

Schedule 1

Scope of Work

Statement of Work for Custodial Services

Contractor will perform the following Custodial Services for University's Service Areas. Each and every element of the Custodial Services is not listed in this **SCHEDULE 1**. It is Contractor's responsibility to be familiar with good housekeeping procedures and practices and to perform the Custodial Services in accordance with good housekeeping procedures and practices.

Contractor will furnish materials, supplies, tools and equipment required for the satisfactory performance of the Custodial Services, including all soaps, cleaners, detergents, disinfectants, buckets, mops, chemicals, buffers, scrubbers, shampoo machines, extracting machines and other chemicals and equipment to effectively maintain the university.

Restroom and student laboratory paper goods and trash can/wastebasket liners of at least the following quality:

- VON-5022, TOILET PAPER, 2 PLY, 500 SHEETS/96ROLLS, 4.5x3.6
- VON-548W, TOWELS, MULTIFOLDS 16PKG/250SHEETS/4000CS, 9.25x9.5
- VON-838-N, TOWELS, ROLLED8", 12X350
- LNR-4048XB, BAGS, 40X46, BLACK 1 MIL, 100/CS
- LNR-3339X38, BAGS, 33X39, BLACK 1.5 mil, 100/CS
- LNR-2423LB, BAGS, 24X23, BLACK, 100/CS
- #1JY16, Whiteboard eraser, 5-1/8" Gray
- #30P050, Chalkboard eraser, 5"w, Gray
- Crayola, Chalk, 12/pkg
- Batteries for paper towel dispensers

Time of Performance

1. All Basic Services will be performed between 5:00 a.m. to 10:00 p.m. on a five-day per week schedule.
2. Weekend Services will be performed between 8:00 a.m. to 4:00 p.m. Saturday and Sunday Schedule.
3. Floor Tech will perform services between 10:00 p.m. and 6:00 a.m. on a five-day per week schedule, as needed for Saturday and Sunday.

Custodial Services

1. In this proposal, the University would like cleaning of the public and common areas (both interior and exterior), faculty offices, gym (including weight rooms, offices, and restrooms), classrooms and labs, dining area, restrooms, elevators, and stairways to be cleaned by a morning shift. Staff offices and those areas that are security sensitive (police, accounting, financial aid, registrar's office, academic advising, purchasing, human resources, etc.) should be cleaned first thing in the morning minimizing interruption to a minimal. Day porters will be required during the day to police all areas.

2. Window Cleaning: 4 times annually at the direction of University rep. Contractor will be responsible for cleaning exterior windows and high (ceiling) interior windows on a quarterly basis. Annual price provided in the Pricing Worksheet should include all windows cleaning, to include all windows and skylights.
3. Mesa Balconies: Pressure wash all balconies to include concrete floor and residue left on face of building.
4. Gym Floor: Clean gym floor nightly, work with UTPB Staff for schedule.
5. Movers and Events Set-ups persons: The contractor receiving this award will employ two (2) full-time persons to assist in moves and maintenance. These two movers will be at the disposal of Physical Plant eight (80) hours each week, Monday through Friday, generally. Occasionally, the movers will be requested to come in earlier and leave earlier to accommodate the university. Those persons assigned to assist in moving and maintenance activities must be able to lift at least 50 pounds. They must be able to bend, squat, reach, stretch, walk-up, down stairs, and perform any other activity required to move furniture and assist in minor maintenance.
6. Contractor's Representative: a representative of the contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters. Shall be able to communicate with contractor staff as well as UTPB Rep.
7. Recycling: The contractor is responsible to participate in the recycling program adopted by the university. Custodial staff will collect recycling as per the identified frequency of each area. Recycling will be deposited in the appropriate dumpster in "trash can alley". The University recycles aluminum cans and #1 & #2 plastics using our centralized recycling containers. These stations are composed of three bin (25 gallons/bin) one each for aluminum cans, plastic and trash. These stations are located in every academic building and in the main lobby. Due to number of people in the Mesa Building, there is a station every floor. The process is that the recycling bag from the bin is tied off and taken to the trashcan at the Mesa Building and placed behind the trashcan in the second bay from the west. EH&S will transport them to the recycling center. In every office, a recycling container has the logo "UTPB Recycles". These bins are to be emptied in to clear trash bags and placed in the recycle dumpster at the Mesa Building. Cardboard is also recycled at UTPB. Boxes are to be broken down flat and placed in the hall for pick-up by the custodian contractor. They are to be placed in yellow cardboard recycling dumpsters around campus. The main paper shredding room in the Mesa Building 1112A is where secure documents are destroyed. The UTPB employee will fill and clear trash bags with shredded paper and the contractor is to remove these bags and place them in the recycling bins at Mesa building trash can site.

All cleaning starts from the floor to the ceiling, which includes the ceiling, and duct vents.

General Custodial Services and Schedule

A. Entries/Quad area

Basic Services

1. Empty trashcans continuously during the day, Presidents Suite and Mesa lobby quarterly. Replace trashcan liners as necessary.
2. Spot clean, vacuum and damp mop all floors once nightly and continuously during the day.
3. Shampoo and/or strip, seal, and re-wax all floors four times per year. At least five coats of wax per application are required, except no wax floors.
4. Dusting of all horizontal building surfaces weekly.
5. Brush down wall and ceiling vents monthly.
6. Vacuum or damp wipe furniture weekly.
7. Clean outdoor furniture daily.
8. Burnish hard surfaces bi-weekly
9. Clean entire glass surface inside and out to Ceiling; wipe all frames clean
10. Clean directory board, directional signage and room signage
11. Clean and sanitize water fountains
12. Place wet floor signs and umbrella stations at entrances when weather requires
13. Sweep or machine blow immediate area at least 30 feet radius from door; vacuum entrance mat when dry; empty trash containers as necessary. Clean exterior walls at door entrance.
14. Clean anything that is obviously in need of immediate cleaning (i.e.; spills on carpet, splashes on floor, and spills on cabinet)

B. Public/Hallway Corridors

Basic Services

1. Pick up broken boxes, crates, and trash in corridors on a daily basis. Boxes must be broken down by UTPB employee.
2. Vacuum and spot clean all carpeted areas daily.
3. Shampoo all carpet quarterly.
4. Sweep, spot clean and damp mop all hard surface floors daily.
5. Strip, seal, and re-wax all hard surface floors annually. At least five coats of wax per application are required. Except no wax floor.
6. Spot clean all walls and door glass daily.
7. Clean and polish drinking fountains daily.
8. Dusting of all horizontal building surfaces daily.
9. Clean glass partitions (top/bottom) both inside and out weekly.
10. Brush down all wall and ceiling vents monthly.
11. Shower Scrub and Recoat hard surfaces quarterly.
12. Burnish hard surfaces Bi-weekly

C. Elevators

Basic Services

1. Clean cab doors, frames, door tracks, hand rails, stainless steel, wood, vacuum carpets and clean/polish hard floors daily.
2. Clean ceiling panels weekly.

3. Shampoo all carpet four times per year.

D. Restrooms

Basic Services (Before 7:30 am and as needed throughout each day before next shift)

1. Empty and damp wipe trashcans and replace plastic liners as needed or at least nightly.
2. Spot clean all walls.
3. Wash all toilet partitions.
4. Thoroughly clean and disinfect all surfaces of all plumbing fixtures.
5. Remove all graffiti.
6. Polish all metal and materials.
7. Perform dusting nightly.
8. Scrub floors nightly. No wax is required.
9. Refill soap, towel and tissue containers as needed.
10. Brush down all wall and ceiling vents nightly.
11. Batteries for paper towels change as needed or nightly.

7 Restrooms - Checklist

For all restrooms in all buildings, a checklist is used twice daily as a means of quality control. Custodians that are assigned to the appropriate shift are required to initial daily. Contractor shall provide a check list to the owners for approval of cleaning to be done daily on the restrooms, that shall be kept in each restroom and signed off to the attending custodian.

Suggested Restroom Cleaning Methodologies:

Remember that disinfecting is the key to a healthy restroom. Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow the disinfectant to work using the standard ten- minute dwell time for proper disinfection. Be sure to wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for restroom cleaning. Bleach is not approved as a disinfectant as it can cause significant damage to porcelain and tiled surfaces.

Toilets and Urinals:

Apply cleanser following the manufacturer's instructions. Swab the bowl and urinal thoroughly, inside and out. Disinfect all exterior surfaces, including toilet seat bottom, top, underside and walls adjacent to toilets and urinals. Allow ten-minute dwell time. Disinfect and wipe clean all chrome parts.

Sinks:

Remove any debris and rinse sink with cold water. Wipe surfaces and fixtures with approved disinfectant using a soft sponge or rag. Allow ten-minute dwell time. Rinse the sink upon completion and wipe dry all chrome fixtures, as well as under sink, along trap and walls.

Mirrors:

Clean mirrors with approved glass cleaner, using a lint-free cloth, paper towel or squeegee. Remove excess in a manner so as not to streak.

Dispensers:

Restock all paper towel, toilet tissue and hand soap dispensers. Clean the dispenser with an approved disinfectant. Make sure that all dispensers are operational.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry

Trash Receptacles and Sanitary Boxes:

Empty all trash receptacles and sanitary boxes daily. Clean and disinfect sanitary box handles daily. When washing receptacles, be sure to spray inside the container, then disinfect and wipe clean.

Floors:

Sweep entire floor prior to wet mopping with approved disinfectant solution. Put out wet floor signs prior to mopping. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when floor is dry.

E. Departmental Offices**Basic Services**

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum and spot clean all floors twice a week.
3. Shampoo all carpet annually. Shampoo carpet in President Suite 4218 quarterly. Five coats of wax per application are required.
4. Spot clean entry doors and glass storefronts daily.
5. Spot clean all walls and glass partitions weekly.
6. Spot clean around all wall switches twice weekly.
7. Low and high (ceiling) dusting of all horizontal building surfaces weekly.
8. Brush down all wall and ceiling vents monthly.
9. Dust Venetian blinds monthly.

F. Classrooms/Auditoriums/Lecture Halls/Meeting Rooms**Basic Services**

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum and spot clean all floors daily.
3. Shampoo all carpet or strip and wax all hard surface floors annually. At least five coats of wax per application are required.
4. Spot clean all walls weekly.
5. Counter tops, desks, and sinks are to be cleaned and cabinets are to be damp wiped daily.
6. Spot clean around all wall switches daily.
7. Dusting of all horizontal building surfaces weekly.
8. Brush down all wall and ceiling vents weekly.
9. Dust Venetian blinds weekly.

10. Clean blackboards and marker boards daily. Unless specified DO NOT ERASE

G. Library

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum and spot clean all carpet daily.
3. Spot clean and damp mop all vinyl surfaces daily.
4. Shampoo or strip and re-wax. At least five coats of wax per application are required.
5. Spot clean entrance doors and glass storefronts daily.
6. Spot clean all walls weekly.
7. Dusting of all horizontal building surfaces weekly.
8. Brush down all wall and ceiling vents weekly.
9. Dust Venetian blinds weekly.

H. Departmental Library/Conference Room

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum and spot clean floors daily.
3. Shampoo all carpet annually or strip and re-wax hard surface floors annually. At least five coats of wax per application are required, except no wax floor.
4. Spot clean all walls weekly.
5. Counter tops, desks, and sinks are to be cleaned and cabinets are to be damp wiped daily.
6. Spot clean around all wall switches weekly.
7. Dusting of all horizontal building surfaces weekly.
8. Brush down all wall and ceiling vents weekly.
9. Dust Venetian blinds monthly.
10. Clean blackboards and marker boards nightly. Erasures ONLY when indicated by a notation on the board.
11. Burnish hard surfaces bi-weekly

I. Laboratories

Laboratories, Instructional, Research, Instrument, and Computer - Science & Technology Bldg.

- A. Biology, Chemistry, & Physics Labs. Rooms 1206 1207, 1208, 1209, 1210, 1216, 1217, 1218, 1224, 1235, 1247,2202,2204,2207,2212,2213,2215,2224,2226,2235;

NOTE: For safety reasons and to prevent the misuse of instructional laboratory prep materials and research materials in Biology, Chemistry, and Physics laboratories, Contractor employees should NEVER touch or move items on the student tables, student desks, instructor tables, instructor desks, any counters, any cabinets, or any drawers located in these rooms. This includes computers and

computer pods, since instructional laboratory prep materials may be situated on computer pod carts. Contractor employees should also not move any items that are situated on the floor, to include glass boxes; red biohazard, sharp containers, red biohazard tubs, biohazard bags and stands, heavy stationary objects of any kind, or any other laboratory equipment, supplies, or boxes of any kind. The only exceptions are trash containers, chairs, mops, brooms, and dustpans. Any Contractor employees known to be touching or handling any of these items may be asked on the spot to leave the rooms and to not enter into any other Labs rooms, may be reported to the Facilities Administration, and may be barred from cleaning in any Instructional, Research, Instrument, or Computer Laboratory on campus.

NOTE: If broken glass or spilled substance, liquid or powder, is found or created accidentally by Contractor employees in any of these rooms, for safety reasons the employees should not clean it up. Employees should report it immediately to Labs personnel in Room 2201 or in Room 1204. If no Labs personnel are available (after-hours, meetings, etc.), employees should report it immediately to their supervisor who should, in turn, report it immediately to EH&S.

1. **Daily:** Discard any trash bags or boxes broken down by UTPB employee left for discard outside the door to any of these rooms.

NOTE: Sweeping and mopping should be done around any items situated on the floor, with the EXCEPTION of trash containers, chairs, mops, brooms, and dustpans, which Contractor employees should move to accommodate sweeping and mopping. Clean at direction of owner.

- a. Sweep and mop floors, so that all accessible floor areas and baseboards are clean and free of visible debris and of marks of any kind.
- b. Erase chalkboards or whiteboards if instructed by note on board.
Use white board cleaner on white boards. Do not erase any areas, which have instructions not to erase or to leave. Damp clean chalk/marker trays.

2. Semi-annually

NOTE: For safety reasons, Contractor employees should not clean the interior exterior of fume hoods - laboratories and research personnel will be responsible for these, since there may be laboratory chemicals present.

NOTE: For the semi -annual buffing, laboratories or research personnel will remove all Labs items from the floor; any items remaining on the floor should be buffed around, with the EXCEPTION of trash cans, chairs, mops, brooms, and dustpans, which Contractor employees should move to accommodate buffing.

- a. Spray buff and burnish all floors, except in Room 2202, which has a rough coat-flooring surface.
- b. Dust all blinds and window sills
- c. Wipe down all walls
- d. Dust and clean light fixtures and report presence of insects.
- e. Recondition white board with board reconditioner.

3. Bi-Annually

- a. Strip and scrub clean Baseboards- coordinate with Facilities personnel.
- b. Renovate and refinish composition floors - coordinate with Facilities personnel
- c. Wash and clean walls and doors entirely.

B. Computer Labs: Rooms 1100, 2119, 2121, 2122:

1. **Daily:** Trash bags should be removed from all trash containers, appropriately discarded, and replaced with fresh bags.
2. **Weekly:** Rooms 1100, 2121 ONLY:
 - a. Vacuum floors and mop as applicable, so that all floor spaces and baseboards are clean and free of visible debris and marks of any kind.
 - b. Dust **all** surfaces EXCEPT computer monitors, using a lamb wool duster or equivalent on computer keyboards.
3. **Every Two Weeks:** Rooms 1100, 2121 ONLY: Erase chalkboards or white boards. Use white board cleaner on white board. Do not erase any areas, which have instructions not to erase or to leave. Damp clean chalk/marker trays
4. **Monthly:** Rooms 1100, 2121 ONLY: Damp clean all table surfaces.
5. **Quarterly:** Rooms 2119, 2122 ONLY
 - a. Vacuum floors and mop as applicable, so that all floor spaces and baseboards are clean and free of visible debris and marks of any kind.
 - b. Dust all surfaces EXCEPT computer monitors, using a lamb wool duster.
 - c. Damp clean all table surfaces.
 - d. Erase chalkboards or white boards. Use white board cleaner on white boards. Do not erase any areas, which have instructions not to erase or to leave. Damp clean chalk/marker trays.
6. **Semi-annually**
 - a. Spray buff and burnish all floors, except in Room 2202, which has a rough coat-flooring surface.
 - b. Dust **all** blinds and window sills
 - c. Wipe down all walls
 - d. Dust and clean light fixtures and report presence of insects.
 - e. Recondition white board with board reconditioner.
7. **Annually**
 - a. Strip and scrub clean Baseboards coordinate with Facilities personnel.
 - b. Strip and wax VCT floors, five coats of wax - coordinate with Facilities personnel
 - c. Wash and clean walls and doors entirely.

J. NASAD, Laboratories, Ceramics, Sculpture, Metalworking and Woodworking VAS Building

Art Labs. Rooms VAS 210,211, 214, 300, 300A, 300B, 301, 301A, 303, 304:

NOTE: For safety reasons and to prevent the damage of art in all phases of development, Contractor employees will NEVER touch or move items on the student tables, student desk, instructor tables, instructor desks, any counters, any cabinets, or any drawers located in these rooms. This includes computers and computer pods, since instructional laboratory prep materials may be situated on computer pod cards. Contractor employees will also not move any artwork that are situated on the

floor. The only EXCEPTIONS are trash containers, chairs, mops, brooms, and dustpans and artwork and supplies on rolling cars. Any Contractor employees known to be touching or handling any of these items may be asked on the spot to leave the room and to not enter into any other art labs and may be reported to the Facilities Administration, and may be barred from cleaning in any instructional Research, Instrument, or Computer Laboratory on campus.

1. Daily:

- a. Discard any trash bags or boxes left for discard outside the door to any of these rooms.
- b. Wet towel wipe all tables around any work that may be on them.
- c. Room 300, 300A, 300B - Toe floors will be sprayed with water and squeegeed cleaned.
- d. Rooms 201,211,214, 302, 303, 304 floors are to be swept clean.

NOTE: Sweeping and mopping will be done around any items situated on the floor, with the EXCEPTION of trash containers, chairs, mops, brooms, and dustpans, and anything that is on wheels which Contractor employees will move to accommodate sweeping and mopping.

- d. Sweep and mop floors, so that all accessible floor areas and baseboards are clean and free of visible debris and of marks of any kind.
- e. Erase chalkboards or white boards. Use white board cleaner on white boards. Do not erase any areas which have instructions not to erase or to leave. Damp clean chalk/marker trays.

2. Semi-annually

NOTE: For safety reasons, Contractor employees will not clean the interior or exterior of fume hoods - laboratories and research personnel will be responsible for these, since there may be laboratory chemicals present.

NOTE: For the semi-annual heavy cleaning faculty & Students will remove all art items from the floor; any items remaining on the floor will be buffed around, with the EXCEPTION of trash cans, chairs, mops, brooms, and dustpans, which Contractor employees will move to accommodate heavy cleaning

- a. Deep clean of all floors, and furniture.
- b. Dust all blinds and windowsills.
- c. Wipe down all walls and doors entirely.
- d. Dust and clean light fixtures and report presence of insects
- e. Recondition white boards with board re-conditioner.
- f. Twice a year the 3-D Building must be cleaned to the ceiling itself. This will take place over the holiday break and then during the summer.
- g. Twice a year the 2-D Building will be cleaned (to the ceiling).

This entails all the way to the rafters, and cleaning all surfaces which can collect dust. During this process all items such as safety showers and sinks must be cleaned.

K. Interior Stairs All Buildings

1. Sweep clean and mop all steps and landings twice weekly.
2. Pick up trash daily
3. Wipe down wood hand rail
4. Clean doors and frames
5. Clean windows

L.

1. Weekend Service

Minimum service to high traffic areas and all restrooms are to be completed once daily between 8:00

a.m. and 4:00 p.m. on Saturday and Sunday.

a. Areas include:

1. Mesa Building Entrance
2nd floor game room/Multi-Purpose room
2. Student Activity Center Building
3. GYM Building
4. Science and Technology Building
Lobby/Cooper Hall
5. Library
6. Kirk entrance and lobbies, weight room, main corridors
7. Engineering lobbies, corridors, restrooms
8. CEED entrance and lobbies

Scope of Work STEM Academy

Contractor will perform the following Custodial Services for the STEM Academy. Each and every element of the Custodial Services is not listed in this **SCHEDULE 1**. It is Contractor's responsibility to be familiar with good housekeeping procedures and practices and to perform the Custodial Services in accordance with good housekeeping procedures and practices.

Contractor will furnish materials, supplies, tools and equipment required for the satisfactory performance of the Custodial Services, including all soaps, cleaners, detergents, disinfectants, restroom and student laboratory paper goods, and trash can/wastebasket liners of at least the following quality:

30x37 High Density 10mic roll can liner 500/cs
40x48 High Density 14mic roll can liner 250/cs
4460 KC Toilet Tissue 80/cs
Triangle lotion Soap floral scent
1000 KC White Roll Towel 8"x1000' 12/cs
KC Professional pink hand lotion soap 4/cs
181 KC White Multi-Fold towels 3600/cs
KC Antibacterial Clear Skin Cleanser 4/cs
1700 Single Fold White Paper Towel 16pgks/cs
2129 JRT Jr. Jumbo Roll Tissue 12/cs
7001 KC Kleenex Cottonelle Coreless TP 36/cs
50600 KC Kleenex White Roll Towel (auto dispense)
HOS-6141 Sanitary Napkin Waxed Bags 250/cs

Time of Performance

1. All Basic Services will be performed between 7:30 a.m. to 4:30 p.m. on a five-day per week schedule.
2. University observes approximately ten (10) holidays per year. A request for "extra services" will be issued for special services on these holidays, if required.

STEM Academy Custodial Services and Schedule

A. Classrooms

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum carpeted floors and mop tile floors daily.
3. Shampoo all carpet no wax floor or sheet vinyl and VCT floors semi-annually. At least five coats of wax per application are required.
4. Spot clean all walls weekly.
5. Counter tops, desks (teacher and student) are to be cleaned daily.
6. Spot clean around all wall switches weekly.
7. Dusting of all horizontal building surfaces weekly.

8. Brush down all wall and ceiling vents weekly.
9. Dust Venetian blinds weekly.
10. Dust SmartBoards monthly.
11. Scrub floors weekly.

B. Student Restrooms

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Spot clean all walls daily.
3. Wash all toilet partitions daily.
4. Thoroughly clean and disinfect all surfaces of all plumbing fixtures daily.
5. Remove any graffiti daily.
6. Polish all metal and materials daily.
7. Perform dusting weekly.
8. Mop floors daily.
9. Scrub floors weekly.
10. Refill soap, towel and tissue containers twice a day.
11. Brush down all wall and ceiling vents weekly.
12. Empty feminine product trashcans and replace plastic liner daily (where applicable)

C. Departmental Offices

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum carpeted floors and mop tile floors daily.
3. Shampoo all carpet or strip and wax all hard surface floors annually. At least three coats of wax per application are required.
4. Spot clean entry doors daily.
5. Wipe down interior wall to ceiling (storefront) windows daily.
6. Spot clean around all wall switches twice weekly.
7. Dusting of all horizontal building surfaces weekly.
8. Brush down all wall and ceiling vents weekly.
9. Dust Venetian blinds monthly.

D. Private Offices

Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum carpet daily.
3. Shampoo all carpet or strip and wax, VCT floors annually, except no wax floors. At least five coats of wax per application are required.
4. Spot clean all walls weekly.
5. Spot clean around all wall switches weekly.
6. Dusting of all horizontal building surfaces weekly.
7. Brush down and damp wipe all wall and ceiling vents weekly.
8. Dust Venetian blinds monthly.
9. Counter tops, desks are to be cleaned daily.
10. Wipe down interior wall to ceiling windows weekly.

E. Multipurpose Rooms (Large and small) Basic Services

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Sweep, spot clean and damp mop tile floors daily.
3. Wipe down interior wall to ceiling (storefront) windows daily.
4. Spot clean around all wall switches twice weekly.
5. Dusting of all horizontal building surfaces weekly.
6. Brush down all wall and ceiling vents monthly.
7. Shower scrub and recoat VCT only floors weekly.
8. Counter tops, desks and sinks are to be cleaned and cabinets are to be damp wiped daily.
9. Cleaning during lunch duty (10:45am-1:00pm) which includes:
 - sweep floors between each scheduled lunch
 - wipe down tables between each scheduled lunch
 - empty trashcans and replace plastic liners between scheduled lunch
 - clean up spills and bodily functions during scheduled lunches
 - provide paper towels and cleaning supplies for tables and floors

F. Public Corridors

Basic Services

1. Pick up broken down flat boxes, crates, and trash in corridors on a daily basis.
2. Vacuum and spot clean all carpeted areas daily.
3. Shampoo all carpet semi-annually.
4. Sweep, spot clean, and damp mop VCT only floors daily.
5. Strip, seal, and re-wax floors twice annually. At least five coats of wax per application are required. Excluding no wax floors.
6. Spot clean all walls and door glass daily.

7. Clean, polish and disinfect drinking fountains daily.
8. Dusting of all horizontal building surfaces weekly.
9. Clean glass partitions daily.
10. Brush down all wall and ceiling vents monthly.
11. Burnish hard surfaces Bi-weekly

G. Conference Room and Break Rooms

1. Empty and damp wipe trashcans and replace plastic liners daily.
2. Vacuum carpeted floors daily
3. Shampoo all carpet or strip and no wax floors semi-annually. At least five coats of wax per application are required.
4. Wipe down and sanitize sinks daily.
5. Daily damp wipe all furniture, countertops and cabinets.
6. Annually clean all baseboards twice annually.
7. As needed weekly brush wall and ceiling vents.

Alternate Services

1. Be on call daily for bodily fluid clean up throughout entire building.
2. **Wipe** down and sanitize all hard surface fixtures (door handles and hardware, student and teacher desks, tables and countertops)

Requirements for School District Contractors:

Website: https://tea.texas.gov/nexas_Educators/Certification/Fingerprinting/Requirements_for_School_District_Contractors/

The Statute from Senate Bill 9 passed by the 2007 Texas Legislature can be found in the Texas Education Code. Rules passed by TEA to help clarify school contractor criminal history and fingerprinting requirements appear in the Texas Administrative Code.

TEC22.0834

19 TAC 153.1101

In accordance with the Texas Education Code (TEC) 22.0834:

- A contractor (entity or individual) that provides services to a school district/charter school, and has direct contact with students, must be fingerprinted before beginning work.
- The contractor shall certify to the school district/charter school that it is in compliance with the fingerprinting laws. The school district/charter school may review the background check results for contracted employees in the DPS FACT Clearinghouse as provided by Section 411.0845, of the Government Code.
- Additionally, a subcontractor must certify to the school district/charter school and to the contracting entity that the subcontractor has fingerprinted all individuals providing services to the district under the terms of the contract.
- The school district/charter school may request additional information from a contractor in order to verify that the fingerprinting has been completed.

Scope of Work

Residential Area

1. Parker Ranch House

Offices

Bathrooms

Study Rooms

Computer **Lab**

2. Falcon House

Laundry Area

Bathrooms

Kitchen

Mail Room

Study Room

3. RDH

Lobby/Offices/Bathrooms

Dining Hall/Bathrooms

Lobbies

Large (3- 1 per floor)

Small (3- 1 per floor)

Study Rooms

Large (3- 1 per floor)

Small (3- 1 per floor)

Corridors

Mail Area

Vestibules (2)

External Stair Towers (3)

Specific Areas Needing Attention

A. Residential Cleaning

Apartment Style

2 bedroom shared room

4 bedroom unit

1. Phase I

2. Phase II

3. Phase V, VI

2 bedroom unit

Efficiency Unit

1.Small

2. Large

RDH

2 bedroom shared unit

4 bedroom unit

Laundry Areas- daily removal of trash, sweep and mop

1. Apartment Building Laundries- 26 (cleaning of area behind dryers required)

2. ROH Laundries- 3

Special Times/Pricing Needed

ROH Dining Hall

of employees per shift

Coverage needed from 6 am to 8 pm

ROH Dining Hall

Conference Cleaning in Summer- light clean

Deep Clean before move-in

Apartment Style Units

Light cleaning- bathroom, sweep/mop, remove trash

Conference cleaning- light clean of entire unit

Deep Clean- full clean of unit, and floor work as needed dependent upon the unit. Could be

Carpet (limited **areas**), VCT (stripped and **waxed**), and LVT

Summer- Make Ready of all Units (total of 1175 beds)

Special Notes

1. No housing units or areas will be used as break areas for employees.
2. No occupied units may be entered before 10 am, unless a specific request is made or in the event of an emergency.
3. All maintenance issues found while cleaning need to be reported to the Student Housing Office.

Residence Life and Dining Services Cleaning Specifications

Student Housing

Abbreviations:

PRH-Parker Ranch House

RDH- Residence and Dining Hall

A. Parker Ranch House/ROH Administrative Areas

Offices

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture be best means.

Monthly Cleaning:

1. Exterior Window cleaning
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

1. Shampoo carpets
2. Clean light fixtures
3. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Bathrooms

Daily Cleaning:

1. Clean sinks, toilets, mirrors
2. Empty trash receptacles
3. Replenish toilet paper and paper towels as needed
4. Sweep/Mop
5. Wipe down/disinfect doors/hardware

Routine Cleaning (weekly):

1. Spot clean walls/bathroom partitions

Monthly Cleaning:

1. Freshen drains (sterile solution)

Semi-Annual Cleaning:

1. TBD

Main Lobby

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

1. Exterior Window cleaning quarterly
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

1. Shampoo carpets
2. Clean light fixtures
3. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Kitchen:

Daily Cleaning:

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Clean surfaces and wipe off all counters
5. Sweep and mop area

Weekly Cleaning:

1. Dust surfaces
2. Clean all surfaces that are accessible
3. Remove cobwebs and clean baseboards.

Monthly Cleaning:

1. Exterior Window cleaning quarterly
2. Spot clean walls and doors

Semi-Annual Cleaning:

TBD

Study Rooms

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

1. Exterior Window cleaning quarterly
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Semi-Annual Cleaning:

1. Shampoo carpets
2. Clean light fixtures

Computer Lab

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture be best means.

Monthly Cleaning:

1. Exterior Window cleaning (or quarterly)
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Semi-Annual Cleaning:

1. Shampoo carpets (if applicable)
2. Clean light fixtures

B. Falcon House

Office

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): Vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture be best means.

Monthly Cleaning:

1. Exterior Window cleaning quarterly
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Semi-Annual Cleaning:

1. Shampoo carpets (if applicable)
2. Clean light fixtures

Laundry Area

Daily Cleaning:

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Sweep all floors
4. Wipe off all machines
5. Remove mats and runners and clean floor underneath. Clean all mats using best method.
6. Clean glass/windows/doors

Routine Cleaning (weekly):

1. Remove lint from behind machines
2. Mop laundry areas

Monthly Cleaning:

1. Spot clean walls and doors
2. Freshen Drains (Sterile solution)
3. Clean light fixtures

Bathrooms

Daily Cleaning:

1. Clean sinks, toilets, mirrors
2. Empty trash receptacles
3. Replenish toilet paper and paper towels as needed
4. Sweep/Mop
5. Wipe down/disinfect doors/hardware

Routine Cleaning (weekly):

1. Spot clean walls/bathroom partitions

Monthly Cleaning:

1. Freshen drains (sterile solution)

Kitchen

Daily Cleaning:

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Clean surfaces and wipe off all counters
5. Sweep and mop area

Weekly Cleaning:

1. Dust surfaces
2. Clean all surfaces that are accessible
3. Remove cobwebs and clean baseboards.
4. Clean out microwave

Monthly Cleaning:

1. Exterior Window cleaning (or quarterly)
2. Spot clean walls and doors
3. Clean out appliances (refrigerator, stove, dishwasher)

Semi-Annual Cleaning:

1. Clean hard surface floor and finish as necessary.

Mail Room

Study Room

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.
5. Clean glass/windows/doors

Routine Cleaning (weekly): Vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

1. Exterior Window cleaning (or quarterly)
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

1. Shampoo carpets
2. Clean light fixtures

C. ROH (Unique Areas not covered above)

Lobbies/Study Rooms

Large (3- 1 per floor)

Small (3- 1 per floor)

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable}

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Vacuum carpeted floors
5. Clean glass/windows/doors

Routine Cleaning (weekly): Vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

4. Spot clean walls and doors
5. Vacuum upholstered furniture and fabric partitions
6. Remove mats and runners and clean floor underneath. Clean all mats using best method.

Semi-Annual Cleaning:

3. Shampoo carpets
4. Clean light fixtures

Corridors

Daily Cleaning:

1. Pick up and remove any trash, empty waste receptacles, and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.
5. Clean glass/windows/doors

Weekly Cleaning:

1. Remove cobwebs and clean baseboards.
2. Clean lobby furniture by best means.

Monthly Cleaning:

1. Spot clean walls and doors
2. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

1. Clean and shine floors (not wax, but apply shine product)
2. Clean light fixtures

Mail Area

Daily Cleaning:

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.
5. Clean glass/windows/doors

Routine Cleaning (weekly):

1. Dust surfaces
2. Clean desks/areas that are accessible
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

1. Spot clean walls and doors

Semi-Annual Cleaning:

1. Clean light fixtures

Vestibules/Stairway Lobby Areas (2)

Daily Cleaning: empty trash, clean ledges, vacuum or dust mop floors (whichever applicable)

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.
5. Clean glass/windows/doors

Routine Cleaning (weekly): Vacuum carpets, clean glass/windows, dust open areas

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

1. Exterior Window cleaning {or quarterly}
2. Spot clean walls and doors
3. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

1. Shampoo carpets
2. Clean light fixtures

External Stair Towers (3)

Daily Cleaning:

1. Pick up and remove any trash, empty waste receptacles, and dispose waste in appropriate area
2. Clean glass/windows/doors

Weekly Cleaning:

1. Sweep stairs

Monthly Cleaning:

Semi-Annual Cleaning:

1. Power wash landings/stairs/stained areas

D. Additional Cleaning (Student Units)

1. Residential Cleaning-Apartment Style and Unit types:

2-bedroom shared room

4-bedroom unit

1. Phase I (64,66)

2. Phase II (84,85,86,87,88,89)

3. **Phase V, VI (101,103,105,210,211,212,213,214,216)**

2-bedroom unit

Efficiency Unit

1. Small (All 90's)

2. Large (100's, 200')

2. RDH

2-bedroom shared unit

4-bedroom unit

3. General Guidelines for each room in the units:

Living room:

1. Clean room
2. Clean floor by appropriate means
3. Clean and wipe down all furniture
4. Clean vent cover, light fixtures, window ledges
5. Clean windows
6. Clean walls/doors

Kitchen:

1. Clean all surfaces and appliances (including oven, refrigerator, *microwave*, and dishwasher}
2. Clean behind refrigerator and *oven*
3. Wipe out all cabinets
4. Clean floor by appropriate means
5. Clean vent cover, light fixtures
6. Clean walls

Bathroom:

1. Clean room
2. Clean floor by appropriate means
3. Clean and wipe down all furniture
4. Clean *vent* cover, light fixtures, window ledges
5. Clean windows
6. Clean walls/doors

Bedroom:

1. Clean room
2. Clean floor by appropriate means
3. Clean and wipe down all furniture
4. Clean vent cover, light fixtures, window ledges
5. Clean windows
6. Clean walls/doors
4. Other cleaning requests and pricing requests:

Conference Cleaning in Summer- light clean -

Deep Clean before move-in -

Apartment Style Units

Light cleaning- bathroom, sweep/mop, *remove* trash -

Conference cleaning- light clean of entire unit -

Deep Clean- full clean of unit, and floor work as needed dependent upon the unit. Could be

Carpet (limited areas), VCT (stripped and waxed), and LVT -

Summer- Make Ready of all Units (total of 1175 beds)

E. RDH Dining Hall

Contracted food service will be responsible for cleaning kitchen areas. ABM will be responsible for cleaning the dining areas and bathrooms in the dining hall.

Dining Area:

Daily Cleaning:

1. Empty waste receptacles and dispose waste in appropriate area
2. Replace liners when torn or dirty
3. Dust mop non-carpeted floors. Damp mop all spills
4. Remove mats and runners and clean floor underneath. Clean all mats using best method.
5. Clean glass/windows/doors

Routine Cleaning (weekly):

1. Dust surfaces
2. Clean desks/areas that are accessible (cleared off, cluttered desks will not be cleaned)
3. Remove cobwebs and clean baseboards.
4. Clean lobby furniture by best means.

Monthly Cleaning:

4. Exterior Window cleaning (or quarterly)
5. Spot clean walls and doors
6. Vacuum upholstered furniture and fabric partitions

Semi-Annual Cleaning:

3. Shampoo carpets
4. Clean light fixtures

Special Notes

- 1. No housing units or areas will be used as break areas for employees.*
- 2. No occupied units may be entered before 10 am, unless a specific request is made or in the event of an emergency.*
- 3. All maintenance issues found while cleaning need to be reported to the Student Housing Office.*