

## CLEANING CONTRACT SPECIFICATIONS

The vendor agrees to furnish all labor, cleaning supplies, equipment and supervision necessary to perform the services specified. The vendor agrees to furnish certificates of insurance (Public Liability, Property Damage, Bond and Worker Compensation). The vendor agrees to provide the number of employees that will perform the cleaning on a daily and weekly basis. The vendor will provide the names of the employees, their social security number and their date of birth in order for the CCDJFS to conduct background checks on the employees. Vendor also agrees to have employees sign a confidentiality form. The cleaning services will be performed at and in the Columbiana County Department of Job and Family Services in the Government Services Building located at 7989 Dickey Drive, Lisbon, Ohio which includes two floors, all offices, hallways, waiting areas, lobby, vestibule, stairwells, 9 restrooms, lunchrooms and storage areas totaling 44,110 square feet of space. County will supply mops, mop buckets, toilet paper, hand towels, hand soap, cleaning cart and garbage bags. All work is to be completed in a professional manner according to standard practices.

Work will be performed as follows:

- Nightly:**
- Restrooms:** clean and sanitize all restrooms, includes scrubbing all toilets, urinals and sinks, sweeping & mopping of restroom floors, cleaning of mirrors and check and replenish hand soap, toilet paper, seat covers and hand towels. Clean and sanitize faucets, dispensers and door handles/plates. Sweep and mop floors.
  - Dust all horizontal surfaces and ledges, and remove cobwebs as necessary. Remove trash and damp wipe trash receptacles.
  - Elevator:** vacuum elevator floor, sanitize buttons & handrails, wipe spots on walls
  - Vacuum 2 Children Service visitation rooms
  - Vacuum 2 client lobby waiting areas
  - Mop vestibule and employee entrance as needed, based on weather
  - Empty wastebaskets and deposit garbage & boxes in dumpster
  - Empty recycling bins and recycle boxes
  - Sanitize 2 lunchrooms, includes: sinks, wiping off all tables, countertops, appliances & sweeping of floor
  - Sanitize water fountains
  - Sanitize door handles/push bars
  - Clean all door glass in main entrance area
  - Sanitize/dust computer and table in main waiting area
  - Sanitize stair railings
  - Wipe spots on walls as needed
- 3 Nights per week:**
- Vacuum all carpeted floors
  - Sanitize stair railings
  - Remove cobwebs from ceilings, corners, etc. as needed.
- Weekly:**
- Mop tile floors or more often if something has been spilled or bad weather
  - Sweep and damp mop stairways
  - Clean spots on walls and carpets as needed
  - Clean inside of microwaves every Friday
  - Clean both sides of glass partitions at reception desks on 1st and 2<sup>nd</sup> floors/more often if needed
  - Vacuum under rubber mat in main entrance
  - Dust TV in both waiting areas
  - Sanitize Community Room tables and chairs; sanitize tables more often as used
  - Sanitize/wipe down lunch room chairs
- Every Other Week:**
- Detail vacuuming to include under desks and behind doors
  - Dust top of cubicle walls and lockers
  - Dust/damp wipe window sills

- Monthly:** Dust air vents and light fixtures  
Dust stair supports  
Clean doors, baseboards, cabinetry etc.  
Clean inside of lunchroom refrigerators  
Glass panels on doors and cubical walls or more often as needed  
Sanitize Waiting room chairs
- Quarterly:** Sanitize the restroom partitions (July, Oct., Jan., & April)
- 6 Month Intervals:** Wash interior only of building windows
- 3 Times a Year:** Buff all floors 1st and 2<sup>nd</sup> levels
- Yearly:** Scrub walls of restrooms and Lunchrooms (April)  
Strip and wax tile floors: 1<sup>st</sup> and 2<sup>nd</sup> level

**Work is to be performed after 4:45 p.m.**

**Contractor agrees to provide a cleaning schedule of the days the duties will be performed.  
Documentation of the completion of work is to be submitted to the CCDJFS Business Office.**