

Janitorial FY17/18 Prices (with 3.4 % COLA)

Civic Center	Annual Cost
8 hour service - 5 days per week	
Monthly Rate \$ 3,932.07	\$ 47,184.84
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 6,000.00
Annual Cost	\$ 59,184.84
Senior Center	
6 hour service - 6 days per week	
Monthly Rate \$ 2,907.27	\$ 34,887.24
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 4,500.00
Additional Cleaning Allowance at rate of \$21.75/hr	\$ 4,000.00
Annual Cost	\$ 49,387.24
Child Development Center	
7 hour service - 5 days per week	
Monthly Rate \$ 2,984.78	\$ 35,817.36
Annual Supply/Equipment Allowance	\$ 9,000.00
"Spring Cleaning" Allowance	\$ 9,000.00
Additional Cleaning Allowance at rate of \$21.75/hr	\$ 1,200.00
Annual Cost	\$ 55,017.36
Police Department	
4 hour service - 6 days per week	
Monthly Rate \$ 1,963.01	\$ 23,556.12
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 2,500.00
Annual Cost	\$ 32,056.12
Bridgecut Room	
1 hour - 2 days per week	
Monthly Rate \$ 166.14	\$ 1,993.68
Annual Supply/Equipment Allowance	\$ 3,000.00
Annual Cost	\$ 4,993.68
Public Works	
Doyle Hollis Park	
1 hour service - 6 days per week and 2 hour service - 1 day per week (Sunday)	
Monthly Rate \$ 676.62	\$ 8,119.44
Annual Supply/Equipment Allowance	\$ 3,000.00
Annual Cost	\$ 11,119.44
Total Contract Amount	\$ 211,758.68

EXHIBIT "A"

BUILDING SPECIFICATIONS

EMERYVILLE CIVIC CENTER

1333 Park St (corner of Park and Hollis)

Five (5) day per week service

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

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.

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.

Garden Level:

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

First floor:

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.

Second floor:

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

LINK – connects Old Town Hall and Administration Building:

Garden level:

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.

First floor:

Walkway with carpet

Second floor:

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

ADMINISTRATION BUILDING WING:

21,000 square feet

First floor:

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

Public restrooms:

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. These restrooms have ceramic tile floors and walls with polished granite counters.

Second floor:

This area contains offices and partitioned work areas. This area also includes one (1) large conference room, coffee/copy room with sink and counter, and janitor closet with slop sink. The public area is the lobby area with elevator and two (2) restrooms. Second has a small lobby area with wood/metal railings that will require dusting daily. Main office/partitioned areas are carpeted. The conference room and offices have glass doors that will require regular cleaning.

Men's restroom includes: two (2) sinks, two (2) urinals, one (1) toilet. Women's restroom includes: two (2) sinks, three (3) toilets. These restrooms have ceramic tile floors and walls with polished granite counters.

CHILD DEVELOPMENT CENTER

1220 53rd ST

Five (5) day per week service

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

Hours available for janitorial service:

Rental of certain parts of facility could cause weekend use

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. To be bid at hourly rate under option #1.

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

Administration area:

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

Toddler/infant area:

The Infant room has two (2) sinks. 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. Staff rest room includes one (1) sink, one (1) toilet, and ceramic and grouted tile floors and wall areas. Diaper changing area between the two classrooms has two (2) sinks and counter area. Toddler area has a small sink and counter in classroom area. Classrooms are combination of VCT and carpeted floors. All entrance doors have glass panels.

Commercial kitchen:

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. This area has stainless steel counters and VCT flooring.

Transition, PreK-2 and PreK-3 classrooms:

Each room has one (1) staff restroom, which has one (1) sink, one (1) toilet, and ceramic tile floor and wall area. 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.

The Courtyard area has two (2) public restrooms that include one (1) sink and one (1) toilet. These restrooms have ceramic tile floors and wall area.

The Multi-function room has VCT tile flooring, large custom glass sliding doors, three (3) pullout style tables with benches, and all entrance doors have glass panels.

SENIOR CENTER – VETERANS MEMORIAL BUILDING

4321 Salem St

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

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.

Hours available for janitorial service:

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 under Option #1.

This is 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. Building was renovated in 1995 and has a combination of existing and newly installed building components.

Basement level:

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

First floor:

Lobby area with terra cotta tile floor, two (2) drinking fountains, elevator, social hall with hardwood floor, bar area with VCT tile floor, carpeted office areas, carpeted social room with pool table, large auditorium and stage with hardwood floor, storage areas, commercial kitchen, and elevator.

Commercial kitchen:

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, VCT flooring, and cabinets with glass doors.

Restrooms on the first floor include:

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. Women's: two (2) sinks, three (3) toilets, ceramic tile floor, and some walls are ceramic tile.

Stage area has one (1) restroom with one (1) toilet.

Janitor closet has a slop sink.

Second floor:

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

Restrooms on the second floor:

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

Additional instructions:

All garbage must be disposed of daily.

Area behind bar must be cleaned daily

All boxes must be broken down and disposed of daily

Clean windows and dust off window shades

EMERYVILLE POLICE DEPARTMENT

2449 Powell St

Six (6) day per week service (Monday through Saturday)

Normal hours of operation 24 hours daily. Business hours 8:00 a.m. to 4:00 p.m.
Hours available for janitorial service 8:00 a.m. to 4:00 p.m.

This 12,746 square foot facility is a 24-hour 7 day per week operation,. Servicing periods will have to be worked out between Contractor and Police Department Personnel.

First floor:

Entrance lobby with elevator, (elevator is carpeted), lobby area has ceramic tile. Entrance doors are glass. There are several enclosed office areas as well as two (2) open office area. All office areas are VCT flooring. There are two locker rooms, one men's and one women's. The men's locker room includes one (1) restroom with two (2) sink, two (2) urinals, one (1) toilet, two (2) shower stalls, and tile flooring. 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.

Second floor:

Four (4) restrooms each include one (1) sink, one (1) toilet, and one (1) urinal, all restrooms have VCT floors. There are several enclosed office areas. All office areas are VCT flooring. The lobby area floor is ceramic tile and has an elevator area. There is a large meeting room that has tables and chairs and carpeted floors. One small conference room has a coffee service area, a refrigerator, microwave, recyclable bottles and cans. The Communication room has carpeted flooring and several counter areas as well as a public counter and glass partition wall. Some areas of this facility are secure and will require special arrangements for access by Police personnel.

Lunch/break room has one (1) sink, one (1) microwave oven, VCT flooring, refrigerator and table and chairs.

EMERYVILLE RECREATION DEPARTMENT

4300 San Pablo Ave

(corner of 43rd and San Pablo)

Five (5) day per week service

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

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

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

All flooring is VCT. There are two (2) adult restrooms; each has one (1) sink and one (1) toilet. There is one (1) men's youth restroom with three (3) sinks, two (2) toilets and three (3) urinals. 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. 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.

Off-site janitorial service:

1.

Separate location for Recreation Department is at the Bridgecourt Community Room.
3990 Harlan Street.

Five (5) days per week service, Monday - Friday

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

Hours available for cleanup to be determined.

Includes restroom one (1) toilet, one (1) sink, a coffee area with one (1) sink, mini refrigerator, and microwave. One half of the floor is hardwood flooring, the other half is concrete. There is a wall of mirrors that will require cleaning to remove dust and fingerprints.

2.

The restroom at Doyle Hollis Park,

This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.

Seven (7) days per week.

Hours available for clean-up 8pm.

The men's restroom has one (1) toilet, two (2) urinals, and two (2) sinks. The women's restroom has three (3) toilets and two (2) sinks. The restroom needs to be cleaned and locked every

DEFINITIONS

5 DAYS PER WEEK shall mean Monday through Friday

6 DAYS PER WEEK shall mean Monday through Saturday

7 DAYS PER WEEK shall mean Monday through Sunday

DAILY shall mean occurring every day.

WEEKLY shall mean one day per week. Days selected shall be determined by Contractor and approved by the Public Works Director, or His designee, and coordinated with designated Facility Manager at each facility.

BIWEEKLY shall mean once every two weeks. Days selected shall be determined by Contractor and approved by the Public Works Director or Designee, and coordinated with the designated Facility Manager at each facility.

MONTHLY shall mean once per calendar month. Day selected shall be determined by Contractor and approved by the Public Works Director or Designee, and coordinated with the designated Facility Manager at each facility.

QUARTERLY shall mean four times per year. Dates shall be consistently three months apart and shall be selected by the Contractor and approved by the Public Works Director or designee, and coordinated with the designated Facility Manager at each facility.

SEMI-ANNUALLY shall mean twice per year. Dates shall be selected by the Contractor and approved by Public Works Director, or designee, and coordinated with the designated Facility Manager at each facility. Under no condition or exception shall these dates be later than the first and seventh months of the agreement period.

ANNUALLY shall mean once per year. Dates shall be proposed by the Contractor and approved by the Public Works Director, or His designee, and coordinated with the designated Facility Manager at each facility.

CONTRACTOR shall mean the contractor identified above.

CITY shall mean City of Emeryville.

AS NEEDED or AS REQUIRED shall mean any item or area serviced to a safe and clean condition as determined by the Public Works Director, or Designee, and coordinated with the designated Facility Manager at each facility.

JANITORIAL SPECIFICATION
Civic Center

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2X Y	A	IFN	
	OFFICES AND MEETING ROOM										
1	Mop hardwood floors with treated dust mop	X									
2	Clean and sanitize drinking fountains	X									
2	Spot Clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
4	Spot Clean wall, doors doorframes and counters,	X									
5	Vacuum all carpeted surfaces		X								
6	Shampoo carpeted surfaces								X		
7	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks and "walk-off" mats, using a method approved by the City	X									
8	Empty all wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in a bins specially for recycled paper. Replace liner if necessary.	X									
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.						X				
10	Turn all lights off (except designated night lights or those in areas being used by employees or the public.	X									
11	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers o desks), partitions, ledges windowsills and counters.		X								
12	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator or SAA.	X									
13	Clean and polish metal chairs, and wooden furniture			X							
14	Wipe down plastic and leather furniture			X							
15	Thoroughly vacuum and spot clean upholstered furniture			X							
16	Clean all whiteboard when requested									X	
17	Clean and disinfect handsets of phones					X					
18	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet.					X					

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION
Civic Center

Designation		ROUTINE									
		D	2XW	W	2X	M	M	Q	2XY	A	IFN
19	Clean stairs railings and spot clean					X					
20	Clean exterior of air duct receptacles					X					
21	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
22	Thoroughly clean Venetian and vertical blinds							X			
23	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
24	Vacuum and dust all fabric walls and partitions								X		
	COUNCIL CHAMBER										
25	Spot clean fingerprints and other marks from woodwork, walls, doors, (includes glass doors), and glass partitions, and the inside surfaces of exterior windows				X						
26	Spot Clean walls, doors, doorframes, and counters				X						
27	Vacuum all carpeted surfaces				X						
28	Spot clean spills or other spots on all upholstered furniture, carpets, including stairways, and landings, and mats beneath desks and "walk-off" mats, using a method approved by the City	X									
29	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X									
30	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X				
31	Turn all lights off (except designated night lights or those in areas being used by employees or the public	X									
32	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters.				X						
33	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator.				X						

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JANITORIAL SPECIFICATION
Civic Center

Designation		ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
34	Clean and polish metal chairs and wooden furniture				X						
35	Wipe down plastic and leather furniture				X						
36	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates					X					
37	Thoroughly clean Venetian and vertical blinds						X				
38	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
39	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
40	Vacuum and dust all fabric walls and partitions.								X		
	RESTROOMS AND SHOWER										
41	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats. NOTE: to be done twice each day	X									
42	Remove all scale using approved non-abrasive material	X									
43	Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X									
44	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
45	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect shower with approved non-toxic germicidal disinfectant	X									
46	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
47	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
48	Clean exterior of air duct receptacles					X					
49	Wet mop tile floors	X									

Legend:

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JANITORIAL SPECIFICATION
Civic Center

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	CORRIDORS, STAIRS AND LOBBY										
50	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
51	Spot clean all spills using a wet wop and neutral (ph7 or 8) cleaner									X	
52	Mop tiles with neutral (ph or 8) cleaner	X									
53	Clean and disinfect wastebasket		X								
54	Vacuum all carpeted surfaces	X									
55	Strip and wax tile floor and shampoo carpeted surfaces							X			
56	Dust stairs banister	X									
	KITCHEN AND COPY ROOM										
57	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X									
55	Polish kitchen appliances and stainless steel to restore original finish. Clean Interior of microwaves if needed.			X							
59	Dust mop concrete floors	X									
60	Wet mop concrete floors			X							
61	Scrub, strip and wax concrete floors								X		
	ELEVATOR										
62	Clean "push button panel" and inside walls		X								
63	Vacuum carpeted surfaces		X								
64	Clean doors inside and outside including "call button panel"		X								
65	Clean electric eye on elevator door		X								
	CORRIDORS, STAIRS AND LOBBY										

Legend:

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JANITORIAL SPECIFICATION
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES, MEETING ROOM AND ACTIVITY ROOM										
1	Mop hardwood floors with treated dust mop	X									
2	Clean and sanitize drinking fountains	X									
3	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows.	X									
4	Spot clean walls, doors doorframes, and counters	X									
5	Vacuum all carpeted surfaces	X									
6	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks, and “walk-off mats, using a method approved by the City. Disinfectants/deodorizers to be used.	X									
7	Empty in all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X									
8	Turn all lights off (except designated night lights or those in areas being using by employees or the public	X									
9	Dust with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much can be done without disturbing papers on desks), partitions, ledges, windowsills and counters.		X								
10	Report burned out lights bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator.	X									
11	Clean and polish metal chairs and wooden furniture			X							
12	Wipe down plastic and leather furniture.			X							
13	Clean and disinfect handsets of phones					X					
14	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X				

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JANITORIAL SPECIFICATION
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
15	Perform high and low dusting (i.e., 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 extendible pole and only to the extent that special equipment is not required					X					
16	Clean all doors (both sides) in buildings, including glass inserts, to the height of ten (10) feet					X					
17	Clean stair railings and spot clean surfaces					X					
18	Clean exterior of air duct receptacles					X					
19	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
20	Dust mini blinds				X						
	RESTROOMS AND SHOWERS										
21	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
22	Remove all scale using approved non-abrasive material	X									
23	Spot clean and dust walls, partitions, splash-plates, windowsills, doors and related structures	X									
24	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
25	Clean entrance doors, remove and prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X									
26	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
27	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							

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JANITORIAL SPECIFICATION
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
28	Clean exterior of air duct receptacles					X					
29	CORRIDORS, STAIRS AND LOBBY										
30	Empty all wastebaskets and carry trash to specified containers. Replace liners if necessary	X									
31	Clean and disinfect wastebasket			X							
32	Spot clean all spills using a wet mop and neutral (ph7)	X									
33	Vacuum all carpeted surfaces and ceramic		X								
34	Strip and wax title floor and shampoo carpeted surfaces							X			
35	Dust stairs banister			X							
	GLASS										
36	Clean each side of interior windows					X					
	KITCHEN										
37	Clean all sinks and counters and adjacent walls, and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior surfaces	X									
38	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves			X							
39	Mop Floor	X									
	ELEVATOR										
40	Clean “push button panel” and inside walls		X								
41	Vacuum carpeted surfaces		X								
42	Clean doors inside and outside including “call button panel”		X								
77	SENIOR CENTER OPTION 1										
78	Specials functions or rentals may require additional cleaning off hours. To be at hourly Rate under Option #1 in Bid Package								X		

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JANITORIAL SPECIFICATION
Child Development Center & opt 3

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES, MEETING ROOM, CLASSROOM, MULTI-PURPOSE ROOM AND EMPLOYEE LOUNGE	X									
1	Mops floors with treated dust mop, spot clean all spills using a wet mop and neutral (ph7 or 8) cleaner	X									
2	Clean and sanitize drinking fountains	X									
3	Spot clean fingerprints, and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
4	Spot clean walls, doors, doorframes, and counters	X									
5	Empty and sanitize all trash and garbage	X									
6	Vacuum all carpeted surfaces	X									
7	Spot clean spills or other spots on all upholstered furniture, carpets, including mats beneath desks and "walk-off" mats, using a method approved by the City disinfectants/deodorizers to be used	X									
8	Empty in wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary	X									
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans			X							
10	Turn all lights off (except designated night lights Or those in areas being used by employees or the public	X									
11	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills and counters	X									
12	Other duties									X	
15	Dust all mini blinds				X						
16	Wash all mini blinds							X			

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M:monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION
Child Development Center & opt 1

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
17	Strip and remove old existing wax build up							X		
18	Dry clean, sanitize and deodorize entire carpets area					X				
19	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X								
20	Clean and polish metal chairs and wooden furniture			X						
21	Wipe down plastic and leather furniture			X						
22	Clean and disinfect handsets of phones					X				
24	Clean and disinfect surfaces of eating tables, children's chairs and high chairs including legs in multi-purpose room and in classroom	X								
23	Perform high and low dusting (i.e, 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 extendible pole and only to the extent that special equipment is not required					X				
24	Clean all doors (both sides) in buildings, including glass inserts, to the height of ten (10) feet				X					
25	Clean exterior of air duct receptacles					X				
26	Clean all interior metal fixtures and surfaces, including door push and kick plates and pulls				X					
27	Polish all interior metal fixtures and surfaces, including door push and kick plates and pulls						X			
28	Thoroughly clean Venetian and verticals blinds							X		
29	Dust all mini blinds				X					
	RESTROOMS									
30	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X								

Legend:

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JANITORIAL SPECIFICATION
Child Development Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
31	Remove all scale using approved non-abrasive material		X								
32	Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X									
33	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
34	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X									
35	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
36	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
37	Clean exterior of air duct receptacles					X					
38	Steam clean and reseal grout								X		
	CORRIDORS AND LOBBY										
39	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
40	Clean and disinfect wastebasket			X							
41	Vacuum all carpeted surfaces and ceramic	X									
42	Wet mop and buff vinyl composite tile floor and shampoo carpeted surfaces					X					
	GLASS										
43	Clean each side of glass walls					X					
	KITCHENS										
44	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior	X									

Legend:

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JANITORIAL SPECIFICATION
Child Development Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
45	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves			X							
46	Remove mats prior to mopping. Replace after floor is dry			X							
	Dust mop wet, mop tile floors										
47	Scrub, strip and wax tile floors							X			
	CHILD DEVELOPMENT CENTER OPTION 1										
48	Special functions or rentals may require additional cleaning off hours. To be at hourly rate under Option #1 in Bid Package										

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JANITORIAL SPECIFICATION
Recreation Center & opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES AND MEETING ROOM ACTIVITY ROOM										
1	Mop floors with treated dust mop,	X									
2	Wet mop vinyl composite tile	X									
3	Clean and sanitize drinking foundations	X									
4	Spot clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
5	Spot clean walls, doors, doorframes and counters	X									
6	Empty and sanitize all trash and garbage. Vacuum all carpeted surfaces	X									
7	Spot clean spills or other spots on all upholstered furniture, carpets, landings including mats beneath desks and "walk-off" mats, using a method approved by the City. Disinfectants/deodorizers to be used	X									
8	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bins specifically for recycled paper. Replace liners if necessary	X									
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.			X							
10	Turn all lights off (except designated night lights or those in areas being used by employees or the public)	X									
11	Dust with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills and counters	X									
12	Clean all studio mirrors	X									
13	Buff and reseal VCT floors								X		
14	Wash all mini blind							X			

Legend:

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JANITORIAL SPECIFICATION
Recreation Center & opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
15	Dry clean, sanitize and deodorize entire carpets area							X			
16	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
17	Clean and polish metal chairs and wooden furniture			X							
18	Wipe down plastic and leather furniture			X							
19	Clean and disinfect handsets of phones			X							
20	Perform high and low dusting (i.e., 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 extendible pole only to the extent that special equipment is not required					X					
21	Clean all interior glass (both sides) in buildings, to the height of ten (10) feet.			X							
22	Clean exterior of air duct receptacles					X					
23	Clean all interior metal fixtures and surfaces, including door push and kick plates and pulls				X						
24	Polish all interior metal fixtures and surfaces, including door push and kick plates and pulls						X				
25	Thoroughly clean Venetian and vertical blinds							X			
26	Dust mini blinds				X						
27	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
28	Vacuum and dust all fabric walls and partitions								X		

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JANITORIAL SPECIFICATION
Recreation Center & opt 2

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
	RESTROOMS									
29	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X								
30	Remove all scale using approved non-abrasive material	X								
31	Spot clean and dust walls, partitions, splash plates, windowsills, doors and related structures	X								
32	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X								
33	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X								
34	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator		X							
35	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions					X				
36	Clean exterior of air duct receptacles									
	CORRIDORS AND LOBBY									
37	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X								
38	Spot clean all spills using a wet mop and neutral (ph7 or 8) cleaner	X								
39	Spot clean disinfect wastebasket		X							
40	Vacuum all carpeted surfaces and ceramic tiles		X							
41	Wet mop and buff vinyl composite tile floor and shampoo carpeted surfaces								X	
	KITCHEN AND CAFETERIA									
42	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior surfaces	X								

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JANITORIAL SPECIFICATION
Recreation Center& opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
43	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							
44	Dust mop tile floors	X									
45	Wet mop tile floors	X									
46	Scrub, strip and wax tile floors						X				
	RECREATION DEPARTMENT OPTION 2										
47	Off-site janitorial service: Separate location for Recreation Department is at the Bridgecourt Room for cleaning and emptying the trash. Hours are available for cleanup to be determined										
48	Off-site janitorial service: Separate location for Recreation Department is at the Doyle Hollis Park for cleaning, stocking, emptying the trash and lock-up.	X									

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JANITORIAL SPECIFICATION
Police Station

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES AND MEETING ROOM										
1	Mop hardwood floors with treated dust mop	X									
2	Clean and sanitize drinking fountains	X									
3	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows	X									
4	Spot clean walls, doors, doorframes, and counters	X									
5	Vacuum all carpeted surfaces	X									
6	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks and “walk-off” mats, using a method approved by the City.	X									
7	Empty all wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X									
8	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.						X				
9	Turn all lights off (except designated night lights or those in areas being used by employees or the public).	X									
10	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters.		X								
11	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator or SAA.	X									
12	Clean and polish metal chairs, and wooden furniture.			X							
13	Wipe down plastic and leather furniture.			X							
14	Thorough vacuum and spot clean upholstered furniture.			X							
15	Clean all whiteboard when requested									X	
16	Clean and disinfect handsets of phones					X					
17	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet.			X							
18	Clean stair railings and spot clean staircase					X					

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JANITORIAL SPECIFICATION
Police Station

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
19	Clean exterior of air duct receptacles					X				
20	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates.						X			
21	Dust mini blinds					X				
22	Thoroughly clean Venetian and vertical blinds							X		
23	Vacuum and dust all fabric windows coverings (drapes shades etc.)							X		
24	Vacuum and dust all fabric walls and partitions								X	
	MULTI PURPOSE ROOM									
25	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows.				X					
26	Spot clean walls, doors, doorframes, and counters				X					
27	Vacuum all carpeted surfaces	X								
28	Spot clean spills or other spots on all upholstered furniture, carpets, including stairways, and landing, and mats beneath desks and "walk-off" mats, using a method approved by the City	X								
29	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary	X								
30	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X			
31	Turn all lights off (except designated night lights or those in areas being used by employees or the public)	X								
32	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters				X					
33	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator				X					

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JANITORIAL SPECIFICATION
Police Station

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
34	Clean and polish metal chairs and wooden furniture				X						
35	Wipe down plastic and leather furniture				X						
36	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet					X					
37	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
38	Dust mini blinds					X					
39	Thoroughly clean Venetians and vertical blinds							X			
40	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
41	Vacuum and dust all fabric walls and partitions								X		
	RESTROOMS AND SHOWERS										
42	Clean and disinfect restroom fixtures, showers, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
43	Remove all scale using approved non-abrasive materials.	X									
44	Spot clean and dust walls, partitions, splash-plates, windowsills, doors and related structures	X									
45	Empty and wipe down wasted and sanitary containers, dispose of contents, replace paper products	X									
46	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfect	X									
47	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
48	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
49	Clean exterior of air duct receptacles					X					
50	Dust mop tile floors	X									

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JANITORIAL SPECIFICATION
Police Station

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
51	Wet mop tile floors	X									
52	Scrub, strip and wax tile floors								X		
	COMMUNAL AREAS, CORRIDORS, STAIRS, STAIRS LANDING AND LOBBY										
53	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
54	Spot clean all spills using a wet mop									X	
55	Wet mop tile floors	X									
56	Dust mop tile floors	X									
57	Clean and disinfect wastebasket			X							
58	Vacuum all carpeted surfaces	X									
59	Wax tile floors					X					
60	Scrub, strip and wax tile floor and shampoo carpeted surfaces						X				
61	Dust stair banister										
	KITCHEN AND COPY ROOM										
62	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X									
63	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							
64	Dust mop tile floors	X									
65	Wet mop tile floors	X									
66	Scrub and wax tile floors						X				
	ELEVATOR										
67	Clean "push button panel" and inside walls		X								
68	Vacuum carpeted surfaces		X								
69	Clean doors inside and outside including "call button panel"		X								

Legend:

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twice a year; A: annually; IFN: if necessary

ADDITIONAL STANDARDS

Additional Standards (include with Janitorial Specifications frequency of services chart)

The following standards are provided as both a basis for all in-house work the City of Emeryville conducts as well as for inclusion in any contract janitorial service the City may undertake.

1. Trash Removal – Trash receptacles will be emptied, cleaned and left daily free of sludge, deposits, dirt, streaks and odors both inside and out. The term “trash receptacles” refers to receptacles used for collection of waste paper and debris, including swing top containers, wastebaskets and similar containers. All trash receptacles will have a new plastic trashcan liner installed after the trash is removed and the receptacle cleaned as described in the Janitorial Specifications frequency of services chart. Besides moving and disposing of trash from containers, the Contractor will have removed and disposed of any trash in boxes, bags or other items marked “trash” and placed next to trash containers or in hallways. All trash and other waste collected shall be disposed of in appropriate refuse containers for pick up and disposal. This shall include disposal of recycling content in the proper refuse containers supplied by the garbage company.
2. Floor Maintenance – floors will be cleaned in accordance with the following standards to maintain safe, sanitary conditions, present a pleasing appearance, and to protect them from damage.

NOTE: Janitorial company should determine type of cleaner, no-wax solution, wax, etc., that should be applied according to the type of flooring present at each location, unless specified.

- a. Dust Mopping/Sweeping. A properly swept floor, elevator, and stairway is free of all dust, streaks, dirt, cobwebs, grit, lint and debris to include, but not limited to, corners, behind doors, under desks, tables, benches, other furniture (except permanently located equipment such as copiers and filing cabinets that have full floor bearing). Removal of chewing gum and other foreign matter is considered a portion of sweeping.
- b. Damp Mopping. A satisfactorily damp mopped floor has an evenly cleaned surface that is free of dirt, dust, mop marks, smears, film, residue, streaks, debris, or other standing water. All mop marks on baseboards or furniture will be removed. When floors cannot be cleaned satisfactorily by damp mopping, they must be scrubbed.
- c. Vacuuming – A properly vacuumed floor, rug, carpet, elevator and stairway is free of all dust, dirt, cobwebs, grit, lint and including but not limited to debris corners, behind doors, under desks, tables, benches, other furniture (except permanently located equipment such as copiers and filing cabinets that have full floor bearing). Removal of chewing gum and other foreign matter is considered a portion of vacuuming.
- d. Stripping of Waxed/Sealed Surfaces. A properly stripped surface has all wax/sealer removed to the flooring material. The floor is left free of all dirt and stains.

- e. Waxing – A properly waxed floor will have even coatings of slip-resistant wax. The floor will be clean and bright, even in corners and under furniture. The appropriated wax for each flooring surface will be used.
- 5. Walk-Off Mat Cleaning – A properly cleaned walk-off mat is free of dirt, streaks, stains and spots. Carpet-type entrance mats will be vacuumed to remove soil, and grit and to restore resiliency of carpet pile. Soil and moisture underneath mats will be removed and mat returned to their original location.
- 6. Furniture Care – Properly cared for furniture and wall hangings will be free of all dust, Streaks, surface, dirt, spots smudges, oily film, lint and cobwebs. Furniture includes desks, tables, chair bookcases, file cabinets and other similar items.