



SERVICE OUTLINE

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California Montessori Project Capitol Campus
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GENERAL AREAS TO BE MAINTAINED	Weekly	Monthly	Yearly
• Entrance ways and Hallways - - - - -	5		
• Lobby / Reception Area - - - - -	5		
• Restrooms- - - - -	5		
• Offices - - - - -	5		
• Reading Room - - - - -	5		
• Staff Break Room - - - - -	5		
• Classrooms - - - - -	5		
• Multi-Purpose Room - - - - -	5		
• Internal Glass - - - - -	5		

GENERAL CLEANING	Weekly	Monthly	Yearly
• Dust and clean all Office Furniture - - - - -	5		
• Empty Wastebaskets and install Liners - - - - -	5		
• Take Wastepaper to Disposal area - - - - -	5		
• Clean & Sanitize Drinking Fountains - - - - -	5		
• High Dusting - - - - -		1	
• Wipe down Walls, Doors, Sills & Baseboards - - - - -		1	
• Spot clean doors, walls & partitions - - - - -		1	
• Dust light fixtures and picture frames - - - - -		1	
• Disinfect Telephones - - - - -		1	
• Dust all Venetian Blinds - - - - -		1	
• Vacuum and Clean all Air Grills - - - - -		1	



SERVICE OUTLINE (CON'T)

FLOOR AND CARPET CARE	Weekly	Monthly	Yearly
• Traffic vacuum all carpeted areas- - - - -	5		
• Spot clean all carpeted areas- - - - -	5		
• Detailed vacuuming: Edges & Under desks- - - - -	1		
• Replace all moved furniture- - - - -	5		
• Sweep and damp mop all resilient floor area- - - - -	5		
STAFF BREAK ROOM	Weekly	Monthly	Yearly
• Wipe clean all Counters, Tables and Sinks - - - - -	5		
• Wipe Cabinets free of Fingerprints - - - - -	5		
• Wipe clean Microwave - - - - -	5		
• Wipe clean Refrigerator Exterior - - - - -	5		
RESTROOM MAINTENANCE	Weekly	Monthly	Yearly
• Disinfect sinks, toilets & urinals - - - - -	5		
• Clean and polish all dispensers & mirrors - - - - -	5		
• Spot clean tile walls and toilet partitions - - - - -	5		
• Empty all waste receptacles & install liners - - - - -	5		
• Restock hand soaps and paper products - - - - -	5		
• Wet mop floor using germicidal - - - - -	5		
• Spray disinfectant for odor control - - - - -	5		
WINDOWS / GLASS CLEANING	Weekly	Monthly	Yearly
• Clean windows (in/out) entrance only - - - - -	5		
• Spot clean inside partition glass - - - - -	5		



SERVICE OUTLINE (CON'T)

SECURITY • MISCELLANEOUS	YES	NO
• Clean janitor closet - - - - -	X	
• Turn off designated lights, lock doors & windows	X	
• Review janitor checklist - - - - -	X	
• Implement security system - - - - -	X	

PRODUCTS	YES	NO
• Client supplies all paper & hand soap products or janitor orders paper & hand soap products and bills client - - - - -	X	

BID PRICE - - - - - \$7,595 per month

BID PRICE for Day Porter - - - - - \$3,262 per month

Day Porter plan is based on 6 hours per day x \$25 per hour x 5 days per week x 4.35 average weeks in a month per year = \$3,262 per month