

Cleaning Bid Addendum

The Lower Level of the police station was inadvertently left out of the bid packet. Please include this in your bid. The information is listed below.

Approximately 3,000 square feet.

Restrooms/Locker Room

Daily (Monday – Friday):

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor. Wet mop floors.
9. Report any restroom repairs needed to the public works department.

Weekly:

1. Scour and sanitize showers.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse bathroom floors.

Semi-annually

1. Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors

Workout Room:

Weekly:

1. Wipe down equipment
2. Sweep/vacuum floor.
3. Empty garbage.

Hallway:

Daily (Monday – Friday);
Dust Mop hall; Wet mop as needed