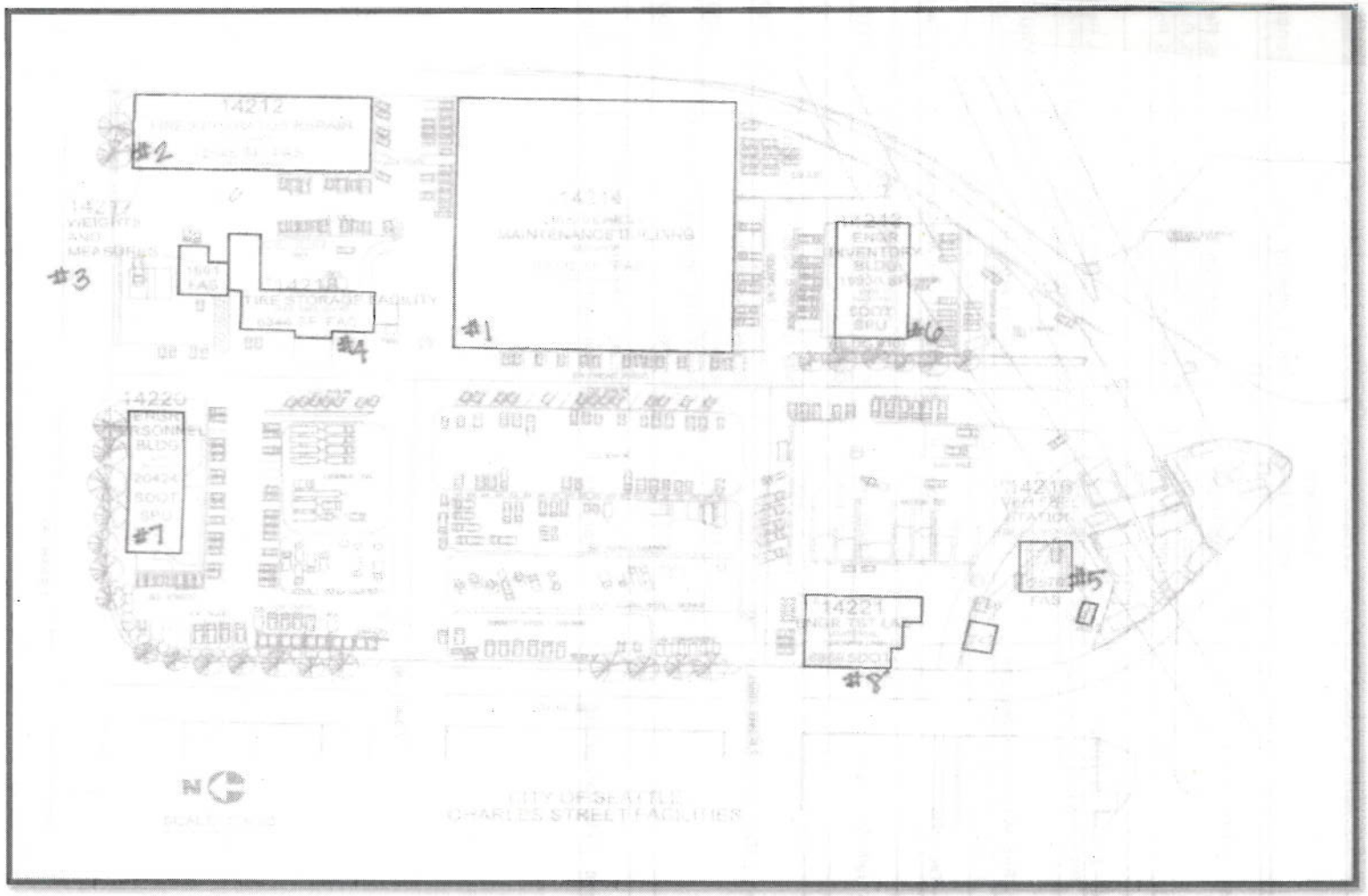
REVISED SPECIFICATIONS
7/6/2011

CHARLES STREET CAMPUS
Janitorial Specifications

Map of Charles Street



CHARLES STREET CAMPUS

Janitorial Specifications

Sq ft - Charles Street

Building	Location (level of bldg)	Room Description	Tenant	Sq Ft
Building #1 805 S Charles Street – Vehicle Garage	Main Floor	offices, restroom	FAS, Fleets	8204
	Mezzaine - Offices	Offices, conference room	FAS, Fleets	1364
	Mezzaine - lunchroom	lunchroom and locker rooms	FAS, Fleets	5444
Building #2 815 Dearborn Street – FAS, Fires Garage	First Floor	Office, Lunchroom, Restroom	FAS, Fleets	3173
Building #3 805 S Dearborn St – FAS, Weights and Measures	Main Floor	Office and restroom	FAS, Weights and Measures	1891
Building #4 814 8th Avenue S – Tire Shop	Main Floor	Office, restroom and Kitchen	FAS, Fleets	800
Building #6 1010 8th Avenue – Traffic Meter Shop	Lower level	Office, Locker Room, Conference Room, lunchroom	SDOT	7000
	2nd Floor	Office		2147
Building #7 714 S Charles Street : SDOT Street Maintenance	Basement	Mtg Rooms, offices, storage and Women's Locker Room	SPU/SDOT	5470
	1st floor	Offices, Men and Women's Restroom	SPU/SDOT	6353
	2nd floor	Men's Locker Room, restroom and lunchroom	SPU/SDOT	6311
Building #8 707 S Plummer Street – SPU, Material Lab	Main Floor	Office, Lunchroom, Restroom, Locker Room	SPU	3200

CHARLES STREET CAMPUS

Janitorial Specifications

Bldg #1-Specs

RESTROOMS		
Location	Main Floor (main office, north and south end, and body shop restroom)	Mezzanine - Offices (restrooms)
	frequency	*frequency*
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F	M/T/W/TH/F
Clean out all soap dispensers	April	April
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Wash and disinfect restroom walls	W	W
Wash and disinfect toilet partition walls	M/T/W/TH/F	M/T/W/TH/F
Wax finish floors	March/September*	March/September*

Additional Instructions

- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these
- Keep a log in all restrooms to indicate when work was performed. See Sample Janitorial Log.

COMMON AREAS	
Location	Main Level Main office
Scope of Work	*frequency*
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Bldg #1-Specs

Additional Instructions
Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.
Three sets of stairs: main floor to Mezzanine-Office; Main to Mezzanine-Lunchroom and Main to basement.

OFFICE AREAS (including Conference Rooms)		
Location	Main Floor (main office, warehouse(4), machine (1) , body shop (1) and shop offices (2))	Mezzanine - Offices (offices and conference room)
Scope of Work	*frequency*	*frequency*
Remove marks from around door frames, door glass, etc.	W	W
Remove marks from walls	as needed	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W	W
Empty trash and recylce receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F	M/W/F
Dust window covering	F	F
Vacuum all fabric furniture	15th of the month	15th of the month
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

Main Floor Offices:

Main floor offices consist of a reception area (aka Main Office) in the northwest conrner of the floorplan. The remaining sq ft. consist of eight (8) shop offices, approximately 320sq ft AND the stockroom

Bldg #1-Specs

KITCHEN AREA		
Location	Main Floor (eating area)	Mezzanine - lunchroom
Scope of Work		
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect kitchen counters/sinks/fixtures and tables	M/T/W/TH/F	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH	T/TH
Position furniture neat orderly manner ready for business day	M/T/W/TH/F	M/T/W/TH/F
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F	F
Empty trash and recylce receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed	T/TH or as needed

LOCKER ROOM (including SHOWERS)		
Location	Mezzanine - Lunchroom (Men Locker Room)	Mezzanine - Lunchroom (Women Locker Room)
Scope of Work	*frequency*	*frequency*
Wash and disinfect shower floors	M/W	T/TH
Wash and disinfect shower fixtures	M/W	T/TH
Wash and disinfect shower walls	M/W	T/TH
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W	T/TH
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in all restrooms to indicate when work was performed. See Sample Janitorial Log.

Bldg #2-Specs

RESTROOMS			
Location	Male Restroom	Women Restroom	Restroom (north wall)
	frequency	*frequency*	*frequency*
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH	T/TH	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean out all soap dispensers	April	April	April
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH	TH
Wash and disinfect restroom walls	W	W	W
Wash and disinfect toilet partition walls	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Wax finish floors	March/September*	March/September*	March/September*

LOCKER ROOM (including SHOWERS)		
Location	(Male Locker Room)	(Women Locker Room)
Scope of Work	*frequency*	*frequency*
Wash and disinfect shower floors	M/W	T/TH
Wash and disinfect shower fixtures	M/W	T/TH
Wash and disinfect shower walls	M/W	T/TH
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W	T/TH
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in <u>all</u> restrooms to indicate when work was performed. See Sample Janitorial Log.

Bldg #2-Specs

OFFICE AREAS	
Location	Main Floor
Scope of Work	*frequency*
Remove marks from around door frames, door glass, etc.	W
Remove marks from walls	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F
Dust window covering	F
Vacuum all fabric furniture	15th of the month
Strip and wax finish floors	March/September*

Additional Instructions

Work is to be performed between 3:00pm and midnight.

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

COMMON AREAS	
Location	Main Floor
Scope of Work	*frequency*
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

KITCHEN AREAS	
Location	**Main Floor**
Scope of Work	
Replenish paper products and soap dispensers	M/T/W/TH/F
Clean and disinfect kitchen counters/sinks/fixtures and tables	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH
Position furniture neat orderly manner ready for business day	M/T/W/TH/F
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Bldg #3-Specs

RESTROOMS	
Location	**Main Floor**
	frequency
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F
Clean out all soap dispensers	April
Empty waste and recycle receptacles	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH
Wash and disinfect restroom walls	W
Wash and disinfect toilet partition walls	M/T/W/TH/F
Wax finish floors	March/September*

LOCKER ROOM (including SHOWERS)	
Location	**Main Floor**
Scope of Work	***frequency***
Wash and disinfect shower floors	M/W
Wash and disinfect shower fixtures	M/W
Wash and disinfect shower walls	M/W
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W
Empty waste and recycle receptacles	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH
Strip and wax finish floors	March/September*

Bldg #3-Specs

Additional Instructions

- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and
- Keep a log in **all** restrooms to indicate when work was performed. See Sample

OFFICE AREAS	
Location	**Main Floor**
Scope of Work	***frequency***
Remove marks from around door frames, door glass, etc.	W
Remove marks from walls	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F
Dust window covering	F
Vacuum all fabric furniture	15th of the month
Strip and wax finish floors	March/September*

Additional Instructions

Work is to be performed between 3:00pm and midnight.

Sweep Stairs, landings front entrance and front steps is to be completed Monday through

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

Bldg #3-Specs

COMMON AREAS	
Location	**Main floor**
Scope of Work	***frequency***
Remove marks from around door frames, door glass, elevator doors, trim, etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

KITCHEN AREAS	
Location	**Main Floor**
Scope of Work	
Replenish paper products and soap dispensers	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F

CHARLES STREET CAMPUS

Janitorial Specifications

Bldg #4-Specs

RESTROOMS	
Location	**Main Floor**
	frequency
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F
Clean out all soap dispensers	April
Empty waste and recycle receptacles	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH
Wash and disinfect restroom walls	W
Wash and disinfect toilet partition walls	M/T/W/TH/F
Wax finish floors	March/September*

LOCKER ROOM (including SHOWERS)	
Location	**Main Floor**
Scope of Work	***frequency***
Wash and disinfect shower floors	M/W
Wash and disinfect shower fixtures	M/W
Wash and disinfect shower walls	M/W
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W
Empty waste and recycle receptacles	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH
Strip and wax finish floors	March/September*

Additional Instructions

- All paper products, including toilet paper, seat covers, paper towels,hand soap and garbage liners will be provided by The City of Seattle, FAS. Vendor will be responsible for picking up items at 3807 2nd Avenue S., Seattle, WA 98134; Monday - Friday, 11:00am-4:00pm
- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in **all** restrooms to indicate when work was performed. See Sample Janitorial Log.

OFFICE AREAS

Bldg #4-Specs

Location	Main Floor
Scope of Work	*frequency*
Remove marks from around door frames, door glass, etc.	W
Remove marks from walls	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F
Dust window covering	F
Vacuum all fabric furniture	15th of the month
Strip and wax finish floors	March/September*

Additional Instructions

Work is to be performed between 3:00pm and midnight.

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

COMMON AREAS (front door leads to the office area)	
Location	Main floor Main office
Scope of Work	*frequency*
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Bldg #6-Specs

RESTROOMS		
Location	**Lower Level Men**	**Lower Level Women**
	frequency	***frequency***
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F	M/T/W/TH/F
Clean out all soap dispensers	April	April
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Wash and disinfect restroom walls	W	W
Wash and disinfect toilet partition walls	M/T/W/TH/F	M/T/W/TH/F
Wax finish floors	March/September*	March/September*

LOCKER ROOM (including SHOWERS)		
Location	**(Make Locker Room)**	**(Women Locker Room)**
Scope of Work	***frequency***	***frequency***
Wash and disinfect shower floors	M/W	T/TH
Wash and disinfect shower fixtures	M/W	T/TH
Wash and disinfect shower walls	M/W	T/TH
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W	T/TH
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

- All paper products, including toilet paper, seat covers, paper towels,hand soap and garbage liners will be provided by The City of Seattle, FAS. Vendor will be responsible for picking up items at 3807 2nd Avenue S., Seattle, WA 98134;
  Monday - Friday, 11:00am-4:00pm
- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in **all** restrooms to indicate when work was performed. See Sample Janitorial Log.

OFFICE AREAS (including Conference Rooms)		
Location	Lower Level (Office and Conference Room)	Second Floor
Scope of Work	*frequency*	*frequency*
Remove marks from around door frames, door glass, etc.	W	W
Remove marks from walls	as needed	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W	W
Empty trash and recylce receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F	M/W/F
Dust window covering	F	F
Vacuum all fabric furniture	15th of the month	15th of the month
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

Work is to be performed AFTER 4:00pm

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

Bldg #6-Specs

COMMON AREAS	
Location	**Lower Level and 2nd Floor**
Scope of Work	*frequency*
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

KITCHEN AREAS (shown as the 'closet' on floorplan	
Location	**Lower Level 'Closet'**
Scope of Work	
Replenish paper products and soap dispensers	M/T/W/TH/F
Clean and disinfect kitchen counters/sinks/fixtures and tables	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH
Position furniture neat orderly manner ready for business day	M/T/W/TH/F
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

CHARLES STREET CAMPUS

Janitorial Specifications

Bldg #7-Specs

RESTROOMS			
Location	First Floor Men and Women Restroom	Basement (restroom in Women Locker Room)	Second Floor (restroom in Men's Locker Room)
Scope of Work	frequency	frequency	frequency
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum, and final mop floors	T/TH	T/TH	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean out all soap dispensers	April	April	April
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH	TH
Wash and disinfect restroom walls	W	W	W
Wash and disinfect toilet partition walls	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Wax finish floors	March/September*	March/September*	March/September*

LOCKER ROOM (including SHOWERS)		
Location	Basement (Women Locker Room)	Second Floor (Men's Locker Room)
Scope of Work	frequency	frequency
Wash and disinfect shower floors	M/W	T/TH
Wash and disinfect shower fixtures	M/W	T/TH
Wash and disinfect shower walls	M/W	T/TH
Scrub with brush, disinfect, wet vacuum, and final mop shower floors	M/W	T/TH
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F
Vacuum rugs, if applicable	M/T/W/TH/F	M/T/W/TH/F
Clean all wood, upholstered, leather, or vinyl furniture with a damp cloth or appropriate method	M/T/W/TH/F	M/T/W/TH/F
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	F	F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in all restrooms to indicate when work was performed. See Sample Janitorial Log.

COMMON AREAS	
Location	Main floor Main office
Scope of Work	frequency
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday. This is to include the outside stairs to the west, south and east of the building.

Bldg #7-Specs

OFFICE AREAS (including Conference Rooms)		
Location	Offices (basement, and 1st floor)	Conference Rooms (basement, and 1st floor)
Scope of Work	*frequency*	*frequency*
Remove marks from around door frames, door glass, etc.	W	W
Remove marks from walls	as needed	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture, file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W	W
Empty trash and recylce receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F	M/W/F
Dust window covering	F	F
Vacuum all fabric furniture	15th of the month	15th of the month
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

Work is to be performed between 3:00pm and midnight.

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

KITCHEN AREA	
Location	Second Floor
Scope of Work	
Replenish paper products and soap dispensers	M/T/W/TH/F
Clean and disinfect kitchen counters/sinks/fixtures and tables	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH
Position furniture neat orderly manner ready for business day	M/T/W/TH/F
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

RESTROOMS			
Location	First Floor	Mezzanine Level	Basement (2 restrooms)
Scope of Work	*frequency*	*frequency*	*frequency*
Clean and disinfect all toilet bowls and urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect tile walls and partitions around urinals	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect wash basins and attached fixtures	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean all mirrors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Sweep, mop and disinfect floors	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Scrub with brush, disinfect, wet vacuum , and final mop floors	T/TH	T/TH	T/TH
Replenish paper products and soap dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Replenish cloth towel dispensers	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean out all soap dispensers	April	April	April
Empty waste and recycle receptacles	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	TH	TH	TH
Wash and disinfect restroom walls	W	W	W
Wash and disinfect toilet partition walls	M/T/W/TH/F	M/T/W/TH/F	M/T/W/TH/F
Wax finish floors	March/September*	March/September*	March/September*

Additional Instructions

- All paper products, including toilet paper, seat covers, paper towels,hand soap and garbage liners will be provided by The City of Seattle, FAS. Vendor will be responsible for picking up items at 3807 2nd Avenue S., Seattle, WA 98134; Monday - Friday, 11:00am-4:00pm
- Janitorial storage area is to be neat and clean at all times.
- All janitorial cleaning is to be done with Green Seal approved products.
- Floor waxing is to be scheduled with Property Manager.
- The vendor must post a sign on the outside of each entrance to the restrooms and locker rooms when occupying/cleaning these areas
- Keep a log in all restrooms to indicate when work was performed. See Sample Janitorial Log.

OFFICE AREAS (including Conference Rooms)		
Location	First Floor	Mezzanine Level
Scope of Work	*frequency*	*frequency*
Remove marks from around door frames, door glass, etc.	W	W
Remove marks from walls	as needed	as needed
Sweep or vacuum offices, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F	M/T/W/TH/F
Dust with a dry or treated cloth all horizontal surfaces such as the windows moldings and sills, ledges, furniture , file cabinets, desk lamps, phone, floor moldings and other equipment. Phones should be wiped down with a damp cloth and disinfected when needed.	W	W
Empty trash and recylce receptacles	M/T/W/TH/F	M/T/W/TH/F
Sweep, dry mop vinyl floors	M/T/W/TH/F	M/T/W/TH/F
Wet mop vinyl floors remove stains	*as needed*	*as needed*
Clean and disinfect inside and outside of all waste receptacles (replace liners as needed)	W	W
Dust all high horizontal surfaces (lockers, bookcases, cabinets)	M/W/F	M/W/F
Dust window covering	F	F
Vacuum all fabric furniture	15th of the month	15th of the month
Strip and wax finish floors	March/September*	March/September*

Additional Instructions

Work is to be performed between 3:00pm and midnight.

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

Access Office and Secured Areas:

Vendor will have hard key access to each of the offices needing service. The tenant is responsible for providing access to their area. Should the tenant not answer the door or denies the vendor access, the vendor is to leave a note on the door indicating the date and time they attempted to gain access and the date when they anticipate returning to the office to perform the work.

COMMON AREAS	
Location	First Floor and Mezzanine
Scope of Work	*frequency*
Remove marks from around door frames, door glass, elevator doors, trim, stairway handrails etc.	T
FRONT ENTRY GLASS DOORS/WINDOWS - Clean and remove marks	M/T/W/TH/F
FRONT ENTRY WINDOWS - Clean interior and exterior	N/A
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	W
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed

Additional Instructions

Sweep stairways and landings, front entrance and front steps is to be completed Monday through Friday.

KITCHEN AREA	
Location	Eating Area
Scope of Work	
Replenish paper products and soap dispensers	M/T/W/TH/F
Clean and disinfect kitchen counters/sinks/fixtures and tables	M/T/W/TH/F
Wipe down and disinfect outside of appliance i.e. microwaves, refrigerators, stove, vending machines etc. (Do not clean inside of appliances.)	T/TH
Position furniture neat orderly manner ready for business day	M/T/W/TH/F
Dust low ledges, window sills and other horizontal surfaces that are accessible without the use of a ladder	F
Empty trash and recylce receptacles	M/T/W/TH/F
Sweep or vacuum, as appropriate for area flooring material, non-carpeted floors.	M/T/W/TH/F
Wet mop non-carpert flooring	T/TH or as needed