal Forms have been provided as a Word formatted document and are posted on the website. The District has a policy of publishing all Request for Proposals and Bid Documents in a PDF format only.

**Question #2**

Please provide a copy of the school districts current facilities budget.

**Answer #2**

The Troy School District's 2013-2014 Budget Book is part of the Transparency Reporting and is posted on the main page of the Districts website at [www.troy.k12.mi.us/pages/Troy\\_School\\_District](http://www.troy.k12.mi.us/pages/Troy_School_District).

**Question #3**

What is enrollment by school of the district?

**Answer #3**

See attached, Exhibit A.

**Question #4**

Please provide a copy of the current wage rates and benefit plan for facilities staff.

**Answer #4**

N/A.

**Question #5**

Will awarded service partner be able to utilize District facilities vehicles?

**Answer #5**

Yes, the awarded Vendor will utilize District vehicles.

**Question #6**

Will the District be providing office and/or warehouse space for the awarded service partner?

**Answer #6**

Yes, the District will provide office and warehouse space to the awarded Vendor.

**Question #7**

Are the current facilities employees working under a collective bargaining agreement? If so, please provide a copy of the CBA.

**Answer #7**

No, the current facilities employees are not working under a collective bargaining agreement.

**Question #8**

Will the District be providing grounds materials and supplies?

**Answer #8**

Yes, the District will provide grounds materials and supplies to the awarded Vendor.

**Question #9**

Will the District be providing grounds equipment? If so, please provide a copy of current equipment.

**Answer #9**

Yes, the District will provide grounds equipment. The complete grounds equipment list is posted on the website under the 'Current Bids' tab for this RFP.

**Question #10**

Will the District be providing maintenance materials, tools and supplies?

**Answer #10**

Yes, the District will provide maintenance materials, tools and supplies.

**Question #11**

Is it the expectation of the District that the contractor provides a warehouse/delivery person or will the awarded service partner be able to use the current system?

**Answer #11**

Yes, it the expectation of the District that the contractor provides a warehouse/delivery person.

**Question #12**

Will the District be providing computers at each school for custodians to receive and submit work orders?

**Answer #12**

Yes, the District will be providing computers for custodians to receive and submit work orders.

**Question #13**

Please confirm that the provision of work/services identified in the RFP will not be subject to and governed by Michigan's Prevailing Wage Act (Public Act 166, MCL 408.551 et seq.).

**Answer #13**

The work/services identified in this Request for Proposal is not subject the Michigan Prevailing Wage Act (Public Act 166, MCL 408.551 et seq.).

**Question #14**

If Michigan's Prevailing Wage Act will apply to the work/services identified in the RFP, please provide an official rate schedule from the Michigan Department of Licensing and Regulatory Affairs as required by the Michigan Prevailing Wage Act.

**Answer #14**

N/A

**Question #15**

The highest General Liability coverage we have seen required in an RFP is \$1,000,000 with an aggregate of \$10,000,000. On Page 12 of the RFP it states that \$3,000,000 of General Liability is required with a \$10,000,000 aggregate. Is \$3,000,000 required or will \$1,000,000 General Liability suffice?

**Answer #15**

The required General Liability is \$3,000,000 as listed on page 12 of this RFP.

**Question #16**

Page 22 & 23 give detail on weekend events. Is the vendor to bill for all weekend event coverage that falls outside of normal weekend staffing, or just for rentals? An example could be a school dance on a Saturday.

**Answer #16**

The Vendor is expected to bill for all coverage that falls outside of the normal weekend staffing.

**Question #17**

The staffing requirements do not indicate any clerical staff. Is the intent that management focus their time in the facilities, or also perform any required clerical duties?

**Answer #17**

The Vendor will be responsible for any clerical duties as well.

**Question #18**

In Attachment D (Custodial General Duties Frequency) on Page 5 in the Floor Vacuuming Daily section it is stated: All traffic lanes and open areas should be serviced five days a week as part of the normal schedule. Is the intent that during these daily cleanings vacuuming is not performed under desks? Please clarify the expectations.

**Answer #18**

Custodial General Duties Frequency as listed in Attachment D is not excluding vacuuming under the desks on a daily basis or daily vacuuming any open areas.

**Question #19**

Is it permissible to provide you with two pricing sheets, the first being your current staffing level as outlined in the RFP, and an alternate pricing sheet based on our staffing recommendations?

**Answer #19**

Yes, Troy School District encourages all Vendors to provide alternate pricing and recommendations.

**Question #20**

Would you consider extending the proposal due date by 1 week in order to get more complete and comprehensive bids?

**Answer #20**

No, Troy School District will not be extending the proposal due date by one week.

**Question #21**

Does your current vendor handle the grounds and maintenance responsibilities listed in the RFP?

**Answer #21**

Yes, the current Vendor does handle the grounds and maintenance responsibilities listed in this RFP.

**Question #22**

If your grounds and maintenance activities are done in-house, please provide a list of positions and current wages for each position?

**Answer #22**

N/A

**Question #23**

What is the current contract price for your custodial vendor?

**Answer #23**

The current contract price varies depending upon level of contracted employee.

**Question #24**

In terms of replacement equipment, please clarify if that only applies to custodial equipment.

**Answer #24**

Replacement equipment applies to all equipment as listed in this RFP. The complete equipment list is posted on the website under the 'Current Bids' tab for this RFP.

**Question #25**

Is there a current District snow removal policy for review?

**Answer #25**

Yes, as listed in this RFP.

**Question #26**

Is there a current District energy conservation policy to review?

**Answer #26**

No, the District currently does not have an energy conservation policy for review.

**Question #27**

Please clarify the contractor's responsibility as it relates to security – Is the contractor responsible for the opening/unlocking of the buildings each day and is contractor responsible for locking each building every evening? Who is responsible when responding to alarm calls?

**Answer #27**

The responsibility as it relates to security is covered in the general guidelines of this RFP and states that the custodians are required to lock and unlock the buildings. Also, alarm calls are handled after hours by the Maintenance Department.

**Question #28**

Who is the contact person that the RFP responses should be addressed?

**Answer #28**

The head contact person for the RFP responses is Kenneth Miller, Executive Director Facility Operations and/or Todd Hensley, Purchasing Supervisor.

**Troy School District**  
**OFFICIAL District Pupil Count - October 2, 2013**  
(Data from November 6th Count Day Submission)

Exhibit A

Schools	Total
Barnard	506
Bemis	565
Costello	352
Hamilton	475
Hill	315
Leonard	464
Martell	476
Morse	461
Niles ECP/ECSE	214
Schroeder	531
Troy Union	458
Wass	431
Wattles	484
<b>Total Elementary</b>	<b>5732</b>
Schools	
Baker	724
Boulan	741
Larson	702
Smith	643
<b>Total MS</b>	<b>2810</b>
Schools	
Athens	1566
Troy	1990
International Academy	475
<b>Total HS</b>	<b>4031</b>
<b>TOTAL STUDENTS</b>	<b>12573</b>





Purchasing Department  
Facility Operations

**RFP 9768**

**RE: Facility Operations Custodial and Ground Services**

<p><b>ADDENDUM # 2 – Clarification - March 19, 2014</b></p>
---

The Bidding Documents are modified, supplemented or augmented as follows, and this Addendum is hereby made a part of the proposed Contract Documents.

**The District will not provide transportation / vehicles for the management personnel or the utility crew. We will continue to maintain and provide vehicles for grounds and warehouse operations.**

**Bid Tabulation**  
**RFP 9768 Custodial and Ground Services**

Vendor	Custodial			Grounds			Warehouse Driver			Grand Total		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Aramark Education Facility Services	\$2,594,255.00	\$2,672,082.65	\$2,752,245.13	\$203,696.00	\$209,806.88	\$216,101.09	\$45,384.00	\$46,745.52	\$48,147.89	\$2,843,335.00	\$2,928,635.05	\$3,016,494.11
(a) *Alternate Bid	\$2,425,693.00	\$2,498,463.79	\$2,573,417.70	\$203,696.00	\$209,806.88	\$216,101.09	\$45,384.00	\$46,745.52	\$48,147.89	\$2,674,773.00	\$2,755,016.19	\$2,837,666.67
Enviro-Clean Building Maintenance Services	\$2,715,893.72	\$2,715,893.72	\$2,715,893.72	\$301,213.38	\$301,213.38	\$301,213.38	\$35,420.97	\$35,420.97	\$35,420.97	\$3,052,528.07	\$3,052,528.06	\$3,052,528.06
I & B Cleaning Services	Incomplete Pricing											
GCA Education Services, Inc.	\$2,551,619.14	\$2,551,619.14	\$2,551,619.14	\$334,393.02	\$334,393.02	\$334,393.02	\$38,193.38	\$38,193.38	\$38,193.38	\$3,052,528.06	\$2,924,205.54	\$2,924,205.54
(b) *Alternate Bid	\$2,722,693.26	\$2,722,693.26	\$2,722,693.26	\$380,772.89	\$380,772.89	\$380,772.89	\$38,193.38	\$38,193.38	\$38,193.38	\$3,141,659.53	\$3,141,659.53	\$3,141,659.53
GRBS, Inc.	\$2,725,968.00	\$2,725,968.00	\$2,725,968.00	\$448,992.00	\$448,992.00	\$448,992.00	\$35,904.00	\$35,904.00	\$35,904.00	\$3,210,864.00	\$3,210,864.00	\$3,210,864.00
Sodexo	\$2,663,358.00	\$2,663,358.00	\$2,663,358.00	\$246,360.00	\$246,360.00	\$246,360.00	\$32,000.00	\$32,000.00	\$32,000.00	\$2,941,718.00	\$2,941,718.00	\$2,941,718.00
(c) *Alternate Bid	\$2,542,261.00	\$2,542,261.00	\$2,542,261.00	\$241,521.00	\$241,521.00	\$241,521.00	\$32,000.00	\$32,000.00	\$32,000.00	\$2,815,782.00	\$2,815,782.00	\$2,815,782.00
The DM Burr Group				\$364,320.00	\$364,320.00	\$364,320.00	\$37,889.28	\$37,889.28	\$37,889.28	\$3,297,884.19	\$3,297,884.19	\$3,297,884.19
(d) *Alternate Bid										\$3,544,591.15	\$3,544,591.15	\$3,544,591.15
<b>**Alternate Bids**</b> b) Increased Investment that Allows for Decreasing Labor Hours and Costs. b) Enhanced Hourly Compensation and Additional Seasonal Grounds Employees. c) Additional Second Shift Custodians. d) Additional 9.75 FTE Second Shift.												