

EXHIBIT A

	SITE LOCATIONS	MONTHLY LABOR HOURS	MONTHLY LABOR COST	ANNUAL COST
1 (Exhibit B)	Child Development Center 1220 53rd Street	109	\$ 2,862.67	\$ 34,352.04
2 (Exhibit C)	Civic Center 1333 Park Avenue	130	\$ 3,435.31	\$ 41,223.72
3 (Exhibit D)	Police Station 2449 Powell Station	86	\$ 2,301.58	\$ 27,618.96
4 (Exhibit E)	Senior Center 4321 Salem Street	148	\$ 3,966.80	\$ 47,601.60
5 (Exhibit F)	Emeryville Recreation Department 4300 San Pablo Avenue	3HRS PER TIME	\$80.06 PER TIME	
6 (Exhibit G)	Bridgecourt Facility 1325 40th Street	9	\$ 223.48	\$ 2,681.76
7 (Exhibit H)	City Parks and Miscellaneous Facilities			
	A. Doyle Hollis Park This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.	32	\$ 870.84	\$ 10,450.08
	B. Marina Park - Restroom 3310 Powell Street	32	\$ 870.84	\$ 10,450.08
	C. Joseph Emery Park (Portland Loo Restroom) Located on Park Avenue side of City Skate park	64	\$ 1,740.68	\$ 20,888.16
	D. "Amtrak" Station - Elevator 5885 Horton Street (Elevator for overhead pedestrian track crossing.	64	\$ 1,740.68	\$ 20,888.16

	SITE LOCATIONS	MONTHLY SUPERVISORIAL, MANAGERIAL, AND ADMINISTRATIVE COSTS	ANNUAL COST
1 (Exhibit B)	Child Development Center 1220 53rd Street	\$ 251.33	\$ 3,015.96
2 (Exhibit C)	Civic Center 1333 Park Avenue	\$ 300.69	\$ 3,608.28
3 (Exhibit D)	Police Station 2449 Powell Station	\$ 201.42	\$ 2,417.04
4 (Exhibit E)	Senior Center 4321 Salem Street	\$ 347.20	\$ 4,166.40
5 (Exhibit F)	Emeryville Recreation Department 4300 San Pablo Avenue	\$6.94 PER TIME	
6 (Exhibit G)	Bridgecourt Facility 1325 40th Street	\$ 19.52	\$ 234.24
7 (Exhibit H)	City Parks and Miscellaneous Facilities		
	A. Doyle Hollis Park This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.	\$ 76.16	\$ 913.92
	B. Marina Park - Restroom 3310 Powell Street	\$ 76.16	\$ 913.92
	C. Joseph Emery Park (Portland Loo Restroom) Located on Park Avenue side of City Skate park	\$ 152.32	\$ 1,827.84
	D. "Amtrak" Station - Elevator 5885 Horton Street (Elevator for overhead pedestrian track crossing.	\$ 152.32	\$ 1,827.84

	SITE LOCATIONS	MONTHLY LABOR HOURS	MONTHLY LABOR COST	MONTHLY SUPERVISORIAL, MANAGERIAL, AND ADMINISTRATIVE COSTS	TOTAL MONTHLY COST	ANNUAL COST
1 (Exhibit B)	Child Development Center 1220 53rd Street	109	\$ 2,862.67	\$ 251.33	\$ 3,114.00	\$ 37,368.00
2 (Exhibit C)	Civic Center 1333 Park Avenue	130	\$ 3,435.31	\$ 300.69	\$ 3,736.00	\$ 44,832.00
3 (Exhibit D)	Police Station 2449 Powell Station	86	\$ 2,301.58	\$ 201.42	\$ 2,503.00	\$ 30,036.00
4 (Exhibit E)	Senior Center 4321 Salem Street	148	\$ 3,966.80	\$ 347.20	\$ 4,314.00	\$ 51,768.00
5 (Exhibit F)	Emeryville Recreation Department 4300 San Pablo Avenue	3HRS PER TIME	\$80.06 PER TIME	\$6.94 PER TIME		\$87.00 PER TIME
6 (Exhibit G)	Bridgecourt Facility 1325 40th Street	9	\$ 223.48	\$ 19.52	\$ 243.00	\$ 2,916.00
7 (Exhibit H)	City Parks and Miscellaneous Facilities					
	A. Doyle Hollis Park This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.	32	\$ 870.84	\$ 76.16	\$ 947.00	\$ 11,364.00
	B. Marina Park - Restroom 3310 Powell Street	32	\$ 870.84	\$ 76.16	\$ 947.00	\$ 11,364.00
	C. Joseph Emery Park (Portland Loo Restroom) Located on Park Avenue side of City Skate park	64	\$ 1,740.68	\$ 152.32	\$ 1,893.00	\$ 22,716.00
	D. "Amtrak" Station - Elevator 5885 Horton Street (Elevator for overhead pedestrian track crossing.	64	\$ 1,740.68	\$ 152.32	\$ 1,893.00	\$ 22,716.00
	TOTAL:	674	\$ 18,012.88	\$ 1,577.12	\$ 19,590.00	\$ 235,080.00

ADDITIONAL JANITORIAL HOURLY RATE:	\$ 28.74
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1.0 GENERAL

1.1 LOCATION / HOURS

City of Emeryville – Child Development Center
1220 53rd Street
Emeryville, CA 94608

Normal hours of facility operation are 7:00 a.m. to 6:00 p.m.

1.2 SERVICE FREQUENCY

Five (5) days per week service.

Hours available for janitorial service 6:00 p.m. to 6:00 a.m.
Special functions or rental may require additional cleaning during off hours. This is to be bid at hourly rate.

2.0 SCOPE OF SERVICES

This facility is a 11,000 square foot combination preschool daycare center with administration areas and staff break room. The building also has full service commercial kitchen. Building utilizes a combination of VCT and carpeted flooring. A large multi-function room is frequently rented out and may require service on weekends as well as daily.

I. ADMINISTRATION AREA

- a) Lobby area with VCT tile floor, glass doors, staff break room with sink, microwave oven, and refrigerator.
- b) Five (5) offices with carpeted floors.
- c) One rest room that includes one (1) sink, one (1) toilet.
- d) Restrooms have ceramic and grouted floors and wall areas.

II. TODDLER / INFANT AREA

- a) The Infant room has two (2) sinks.
- b) The link area includes one (1) sink, one (1) dishwasher, and one (1) refrigerator. Children's restroom includes three (3) sinks, three (3) toilets, and ceramic and grouted tile floor and wall areas.
- c) Staff rest room includes one (1) sink, one (1) toilet, and ceramic and grouted tile floors and wall areas.
- d) Diaper changing area between the two classrooms has two (2) sinks and counter area.
- e) Toddler area has a small sink and counter in classroom area.
- f) Classrooms are combination of VCT and carpeted floors.
- g) All entrance doors have glass panels.

III. COMMERCIAL KITCHEN

- a) Four (4) sinks, one (1) commercial dishwasher, one (1) grease trap, two (2) gas ovens, one (1) gas range with range hood, and one (1) convection oven, one (1) commercial freezer, and one (1) commercial refrigerator.
- b) This area has stainless steel counters and VCT flooring.

IV. TRANSITION, PRE-K-2 AND PR-K3 CLASSROOMS

- a) Each room has one (1) staff restroom, which has one (1) sink, one (1) toilet, and ceramic tile floor and wall area.
- b) Each classroom has a sink area and counter, and includes one children's restroom, which has two (2) sinks, two (2) toilets, and ceramic tile floor and wall area.

V. COURTYARD AREA

- a) Two (2) public restrooms that include one (1) sink and one (1) toilet.
- b) These restrooms have ceramic tile floors and wall area.

VI. MULTI-FUNCTION ROOM

- a) Has VCT tile flooring, large custom glass sliding doors, three (3) pullout style tables with benches, and all entrance doors have glass panels.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

The following activities will be performed by the Contractor at the specified intervals listed adjacent to task:

Designation	Routine									
	D	2xW	W	2xM	M	Q	2xY	A	IFN	
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager	X									
Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions					X					
Clean exterior of air duct receptacles						X				
CORRIDORS AND LOBBY										
Empty wastebaskets and carry trash to specified containers. Replace liner if necessary.	X									
Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans		X								
Vacuum all carpeted surfaces and ceramic tiles		X								
Spot clean all spills using a neutral cleaner	X									
KITCHEN AND CAFETERIA										
Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							

1.0 GENERAL

1.1 LOCATION / HOURS

City of Emeryville – Civic Center
1333 Park St Powell Street
Emeryville, CA 94608

Normal hours of operation 9:00 a.m. to 5:00 p.m.

1.2 SERVICE FREQUENCY

Five (5) day per week service

There will be evening meetings which could cause certain rooms to be used as late as 1:00 a.m. Hours available for janitorial service 5:00 pm-7am.

2.0 SCOPE OF SERVICES

I. OLD TOWN HALL WING

This area contains approximately 9,000 square feet. The flooring is a combination of carpeted and wood floor areas. There is a great deal of woodwork that shall have to be dusted routinely.

1. GARDEN LEVEL

- a) One (1) employee kitchen area containing sink, microwave, standard stove, refrigerator, and, dishwasher.
- b) Lunch room tables and chairs.
- c) One (1) meeting room with a carpeted floor containing a table, chairs, a white board, and two (2) bookcases.
- d) One (1) restroom with shower.

2. FIRST FLOOR

- a) Five (5) offices, office reception area, vestibule, ornamental woodwork, carpeted staircase, front doors are wood with glass, wood floors with carpet and and/or area rugs.

3. SECOND FLOOR

- a) Council Chamber area with ornamental wood work, carpeted floor and staircase, fixed and portable seating, public lobby area.
- b) One (1) meeting room, carpeted with table and chairs. The table has a glass top that will require cleaning.

- c) One (1) office, carpeted.

II. LINK – (Connects Old Town Hall and Administration Building)

1. GARDEN LEVEL

- a) This area has hard surface flooring and contains an elevator. Elevator is passenger style standard car size. Glass doors at entry points will require cleaning regularly.

2. FIRST FLOOR

- a) Walkway with carpet

3. SECOND FLOOR

- a) Walkway with carpet. This area will occasionally be used to stage events, display artwork, etc.

III. ADMINISTRATION BUILDING WING

1. FIRST FLOOR

- a) This area contains offices and partitioned work areas.
- b) This area also contains a copy room, janitor closet with slop sink, computer room, and one (1) conference room.
- c) Public lobby has granite surface flooring, with an elevator and two (2) restrooms. Public area also contains a City counter with a Formica finish.
- d) Main lobby entrance doors have glass and metal surfaces, two (2) on north side of building, one (1) door on south side of building.
- e) Main office/partitioned areas are carpeted.
- f) The conference room and offices have glass doors that will require cleaning,

2. PUBLIC RESTROOMS

- a) Men's —two (2) sinks, two (2) urinals, one (1) toilet. Women's —two (2) sinks, three (3) toilets. counters in restrooms are polished granite.
- b) These restrooms have ceramic tile floors and walls with polished granite counters.

3. SECOND FLOOR

- a) This area contains offices and partitioned work areas.

- b) This area also includes one (1) large conference room, coffee/copy room with sink and counter, and janitor closet with slop sink.
- c) The public area is the lobby area with elevator and two (2) restrooms.
 - a. Second has a small lobby area with wood/metal railings that will require dusting daily. Main office/partitioned areas are carpeted.
 - d) The conference room and offices have glass doors that will require regular cleaning.
- e) Men's restroom includes: two (2) sinks, two (2) urinals, one (1) toilet.
- f) Women's restroom includes: two (2) sinks, three (3) toilets.
- g) These restrooms have ceramic tile floors and walls with polished granite counters.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

The following activities will be performed by the Contractor at the specified intervals listed adjacent to task:

Designation	Routine									
	D	2xW	W	2xM	M	Q	2xY	A	IFN	
OFFICES AND MEETING ROOM										
Mop hardwood floors with dust mop		X								
Clean and sanitize drinking fountains	X									
Spot clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
Spot clean wall, doors, doorframes and counters	X									
Vacuum all carpeted surfaces		X								
Empty wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in bins specially designed for recycled paper. Replace liner if necessary.	X									
Clean and wipe down wastebaskets and interior trash cans						X				
Turn all lights off (except designated night lights or those in areas being used by employees or the public)	X									
Dust, with dusting agent or damp cloth where necessary. All horizontal surfaces of office furniture (as much as can be done without disturbing papers or desks), partitions, ledges, windowsills and counters.			X							
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project manager or SA	X									
Wipe down plastic and leather furniture				X						
Thoroughly vacuum and spot clean upholstered furniture				X						
Clean all whiteboards as requested										X
Clean and disinfect handsets of phones					X					
Clean all glass doors (both sides) in buildings, including glass partitions, to the height of 10 feet					X					
Clean stairs railings and spot clean staircase					X					
Clean exterior of air duct receptacles						X				
Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates					X					
COUNCIL CHAMBER										
Spot clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows				X						
Spot clean wall, doors, doorframes and counters				X						
Vacuum all carpeted surfaces				X						
Empty wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in bins specially designed for recycled paper. Replace liner if necessary.	X									
Clean and wipe down wastebaskets and interior trash cans					X					
Turn all lights off (except designated night lights or those in areas being used by employees or the public)	X									
Dust, with dusting agent or damp cloth where necessary. All horizontal surfaces of office furniture (as much as can be done without disturbing papers or desks), partitions, ledges, windowsills and counters.				X						

Designation	Routine									
	D	2xW	W	2xM	M	Q	2xY	A	IFN	
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager				X						
Wipe down plastic and leather furniture					X					
Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates					X					
RESTROOMS AND SHOWERS										
Clean and disinfect restroom fixtures, toilets, urinals and basin, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
Remove all scale using approved non-abrasive material	X									
Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X									
Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
Clean entrance doors, remove handprints from push-plates and sanitize, wash, scrub and disinfect shower with approved non-toxic germicidal disinfectant	X									
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager	X									
Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
Clean exterior of air duct receptacles						X				
Wet mop tile floors	X									
CORRIDORS, STAIRS AND LOBBY										
Empty wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in bins specially designed for recycled paper. Replace liner if necessary.	X									
Spot clean spills using a wet mop and neutral (ph 7 or 8) cleaner	X									
Mop tiles with neutral (ph 7 or 8) cleaner	X									
Clean and disinfect wastebasket		X								
Vacuum all carpeted surfaces	X									
Dust stair banister	X									
KITCHEN AND COPY ROOM										
Clean sinks, counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X									
Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							
Dust mop concrete floors	X									
Wet mop concrete floors			X							
ELEVATOR										
Clean "push button panel" and inside walls		X								
Vacuum all carpeted surfaces		X								
Clean doors inside and out, including "call button panel"		X								
Clean elevator door		X								

1.0 GENERAL

1.1 LOCATION / HOURS

City of Emeryville – Police Station
2449 Powell Street
Emeryville, CA 94608

Normal hours of operation 24 hours daily. Business hours 8:00 a.m. to 4:00 p.m.

1.2 SERVICE FREQUENCY

Six (6) day per week service (Monday through Saturday)
Hours available for janitorial service 8:00 a.m. to 4:00 p.m.
Servicing periods will have to be worked out between Contractor and Police Department Personnel.

2.0 SCOPE OF SERVICES

I. GROUND LEVEL

- a) Entrance lobby with elevator, (elevator is carpeted), lobby area has ceramic tile.
- b) Entrance doors are glass.
- c) There are several enclosed office areas as well as two (2) open office areas.
- d) All office areas are VCT flooring.
- e) There are two locker rooms, one men's and one women's.
- f) The men's locker room includes one (1) restroom with two (2) sinks, two (2) urinals, one (1) toilet, two (2) shower stalls, and tile flooring.
- g) The women's locker room includes one (1) shower stall with ceramic tile floor and walls, with carpeted floor in the room and a restroom with two (2) sinks, two (2) toilets.

II. SECOND FLOOR

- a) Four (4) restrooms each include one (1) sink, one (1) toilet, and one (1) urinal, all restrooms have VCT floors.
- b) There are several enclosed office areas.
- c) All office areas are VCT flooring.
- d) The lobby area floor is ceramic tile and has an elevator area.
- e) There is a large meeting room that has tables and chairs and carpeted floors.
- f) One small conference room has a coffee service area, a refrigerator, microwave, recyclable bottles and cans.

- g) The Communication room has carpeted flooring and several counter areas as well as a public counter and glass partition wall.
- h) Some areas of this facility are secure and will require special arrangements for access by Police personnel.
- i) Lunch/break room has one (1) sink, one (1) microwave oven, VCT flooring, refrigerator and table and chairs.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

The following activities will be performed by the Contractor at the specified intervals listed adjacent to task:

Designation	Routine									
	D	2xW	W	2xM	M	Q	2xY	A	IFN	
OFFICES AND MEETING ROOM										
Mop hardwood floors with dust mop	x									
Clean and sanitize drinking fountains	x									
Spot clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	x									
Spot clean wall, doors, doorframes and counters	x									
Vacuum all carpeted surfaces	x									
Empty wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in bins specially designed for recycled paper. Replace liner if necessary.	x									
Clean and wipe down wastebaskets and interior trash cans						x				
Turn all lights off (except designated night lights or those in areas being used by employees or the public)	x									
Dust, with dusting agent or damp cloth where necessary. All horizontal surfaces of office furniture (as much as can be done without disturbing papers or desks), partitions, ledges, windowsills and counters.		x								
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager	x									
Clean all whiteboards as requested										x
Clean and disinfect handsets of phones					x					
Clean all glass doors (both sides) in buildings, including glass partitions, to the height of 10 feet			x							
Clean stairs railings and spot clean staircase					x					
Clean exterior of air duct receptacles						x				
Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						x				
MULTI-PURPOSE ROOM										
Spot clean fingerprints and other marks from wood work, walls, doors and inside surfaces of windows				x						
Spot clean walls, doors, doorframes and counters				x						
Vacuum all carpeted surfaces	x									
Empty wastebaskets and carry trash to specified containers. Replace liner if necessary.	x									
Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						x				
Turn all lights off (except designated night lights or those in areas being used by employees or the public)	x									
Dust, with dusting agent or damp cloth where necessary. All horizontal surfaces of office furniture (as much as can be done without disturbing papers or desks), partitions, ledges, windowsills and counters.				x						
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager				x						

Designation	Routine								
	D	2xW	W	2xM	M	Q	2xY	A	IFN
Clean all doors (both sides) in buildings, including glass inserts, the height of 10 feet					X				
Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X			
RESTROOMS AND SHOWERS									
Clean and disinfect restroom fixtures, toilets, urinals and basin, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X								
Remove all scale using approved non-abrasive material	X								
Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X								
Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X								
Clean entrance doors, remove handprints from push-plates and sanitize, wash, scrub and disinfect shower with approved non-toxic germicidal disinfectant	X								
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager	X								
Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X						
Clean exterior of air duct receptacles						X			
Dust mop tile floors	X								
Wet mop tile floors	X								
COMMUNAL AREAS, CORRIDORS, STAIRS, STAIR LANDING AND LOBBY									
Empty wastebaskets and carry trash to specified containers. Replace liner if necessary.	X								
Spot clean all spills using a wet mop									X
Dust mop tile floors	X								
Wet mop tile floors	X								
Clean and disinfect wastebasket			X						
Vacuum all carpeted surfaces	X								
Dust stair banister			X						
KITCHEN AND COPY ROOM									
Clean all sinks and counters adjacent to walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X								
Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X						
Dust mop tile floors	X								
Wet mop tile floors	X								
ELEVATOR									
Clean "push button panel" and inside walls		X							
Vacuum all carpeted surfaces		X							
Clean doors inside and out, including "call button panel"		X							

1.0 GENERAL

1.1 LOCATION / HOURS

City of Emeryville – Senior Center
4321 Salem Street
Emeryville, CA 94608

Normal hours of operation 8:00 a.m. to 5:00 p.m. Other hours as designated for special functions. These special functions or rental of facility may cause some rooms to be used during off hours or weekends.

1.2 SERVICE FREQUENCY

Six (6) day per week service, (Monday-Saturday)

Rental of certain parts of facility could cause weekend use.
Hours available for janitorial service 1:00 p.m. to 2:00 p.m. and 9:00 p.m. to 8:00 a.m. Additional afternoon janitorial service for spot cleaning and refreshing of restrooms.
Special functions or rental may require additional cleaning during off hours to be bid at hourly rate.

2.0 SCOPE OF SERVICES

This is a 14,000 square foot multi use facility involving various functions for Emeryville Senior Citizens as well as the local Veteran's Association and other community-based organizations. Some areas of this facility are rented out for special functions. This building was renovated in 1995 and has a combination of existing and newly installed building components.

I. BASEMENT

- a) Boiler room, stairway, and storage. There will be no on-going janitor service required on this level.

II. FIRST FLOOR

1. GENERAL

- a) Lobby area with terra cotta tile floor, two (2) drinking fountains, elevator, social hall with hardwood floor.
- b) Bar area with VCT tile floor, carpeted office areas, carpeted social room with pool table.
- c) Large auditorium and stage with hardwood floor, storage areas, commercial kitchen, and elevator.
- d) All garbage must be disposed of daily.
- e) Area behind bar must be cleaned daily.
- f) All boxes must be broken down and disposed of daily.

- g) Clean windows and dust-off window shades.

2. COMMERCIAL KITCHEN

- a) Three (3) stainless steel sinks, commercial gas stove with range hood, one (1) microwave oven, two (2) refrigerators, one (1) freezer, stainless serving and working counter areas, one (1) commercial dishwasher.
- b) VCT flooring.
- c) Cabinets with glass doors.

3. RESTROOMS

- a) Men's: five (5) urinals, two (2) sinks, three (3) toilets, ceramic tile floor, terrazzo partitions on stall areas, and some wall areas are ceramic tile.
- b) Women's: two (2) sinks, three (3) toilets, ceramic tile floor, and some walls are ceramic tile.

4. STAGE AREA

- a) Restroom with one (1) toilet.
- b) Janitor closet has a slop sink.

III. SECOND FLOOR

1. GENERAL

- a) Large social hall with fixed wooden seating, sheet vinyl flooring, and ornate wooden chair rails.
- b) Hallways are carpeted as are several office areas.
- c) This floor also has a small conference room.

2. RESTROOMS

- a) Men's: one (1) sink, one (1) toilet, ceramic tile floor and some wall areas.
- b) Women's: three (3) sinks, three (3) toilets, ceramic tile floors and some wall areas.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

The following activities will be performed by the Contractor at the specified intervals listed adjacent to task:

1.0 GENERAL

1.1 LOCATION / HOURS

City of Emeryville – Recreation Center
4300 San Pablo Ave
Emeryville, CA 94608

Normal hours of operation: 7:00 a.m. to 9:00 p.m.

1.2 SERVICE FREQUENCY

If Needed (IFN)

Hours available for janitorial service 9:00 p.m. to 12:00 a.m.

2.0 SCOPE OF SERVICES

This is a 8,640 square foot single story facility. The building is frequently used on weekends.

1. GENERAL

- a) All flooring is VCT.
- b) There are two (2) adult restrooms; each has one (1) sink and one (1) toilet.
- c) There is one (1) men's youth restroom with three (3) sinks, two (2) toilets and three (3) urinals.
- d) There is one (1) women's youth restroom with three (3) sinks and four (4) toilets. There are six (6) classrooms, each classroom has one (1) sink.
- e) There is one (1) breakroom with a sink, a microwave, a refrigerator and an stove. There are five (5) enclosed offices, one (1) enclosed family resource center, one (1) conference room, and some open office area.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

The following activities will be performed by the Contractor at the specified intervals listed adjacent to task:

1.0 GENERAL

1.1 LOCATION / HOURS

1. Bridgecourt Facility
1325 40th Street
Emeryville, CA 94608
Normal hours of operation: Per tenant rental

1.2 SERVICE FREQUENCY

Weekly

Hours available for janitorial service 9:00 a.m. to 12:00 p.m.

2.0 SCOPE OF SERVICES

This is a 3,500 square foot multi-purpose single story facility. The building is frequently used on weekends and/or classes during the weekdays.

1. GENERAL

- a) Main area has wood flooring.
- b) Appliances located in kitchen area.
- c) Mirrors in main floor area.
- d) Formica countertops in kitchen.
- e) There is one restroom; has one (1) sink and one (1) toilet.
- f) Large all glass walls in main multi-purpose area.

Designation	Routine									
	D	2xW	W	2xM	M	Q	2xY	A	IFN	
OFFICES, MEETING ROOM AND ACTIVITY ROOM										
Mop hardwood floors with dust mop			x							
Clean and sanitize drinking fountains			x							
Spot clean fingerprints and other marks from woodwork, walls, doors (including glass doors), and glass partitions, and the surfaces of exterior windows			x							
Spot clean walls, doors, doorframes and counters			x							
Empty wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in bins specially designed for recycled paper. Replace liner if necessary.			x							
Turn all lights off (except designated night lights or those in areas being used by employees or the public)			x							
Dust, with dusting agent or damp cloth where necessary. All horizontal surfaces of office furniture (as much as can be done without disturbing papers or desks), partitions, ledges, windowsills and counters.			x							
Report burned out lightbulbs, graffiti and other abnormal situations to the designated Project Manager			x							
Wipe down plastic and leather furniture			x							
Clean and disinfect handsets of phones			x							
Clean and wipe down wastebaskets and interior trash cans			x							
Perform high and low dusting (door sashes', tops of partitions, high cabinets, ledges, vents and hanging light fixtures). Cobwebs are to be removed to the extent that they can be removed with an extendable pole and only to the extent that special equipment is not required			x							
Clean all doors (both sides) in buildings, including glass inserts, the height of 10 feet			x							
Clean exterior of air duct receptacles			x							
Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates			x							
RESTROOMS AND SHOWERS										
Clean and disinfect restroom fixtures, toilets, urinals and basin, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats			x							
Remove all scale using approved non-abrasive material			X							
Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures			X							
Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products			X							
Clean entrance doors, remove handprints from push-plates and sanitize, wash, scrub and disinfect shower with approved non-toxic germicidal disinfectant			X							
Report burned out lightbulbs, graffiti and other abnormal situation to the designated Project Manager			x							

1.0 GENERAL

1.1 LOCATION / HOURS

- A. Doyle Hollis Park
This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.
- B. Marina Park – Restroom
3310 Powell Street
- C. Joseph Emery Park (Portland Loo Restroom) Located on Park Avenue side of City Skate park
- D. “Amtrak” Station – Elevator
5885 Horton Street (Elevator for overhead pedestrian track crossing

Normal hours of operation: 24 hours per day / 7 days per week.

1.2 SERVICE FREQUENCY

- A. Seven (7) days per week service
Hours available for janitorial service 6:00 p.m. to 10:00 p.m.
- B. Seven (7) days per week service
Hours available for janitorial service 6:00 p.m. to 10:00 p.m.
- C. Seven (7) days per week service – two times per day. (2xD)
Hours available for janitorial service (1) at 5:00 a.m. to 9:00 a.m. (1)
at 6:00 p.m. to 10:00 p.m.
- D. Seven (7) days per week service – two times per day. (2xD)
Hours available for janitorial service (1) at 5:00 a.m. to 9:00 a.m. (1) at
6:00 p.m. to 10:00 p.m.

2.0 SCOPE OF SERVICES

Sites A, B & C consist of one restroom facility. Site D consists of an elevator.

3.0 EXECUTION

3.1 SPECIFICATIONS FOR FREQUENCY AND JANITORIAL ACTIVITY

