



Exhibit E2
Custodial Specifications

For

Orange County Schools
Hillsborough, North Carolina

Introduction

This cleaning specification is divided into two major sections: “DAYS” (activities performed by custodians and head custodians during the school day), and “NIGHTS” (routine and restorative services performed by custodians and lead custodians after 5:00 p.m.).

Note that only four schools include outsourced daytime custodial services; the remaining schools are fully in-house during the day shift.

Overview of Services:

The following pages include a detailed task and frequency set that will serve as the foundation for the contract. In summary, the Service Provider is required to remove waste from all included areas, spot mop all classrooms, scrub the hallway floors, spray and clean all desks and all high touch areas, clean and sanitize all bathrooms daily with deep scrubbing weekly. The Service Provider is also responsible for auditoriums, gymnasiums, locker rooms, field house, and bleachers, on a daily basis and after events.

Service Provider is **not responsible for**:

- Gym floors
- Tennis courts
- Athletic tracks
- Kitchens (but dining / serving areas are included)
- Administrative offices
- Guidance areas
- Nurse’s office and areas
- SRO / security office or any records room
- Any area in a school or building above 6 feet

Calendar and Frequencies

Service Provider must perform full custodial routine cleaning duties in buildings for 173 student days plus 21 teacher workdays, totaling 194 days. Service Provider will not be onsite on holidays (11 days) or on scheduled teacher annual leave days (10) unless permitted by OCS.

Service Provider will have an approximately 40 business day window to complete all summer cleaning services. Priority will be given to the year-round program to ensure floors are completed in the three-week intersession in June before staff return to the building the first week of July. Each building will have approximately two weeks without summer programming or most staff in schools for the vendor to schedule work to be completed. Scope of Work Section 1.19 includes additional detail regarding summer cleaning duties.

Orange County Schools

Custodial Specification

DAYS

Cafeterias / Serving

| <u>Task Description</u> | <u>Annual Frequency</u> |
|---|-------------------------|
| Police floors for litter, spot mop floors to remove visible dirt and spills. | 4x Daily |
| Empty cafeteria and commons trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | 4x Daily |
| Provide coverage and additional support to cafeteria areas. Duties include wiping tables, cleaning spills, spot cleaning horizontal and vertical surfaces, and performing other duties as needed. | Ongoing |

Custodial Closets / Trash

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean custodians' closet sinks and floors, organize shelves and inspect equipment. Keep closet in a neat, clean and orderly manner at all times. | Daily |

Entrances and Lobbies

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Vacuum carpeted matting at or near entrance doors. | Daily |
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Daily |
| Spot clean entrance door glass to remove spots and streaks. | Daily |
| Police floors for litter, spot mop floors to remove visible dirt and spills. | Daily |

Exterior Areas

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Police exterior areas for litter and debris. Sweep hard-surface floors. | Daily Daily |

Library / Reading / Media

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Spot clean and police floors, carpets and tables as needed. | Daily |

Locker Room / Shower

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Police locker rooms; remove debris, spot clean fixtures, mirrors and floors, replenish supplies. | Daily |

Non-Cleaning Head Custodian Duties

| <u>Task Description</u> | <u>Annual Frequency</u> |
|---|-------------------------|
| Perform non-cleaning duties as directed to include event support, set-ups, special projects, building access management, alarm management, safety management, assistance with activities, material handling, etc. | Daily |

Restrooms / Mothers Room

| <u>Task Description</u> | <u>Annual Frequency</u> |
|---|-------------------------|
| Police restrooms; remove debris, spot clean fixtures, mirrors and floors, replenish supplies. | Twice Daily |

Summer Support

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-----------------------------|
| Provide support for summer school / programs and activities. | Daily |

Orange County Schools

Custodial Specification

NIGHTS

Auditorium

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean as required. Remove trash to designated area. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Clean and disinfect high touch points. | Daily |
| Spot mop floors to remove visible dirt and spills. | Daily |
| Police hard floors and spot vacuum carpets to remove obvious litter and debris. | 4x /Week |
| Spot clean and disinfect touch points | 4x /Week |
| Fully vacuum all carpeted areas from wall to wall. | Weekly |
| Spot clean chairs to remove obvious spills and debris. | Weekly |
| Damp mop floors to remove dirt and spills. | Weekly |
| Dust mop floors with a microfiber dust mop. | Weekly |
| Dust furniture and spot clean with disinfectant all horizontal and vertical surfaces. | Weekly |
| Apply restorer and burnish tile floors. | Monthly |
| Dust areas above shoulder level and below knee level. | Monthly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Dust window treatments including horizontal and vertical blinds. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |
| Machine scrub hard surface floors. | Annual |
| Extract carpeted areas using approved equipment and supplies. | Annual |

Cafeterias / Serving

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean and disinfect tables in cafeteria and commons. | Daily |

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|---|-----------|
| Reposition table and chairs to align with meal floorplan. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Damp mop or autoscrub floors to remove soil and spots. | Daily |
| Spot clean with disinfectant all horizontal and vertical contact surfaces including tables, walls, doors, cabinets and windows. | Daily |
| Provide coverage and additional support to cafeteria areas. | Daily |
| Remove graffiti from surfaces. | Weekly |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust furniture and spot clean all horizontal and vertical surfaces. | Weekly |
| Burnish finished floor using electric burnisher. Restore as required. | Weekly |
| Wash non-fabric furniture. | Monthly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Dust window treatments including horizontal and vertical blinds. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |
| Machine scrub and recoat vinyl floors using approved floor finish. | Annual |

Classrooms / Labs

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Reposition desks and other furniture to align with daily floorplan. | Daily |
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Clean and disinfect desks and high touch points. | Daily |
| Spot clean with disinfectant all horizontal and vertical contact surfaces including walls, doors, and light switches. | Daily |
| Clean sink using approved cleaner. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Police floors for litter, spot mop floors to remove visible dirt and spills. | 4x /Week |
| Spot vacuum carpets to remove visible dirt, dust and debris. | 4x /Week |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust and damp wipe with disinfectant all partitions, cabinets, telephones, horizontal and vertical contact surfaces. | Weekly |
| Wet clean chalkboards and dry erase board. | Weekly |
| Remove graffiti from surfaces. | Weekly |
| Empty pencil sharpeners and reassemble. | Weekly |
| Damp mop floors to remove soil and spots. | Weekly |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Weekly |

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| Damp wipe trash containers to remove soil and stains. | Quarterly |
| Apply restorer and burnish tile floors. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Wash non-fabric furniture. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Extract carpets using high-performance system. | Annual |
| Machine scrub and recoat 50% of vinyl floors with two coats of approved floor finish. | Annual |
| Completely strip and refinish 50% of vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Conference Room / Multi-Use

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Clean and disinfect high touch points. | Daily |
| Dust furniture and spot clean all horizontal and vertical surfaces. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Damp mop floors to remove soil and spots. | Daily |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Wash non-fabric furniture. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Damp wipe trash containers to remove soil and stains. | Annual |
| Extract carpets using high-performance system. | Annual |
| Machine scrub and recoat 50% of vinyl floors using approved floor finish. | Annual |
| Completely strip and refinish 50% of vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Corridors

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Clean and polish drinking fountains. | Daily |
| Remove graffiti from surfaces. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Spot clean with disinfectant all horizontal and vertical contact surfaces including walls, doors, cabinets and windows. | 4x /Week |
| Spot vacuum carpets to remove visible dirt, dust and debris. | 4x /Week |
| Police floors for litter, spot mop floors to remove visible dirt and spills. | 4x /Week |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust corridor furniture, spot clean with disinfectant all horizontal and vertical surfaces including interior and door glass. | Weekly |
| Damp mop or autoscrub floors to remove soil and spots. | Weekly |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Weekly |
| Apply restorer and burnish tile floors. | Monthly |
| Damp wipe trash containers to remove soil and stains. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Extract carpets using high-performance system. | Semi-Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Wash non-fabric furniture. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |
| Machine scrub and recoat vinyl floors using approved floor finish. | Annual |

Custodial Closets / Trash

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean custodians' closet sinks and floors, organize shelves and inspect equipment. Keep closet in a neat, clean and orderly manner at all times. | Daily |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |

Dock / Receiving

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean as required. Remove trash to designated area. | Daily |
| Dust mop or sweep hard-surface floors. | Daily |
| Spot mop floors to remove visible dirt and spills. | 4x /Week |
| Damp mop or autoscrub to remove soils. | Weekly |
| Wash trash collection bins to remove soil and buildup. | Monthly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Annual |

Elevator

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean elevator walls, doors, hard surface floors, ceiling and stainless steel. | Daily |
| Clean elevator walls, doors, carpets, ceiling and stainless steel. | Daily |
| Clean and disinfect high touch points. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Vacuum elevator track. | Weekly |
| Polish stainless steel | Monthly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Machine scrub hard surface floors. | Annual |
| Extract carpeted areas using approved equipment and supplies. | Annual |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff. | Annual |

Entrances and Lobbies

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Vacuum carpeted matting at or near entrance doors. | Daily |
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Clean and disinfect high touch points. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Daily |

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| Spot clean all horizontal and vertical contact surfaces including desks, walls, doors, cabinets and windows. | 4x /Week |
| Spot clean entrance door glass to remove spots and streaks. | 4x /Week |
| Police floors for litter, spot mop floors to remove visible dirt and spills. | 4x /Week |
| Remove graffiti from surfaces. | Weekly |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust furniture and spot clean all horizontal and vertical surfaces. | Weekly |
| Clean door glass and other adjacent glass areas. | Weekly |
| Damp mop floors to remove soil and spots. | Weekly |
| Apply restorer and burnish tile floors. | Monthly |
| Damp wipe trash containers to remove soil and stains. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Clean matting at or near entrance doors each Friday as required. Reposition Monday AM. | Semi-Annual |
| Extract carpets using high-performance system. | Semi-Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Wash non-fabric furniture. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Machine scrub and recoat vinyl floors using approved floor finish. | Annual |
| Machine scrub hard surface floors. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Exterior Areas

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Police exterior areas for litter and debris. | Daily |
| Sweep hard-surface floors. | Daily |

Fitness / Wrestling / Weight

| <u>Task Description</u> | <u>Annual Frequency</u> |
|---|-------------------------|
| Dust and spot clean with disinfectant all horizontal and vertical surfaces | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Damp mop and disinfect gym all mats. | Daily |
| Spot mop non-matted floors to remove visible dirt and spills. | Daily |
| Damp mop floors using an approved disinfectant o remove pathogens, soil and spills. | Weekly |
| Machine scrub floors with germicidal cleaner. | Monthly |

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|--|--------|
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff. | Annual |

Glass Services

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean interior perimeter glass on all levels | Annual |

Gym / Decks

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Dust mop floors with a microfiber dust mop. | Daily |
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean as required. Remove trash to designated area. | Daily |
| Clean and disinfect high touch points. | Daily |
| Spot mop floors to remove visible dirt and spills. | 4x /Week |
| Damp mop or autoscrub to remove soils. | Weekly |
| Dust and spot clean all horizontal and vertical surfaces. | Weekly |
| Sweep under bleachers to remove paper, dust and debris. | Monthly |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff. | Annual |

Laundry

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Damp mop and disinfect floors to remove soil and spots. | Daily |
| Dust and damp wipe with disinfectant all horizontal and vertical laundry room surfaces including appliances and furniture. | Daily |
| Clean stainless-steel sink using approved cleaner. | Daily |
| Dust areas above shoulder level and below knee level. | Weekly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Wash non-fabric furniture. | Quarterly |

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| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Library / Reading / Media

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Clean sinks and water fountains using approved stainless-steel cleaner. | Daily |
| Reposition desks and other furniture to align with daily floorplan. | Daily |
| Clean and disinfect high touch points. | Daily |
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Spot clean and disinfect all horizontal and vertical contact surfaces including desks, walls, doors, cabinets and windows. | Daily |
| Remove graffiti from surfaces. | Daily |
| Spot vacuum carpets to remove visible dirt, dust and debris. | 4x /Week |
| Dust areas above shoulder level and below knee level. | Weekly |
| Wet clean chalkboards and dry erase board. | Weekly |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Weekly |
| Damp wipe trash containers to remove soil and stains. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Wash non-fabric furniture. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Extract carpets using high-performance system. | Annual |

Locker Room / Shower

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Remove debris from hard surface floors. | Daily |
| Using an approved disinfectant, damp mop floors. | Daily |
| Clean and disinfect shower walls, fixtures, and other surfaces. | Daily |
| Dust areas above shoulder level and below knee level. | Weekly |
| Remove graffiti from surfaces. | Weekly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Monthly |

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| Machine scrub locker room floors with germicidal cleaner. | Monthly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Lounge / Break / Kitchenette

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Dust and damp wipe horizontal and vertical break room surfaces including appliances and furniture. | Daily |
| Clean and disinfect high touch points. | Daily |
| Clean stainless-steel sink using approved cleaner. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Damp mop floors to remove soil and spots. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Daily |
| Dust areas above shoulder level and below knee level. | Weekly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Wash non-fabric furniture. | Quarterly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Machine scrub and recoat of vinyl floors with two coats of approved floor finish. | Annual |
| Extract carpets using high-performance system. | Annual |
| Machine scrub hard surface floors. | Annual |

Therapy / Child Care

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners daily. Spot clean as required. Remove trash to designated area. | Daily |
| Dust furniture and spot clean with disinfectant all horizontal and vertical surfaces | Daily |
| Clean and disinfect high touch points. | Daily |
| Clean stainless-steel sink using approved cleaner. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Fully vacuum all carpeted areas from wall to wall. | Daily |

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|--|-------------|
| Dust mop floors with a microfiber dust mop. | Daily |
| Using an approved disinfectant, damp mop floors. | Daily |
| Damp wipe and disinfect trash containers to remove pathogens, soil and stains. | Monthly |
| Dust areas above shoulder level and below knee level. | Monthly |
| Damp wipe air vents to remove dust, soil and cobwebs. | Quarterly |
| Dust light fixtures to remove exterior dust and cobwebs. | Quarterly |
| Extract carpets using high-performance system. | Semi-Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Completely strip and refinish vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Office Areas - Mixed-Use

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Spot clean receptacles as required. Remove trash to designated area. | Daily |
| Spot clean carpet using approved carpet spotting equipment and supplies. | Daily |
| Clean and disinfect high touch points. | Daily |
| Dust mop floors with a microfiber dust mop. | Daily |
| Clean stainless-steel sink using approved cleaner. | Daily |
| Police floors for litter, spot mop floors to remove visible dirt and spills. | 4x /Week |
| Spot vacuum carpets to remove visible dirt, dust and debris. | 4x /Week |
| Dust areas above shoulder level and below knee level. | Weekly |
| Dust furniture and spot clean all horizontal and vertical surfaces. | Weekly |
| Damp mop floors to remove soil and spots. | Weekly |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Weekly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Quarterly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Wash non-fabric furniture. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust window treatments including horizontal and vertical blinds. | Annual |
| Damp wipe trash containers to remove soil and stains. | Annual |
| Extract carpets using high-performance system. | Annual |
| Completely strip and refinish of vinyl floors, apply three coats of approved floor finish and buff. | Annual |

Restrooms / Mothers Room

| <u>Task Description</u> | <u>Annual Frequency</u> |
|--|-------------------------|
| Perform all daily cleaning procedures; apply germicidal cleaner to all fixtures, refill/clean dispensers, empty trash/replace liners, spot clean mirrors, walls, horizontals and | Daily |

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|--|-------------|
| partitions, wipe fixtures clean, sweep and mop floors with germicidal cleaner. | |
| Dust areas above shoulder level and below knee level. | Weekly |
| Remove graffiti from surfaces. | Weekly |
| Damp wipe trash containers to remove soil and stains. | Monthly |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs. | Monthly |
| Machine scrub restroom floors with germicidal cleaner. | Monthly |
| Dust window treatments including horizontal and vertical blinds. | Semi-Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff. | Annual |

Stairwells

| | |
|---|------------------|
| | Annual |
| <u>Task Description</u> | <u>Frequency</u> |
| Spot clean carpeted stairs using approved carpet spotting equipment and supplies. | Daily |
| Spot vacuum stairs using a backpack vacuum. | Daily |
| Clean and disinfect high touch points. | Daily |
| Spot mop stairways. | Daily |
| Vacuum stairways, dust vertical and horizontal surfaces and spot clean. | Weekly |
| Sweep and damp mop stairways, dust vertical and horizontal surfaces and spot clean. | Weekly |
| Using an extraction system, fully clean carpeted stairs. | Semi-Annual |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Scrub hard surface stairways. | Annual |
| Strip and refinish stairways. | Annual |

Summer Support

| | |
|--|------------------|
| | Annual |
| <u>Task Description</u> | <u>Frequency</u> |
| Provide support for summer school / programs and activities. | Daily |

Tickets / Storage / Shop

| | |
|--|------------------|
| | Annual |
| <u>Task Description</u> | <u>Frequency</u> |
| Spot clean all horizontal and vertical contact surfaces including desks, walls, doors, cabinets and windows. | Monthly |
| Dust furniture and spot clean all horizontal and vertical surfaces. | Monthly |

| | |
|--|---------|
| Spot clean carpet using approved carpet spotting equipment and supplies. | Monthly |
| Fully vacuum all carpeted areas from wall to wall including corners and edges. | Monthly |
| Dust mop floors with a microfiber dust mop. | Monthly |
| Damp wipe light fixture exteriors to remove stains, dust and cobwebs. | Annual |
| Damp wipe air vents to remove dust, soil and cobwebs. | Annual |
| Dust areas above shoulder level and below knee level. | Annual |
| Extract carpeted areas using approved equipment and supplies. | Annual |
| Damp mop or autoscrub floors to remove soil and spots. | Annual |
| Machine scrub and recoat floors using approved floor finish. | Annual |