

LEGAL NOTICE

River Trails Park District will be receiving sealed bids for CUSTODIAL WORK. Commencing on February 25, 2020. Specifications may be obtained by contacting Erik Hosp, Head Custodian, 847-463-3735, or at Ehosp@rtpd.org.

Each bid must be placed in a sealed envelope clearly marked "**Sealed Bid: Custodial Project 2020**" and addressed to the **River Trails Park District, 1500 E. Euclid Ave., Mount Prospect, IL, 60056, Attention: Erik Hosp, Head Custodian**. Bids will be received until 10:00 A.M. on March 13th, 2020, at which time the bid proposals will be publicly opened and read aloud at the Weiss Community Center, 1500 E. Euclid Avenue, Mount Prospect, IL 60056.

The River Trails Park District Board of Park Commissioners reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the River Trails Park District.

Bids shall not include federal excise tax or state sales tax for materials and equipment to be incorporated in, or fully consumed in the performance of, the Work. An Exemption Certificate will be furnished by the River Trails Park District on request of the Bidder, for use in connection with this Project only.

The Contractor selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

By order of the Board of Park Commissioners of the River Trails Park District.

III. SUBMISSION OF BID

The bids shall be marked:

**Custodial Project 2020
Erik Hosp, Head Custodian
River Trails Park District
1500 E. Euclid Ave.
Mt. Prospect, IL 60056**

It is the sole responsibility of the Bidder to see that his bid is received in proper time. **No faxed or e-mail bid or modification of a bid will be considered.** The Park District is not responsible for the premature opening of bids not marked as required. Any bid opened prematurely due to the failure of the Bidder to mark the envelope in accordance with these Bid Documents will be considered non-responsive. Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work. An exemption certificate will be furnished by the Park District upon request of the Bidder.

Bidder must acknowledge all Addenda received in the spaces provided on the Contractor Bid Form. By submitting a bid, Bidder indicates that all considerations issued by Addendum are incorporated in the bid.

The Bidder shall submit its prices on the attached Contractor Bid Form. The Bid Form shall be executed properly and all writing, including all signatures, shall be with black ink. Failure to use the Bid Form provided could result in rejection of the bid. Do not detach any portion of this document; invalidation of the bid could result.

The Bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the Bid Form.

No sales tax shall be included because the River Trails Park District is tax exempt and the River Trails Park District will present the successful Bidder with the tax exempt certification after awarding the bid. The River Trails Park District requires the breakdown of the various costs enumerated in the bid form be made a part of this bid package. Any Bidder that does not fully provide all required information may be deemed to be a non-responsive bid at the sole discretion of the River Trails Park District.

IV. PLANS AND SPECIFICATIONS

Drawings and written Specifications may be obtained by contacting Head of Custodial at Ehosp@rtpd.org, or 847-463-3735.

V. ACCEPTANCE OR REJECTION OF BIDS

that comprise the Bid Documents.

IX. INTERPRETATION OF THE CONTRACT DOCUMENTS

The Park District shall in all cases determine the amount or quantity of the several kinds of Work which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive. The Park District shall have the right to make alterations in schedule, maps, work list, procedure, or scope of the work herein contemplated either before or after the commencement of the Work. If such alterations diminish the quantity of the Work to be done, they shall not constitute a claim for damage or for anticipated profits on the work dispensed with, or if they increase the amount of Work, such increase shall be paid according to the quantity actually done and at the price or prices stipulated for such Work in the Contract. The Park District reserves the right to approve, an equal to or superior to product or equipment required under the Specifications, or to reject as not being and equal to or superior to the product or equipment required under the Specifications. If the Bidder is in doubt as to the interpretation of any part of the Bid Documents, or finds errors, discrepancies or omissions from any part of the Contract Documents, he must submit a written request for interpretation thereof not later than five (5) days prior to opening of bids to the Park District. If an error or omission is discovered in the Bid Documents after the bid opening, the Park District reserves the right: i) to determine whether to require the submission of new bids; or ii) if the error or omission is of such a nature that it was reasonably discoverable upon a careful review of the Bid Documents, to award the Contract to the lowest responsive and responsible Bidder as determined by the Park District and to require that Contractor to perform the Work in accordance with an issued correction by the Park District and for the amount bid by the Contractor. Such decisions are final and not subject to recourse. Errors and omissions made by the Bidder cannot be corrected after the bid opening.

X. ADDENDA

Any interpretation, correction to, or addition to the Bid Documents will be made by written Addendum and will be delivered by mail or fax to each prime Bidder of record. The written Addenda constitute the only interpretations of the Bid Documents; the Park District accepts no responsibility for any other claimed interpretations or communications.

It is the responsibility of each Bidder to verify that he has received all Addenda prior to submitting a bid. It is also the responsibility of each Bidder to verify that all subcontractors and material suppliers whose prices are incorporated in the Bidder's bid are familiar with the Bid Documents in their entirety, including all Addenda issued up to the time of bid opening.

In the event a conflict or omission is discovered in the Bid Documents after the issuing of the last Addendum such that an interpretation cannot be issued by the Park District prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented and indicated Work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work in accordance with the Bid Documents.

GENERAL CONDITIONS

The General Conditions are included in the Owner-Contractor Agreement for Project of Limited Scope, as

Business auto insurance shall be written Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. Workers Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident of \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's Work.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any Subcontractor from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of the Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

2. Acceptability of Insurers

For insurance companies that obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by

4. CLEAN UP

The Contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by their employees or their work, and at the completion of the Work, Contractor shall remove all their rubbish, tools, and surplus materials from the site and adjoining premises, according to Park District directives. Leaving the area in a neat and workmanlike condition.

5. USE OF SITE

Contractor shall confine their equipment, the storage of materials and operations of their workers, to limits indicated by law, ordinances, permits or directions of the Owner and shall not unreasonably encumber the site with their materials. The site shall not be utilized for the storage of vehicles, materials or equipment not intended for this Project.

Safety Precautions: Contractor shall take all necessary precautions to insure safety and prevent accidents or injury to the public, children and workers on, about, or adjacent to the site during working hours and after hours. All necessary precautions taken shall be considered incidental to the cost of the Contract.

Safety Devices: Provide all barricades, lights and other protective devices necessary to fulfill the intent of the Work, including requirements of all Federal, State or local laws or ordinances and maintain same for full period of this operation, removing same when indicated or no longer required.

6. REPAIR AND CLEAN-UP

Contractor shall pay for the repair of all damage to existing tools, machines, materials, turf and site furnishings caused by this Work. All noticed damage must be reported to River Trails Park District as soon as possible in order to have problems corrected prior to using equipment.

At the completion of the Work under this Contract, the Contractor shall remove all debris and accumulated materials caused by this Work and legally dispose of it, and leave the site in a clean, neat order acceptable to the Park Districts directives.

SPECIAL CONDITIONS

The Special Conditions of the Contract are:

- Every effort is made by River Trails Park District to have the building without activities during the cleaning. The building should remain locked when there are no activities/programs going on. However, there may be times when the facilities are still open to the public during the cleaning project. As such, Contractor shall maintain the site in a manner that ensures safe access to the other building amenities by the public or Park District staff. Immediately upon the activity ending, the building should be locked.

BID PROPOSAL

**TO: RIVER TRAILS PARK DISTRICT
401 E. Camp McDonald Rd.
Prospect Heights, IL 60070**

FROM: _____
Name

Street Address

City State Zip

A. Individual _____
B. Partnership _____
C. Corporation _____

Bid For: The CUSTODIAL PROJECT 2020 for the River Trails Park District

By submission of its bid, the Bidder acknowledges, agrees, represents, declares and warrants:

- A. That the Bidder has carefully examined the written Specifications and Drawings and is thoroughly familiar therewith, and that the Bidder has visited the site of the proposed Work to arrive at a clear understanding of the conditions under which the Work is to be done, and that the Bidder has compared the site with the Drawings and Specifications and has been satisfied as to all conditions affecting the execution of the Work;
- B. That all modifications have been submitted with this bid;
- C. That the Bidder has checked carefully the bid figures and understands that they shall be responsible for any errors or omissions based on these Specifications and alternates as submitted on the Bid Proposal Form;
- D. That it is understood and agreed that the River Trails Park District reserves the right to accept or reject any or all bids, or to combine or separate any section or work, and to waive any technicalities;
- E. To hold the bid open for sixty (60) days subsequent to the date of the bid opening;
- F. If applicable, to enter into and execute a Contract with the Owner within ten (10) days after the date of the Notice of Award, if awarded on the basis of this bid, and in connection therewith to:
 - (a) Furnish all bonds and insurance required by the Contract Documents;
 - (b) Accomplish the Work in accordance with the Contract Documents; and
 - (c) Complete the Work within the time requirements as set forth in the Bid Documents.
- G. If applicable, that if this bid is accepted, the Park District will provide all of the necessary equipment, tools, apparatus, and other means of custodial maintenance to do all of the Work in the manner and at the time therein prescribed, and in accordance with the requirements set forth;
- H. That the Bidder shall have full responsibility for coordinating, expediting, and managing payment requests, and administering the Project and subcontractors;

BID FORM

The undersigned Bidder agrees that should this bid be accepted by the Owner, the undersigned will be bound to the River Trails Park District Board of Park Commissioners to furnish and deliver all materials, tools and equipment, and perform all Work necessary for the River Trails Park District to complete Project in accordance with the written Specifications for the amounts set forth as follows (Please complete in ink or type):

Custodial services for The Zone, 550 E. Business Center Drive, Mt. Prospect, IL 60056

Weekly Fee (7 days per week) \$ _____

Alternate #1: Custodial services for The Weiss Community Center, 1500 E. Euclid Ave, Mt. Prospect, IL 60056

Daily Fee (with 24 hours notice) \$ _____

Weekly Fee (7 days per week) \$ _____

Alternate #2: Custodial services for The Burning Bush Community Center, 1313 Burning Bush Lane, Mt. Prospect, IL 60056

Daily Fee (with 24 hours notice) \$ _____

Weekly Fee (7 days per week) \$ _____

The following Addenda have been received and acknowledged:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Dated this _____ day of _____, 2020

Company name of the Bidder (Print)

Full name of person submitting quote (signature)

Full name of person submitting quote (print)

Title

City

State

Zip

Telephone

Email

Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the Owner.

- H. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- I. Contractor knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- J. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- K. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- M. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- N. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq.*) and, upon request of the River Trails Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor [circle one], by its undersigned representative, hereby certifies and represents to the River Trails Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]:**

A. The Contractor/Subcontractor [circle one] has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Dated: _____

B. The Contractor/Subcontractor [circle one] has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq.

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Dated: _____

River Trails Park District
The Zone and 2 Alternates
Mount Prospect, IL 60056

13 pages of specifications attached

The Zone Janitorial Services

Parkour Men's bathrooms: #125

Bathroom

	Sweep floors, check for garbage throughout
--	--

Toilet and Urinal areas

T & U	Need to be cleaned and disinfected HDQC2 inside and out. Use toilet brush
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Tops	Dust / Wipe off
------	-----------------

Paper	Stock all paper towels and toilet paper
-------	---

Sinks, Counters, and Mirrors

	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.
--	--

Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
---------	--

Soap	Make sure soap dispensers have soap / if not then fill
------	--

Garbage

	Take out and replace liners. Wash and scrub inside every 2-3 weeks remove debris
--	--

	Stainless steel polish daily, tops, front, and sides
--	--

Floors

	Sweep and Mop Daily.
--	----------------------

Parkour Women's bathrooms: #124

Bathroom

	Sweep floors, check for garbage throughout
--	--

Toilets

T & U	Need to be cleaned and disinfected HDQC2 inside and out. Use toilet brush
-------	---

Tops	Dust / Wipe off
------	-----------------

Paper	Stock all paper towels and toilet paper
-------	---

Sanitary	Empty all sanitary containers and refill with new sanitary bag. Daily. Take out and clean weekly
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Sinks, Counters, and Mirrors

Sink	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.
------	--

Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
---------	--

Soap	Make sure soap dispensers have soap / if not then fill
------	--

Garbage

	Take out and replace liners. Wash and scrub inside every 2-3 weeks remove debris
--	--

	Stainless steel polish daily, tops, front, and sides
--	--

Floors

	Sweep and Mop Daily.
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Parkour area and office: #105, 107, 131

Garbage

Take out and replace liners. Wash HDQC2 inside, outside every 2-3 weeks remove debris

Sign-in desk

Dust off electronics, desk, sign in board. Wipe down surface of desks HDQC2

Glass

Clean all glass Inside and Out (remove all smudges, fingerprints, etc on all glass surfaces wipe down all frames and edges)

Floors

Sweep and vacuum Daily. Make sure to hit the corners with the vacuum wand

Mop if and when needed. Especially rubber flooring

Equipment

Dust / Wipe off as needed, HDQC2 wipe down. Mop if needed

Blinds

Dust all blinds and window sills

Wipe down once a month. Be careful not to bend the slats

Turf: #106

Floors

Vacuum one section a shift

Front Vestibule, Corridor, and Party room: #116, 117, 118

Glass

Front doors/windows clean Glass cleaner microfiber pad

Floors

Vacuum floor and all rugs. Including front vestibule

Mop front vestibule

Blinds

Dust all blinds and window sills

Wipe down once a month. Be careful not to bend the slats

Glassroom Men's bathrooms: #119

Bathroom		
	Sweep floors, check for garbage throughout	
Toilet and Urinal areas		
	T & U	Need to be cleaned and disinfected HDQC2 inside and out. Use toilet brush
	Tops	Dust / Wipe off
	Paper	Stock all paper towels and toilet paper
Sinks, Counters, and Mirrors		
	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.	
	Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
	Soap	Make sure soap dispensers have soap / if not then fill
Garbage		
	Take out and replace liners. Wash and scrub every 2-3 weeks remove debris.	
	Stainless steel polish daily, tops, front, and sides	
Floors		
	Sweep and Mop Daily.	

Glassroom Women's bathrooms: #120

Bathroom		
	Sweep floors, check for garbage throughout	
Toilets		
	T & U	Need to be cleaned and disinfected HDQC2 inside and out. Use toilet brush
	Tops	Dust / Wipe off
	Paper	Stock all paper towels and toilet paper
	Sanitary	Empty all sanitary containers and refill with new sanitary bag. Daily. Take out and clean weekly
Sinks, Counters, and Mirrors		
	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.	
	Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
	Soap	Make sure soap dispensers have soap / if not then fill
Garbage		
	Take out and replace liners. Wash and scrub inside every 2-3 weeks remove debris	
	Stainless steel polish daily, tops, front, and sides	
Floors		
	Sweep and Mop Daily.	

Offices, corridor, Conference : #108, (108A,B,C,E), 112, 115

Garbage

	Take out garbage and recycling. Paper in paper bin. Replace liners on Fridays
	Wash HDQC2 inside and outside every 2-3 weeks remove debris

Glass

	Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces
--	--

Blinds

	Dust all blinds and window sills
	Wipe down once a month. Be careful not to bend the slats

Floors

	Vacuum office and office area
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Tables, counter tops/shelves, desks, computers

	Dust off/ Wipe down HDQC2 Move items to wipe down desks, put back where they were
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Office bathrooms: #122, 123

Bathroom

	Sweep floors, check for garbage throughout
--	--

Toilets

Toilet	Need to be cleaned and disinfected HDQC2 inside and out. Use toilet brush
Tops	Dust / Wipe off
Paper	Stock all paper towels and toilet paper
Sanitary	Empty all sanitary containers and refill with new sanitary bag. Daily. Take out and clean weekly

Sinks, Counters, and Mirrors

	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.
Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
Soap	Make sure soap dispensers have soap / if not then fill

Garbage

	Take out and replace liners. Wash and scrub inside every 2-3 weeks remove debris
	Stainless steel polish daily, tops, front, and sides

Floors

	Sweep and Mop Daily.
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Ivy room: #129

Fountain

Clean and wipe down fountain HDQC2

Garbage

Take out. Replace liners (Recycling)

Glass

Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces wipe down all frames and edges)

Floors

Vacuum carpet, make sure to wand the corners and edges.

Blinds

Dust all blinds and window sills

Wipe down once a month. Be careful not to bend the slats

Blue room: #104

Fountain

Clean and wipe down fountain HDQC2

Garbage

Take out. Replace liners (Recycling)

Glass

Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces

Floors

Vacuum carpet, make sure to wand the corners and edges.

Blinds

Dust all blinds and window sills

Wipe down once a month. Be careful not to bend the slats

Green room: #126

Garbage

Take out. Replace liners

Walls

Remove tape or other debris

Floors

Sweep/vacuum/Damp Peroxy Mop Daily

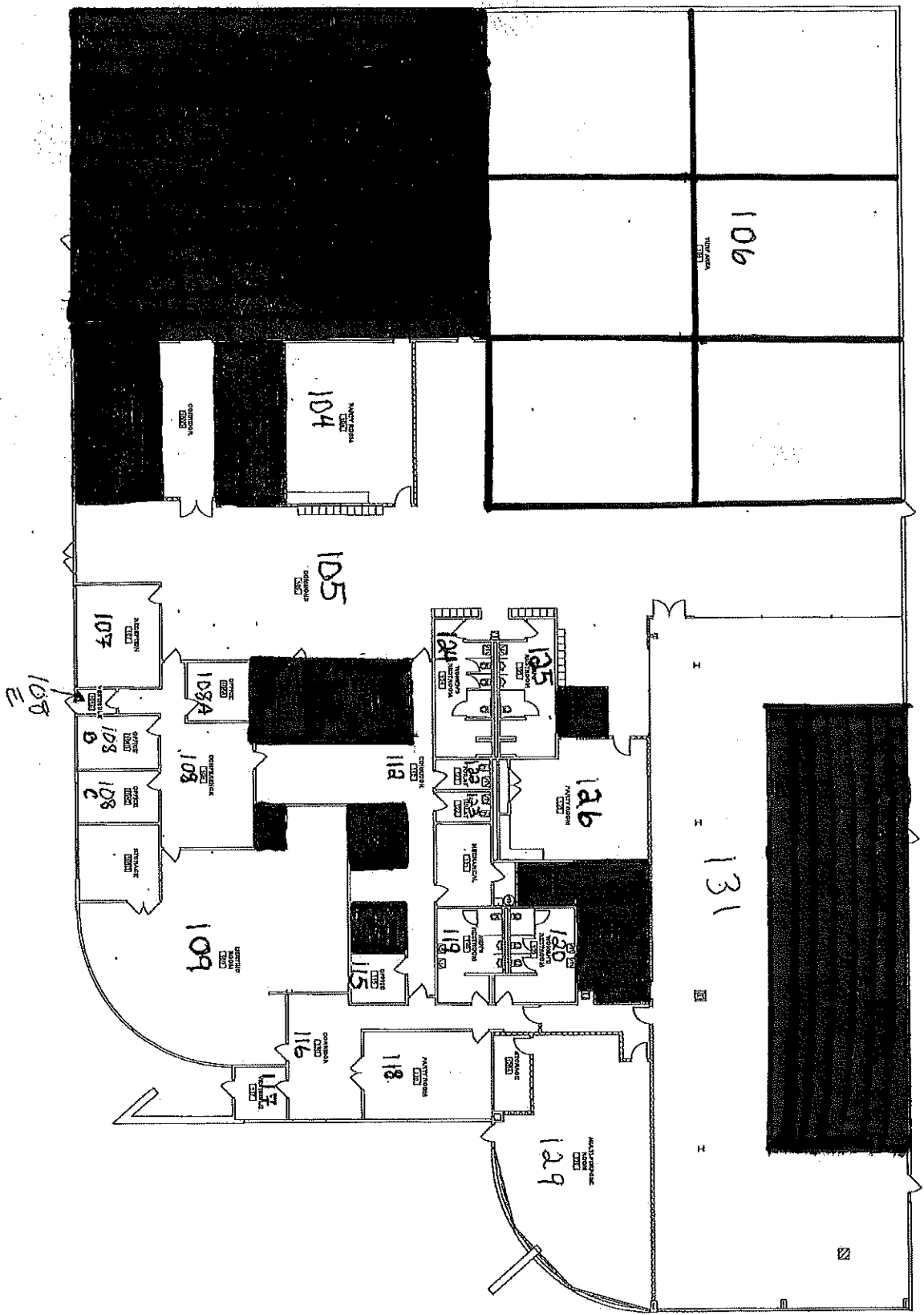
Glass

Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces wipe down all frames and edges)

Garbage:

All garbage must be taken to dumpster at the end of your shift.

The Zone



Weiss Janitorial Services

Men's bathrooms:

Sauna

	Sweep floor, check for garbage throughout, clean window with Glass solution
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Toilet and Urinal areas

T & U	Need to be cleaned and disinfected HDQC2 inside and out
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Sinks, Counters, and Mirrors

	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.
--	--

Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
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Garbage

	Take out and replace liners.
--	------------------------------

	Stainless steel polish daily, tops, front, and sides
--	--

Floors

	Sweep and Mop
--	---------------

Women's bathrooms:

Sauna

	Sweep floor, check for garbage throughout, clean window with Glass solution
--	---

Toilet and Urinal areas

T & U	Need to be cleaned and disinfected HDQC2 inside and out
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Lockers

Outside	Dust / Wipe down with HDQC2 if needed
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Sinks, Counters, and Mirrors

	Clean surface and faucets with HDQC2 stainless steel polish faucets as needed.
--	--

Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber window pad.
---------	--

Garbage

	Take out and replace liners
--	-----------------------------

	Stainless steel polish daily, tops, front, and sides
--	--

Floors

	Sweep and Mop Daily
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Fitness Center:

Garbage

Take out and replace liners

Sign-in desk

Dust off electronics, desk, sign in board. Wipe down surface of desk HDQC2

Glass

Clean Free weight mirror with window solution and microfiber towel

Floors

vacuum floors: walkways and around machines

Pre-School:

Toilet and Urinal areas

T & U These need to be cleaned and disinfected inside and out

Sinks and Counters

Clean surfaces, mirrors, faucets

Garbage

Take out and replace liners

Stainless steel polish every day. Top, front, and sides

Glass

down all frames and edges)

Floors

Sweep and Peroxy Mop

Vacuum all rugs

Gym, and Dance room:

Fountain/spit basin area

Clean and wipe down fountain & basin HDQC2 Peroxy mop floor, Check/replace trash

Garbage

Take out. Replace liners (Recycling)

Glass

Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces

Floors

Dry Mop (Use Noble Machine if necessary)

Vacuum all rugs

Hallway, and Front Of Building:

Garbage

Take out. Replace liners

Glass

Front doors/windows clean 3x daily Glass cleaner microfiber pad 6:30am, 9:30am, 11:30

Clean all glass/Vending machines(outside only) (remove all smudges,fingerprints,etc on

Floors

Dry Mop (Use Noble Machine if necessary) Don't forget perimeter and base boards

Vacuum all rugs

Meeting Room/North room:

Garbage

Take out. Replace liners

Walls

Remove tape or other debris

Floors

Sweep/Vacuum/Damp Peroxy Mop Daily

Glass

Clean all glass Inside and Out (remove all smudges,fingerprints,etc on all glass surfaces

Kitchen:

Walls

Wipe down/scrub HDQC2 as needed

Sinks, Counters, Cabinets

Clean surface counter/cabinets and faucets with HDQC2 stainless steel polish faucets as needed.

Microwave/Fridge/Oven

Wipe down surfaces HDQC2 daily

Floors

Sweep and Peroxy Mop Daily

Garbage:

All garbage must be taken to dumpster at the end of your shift.

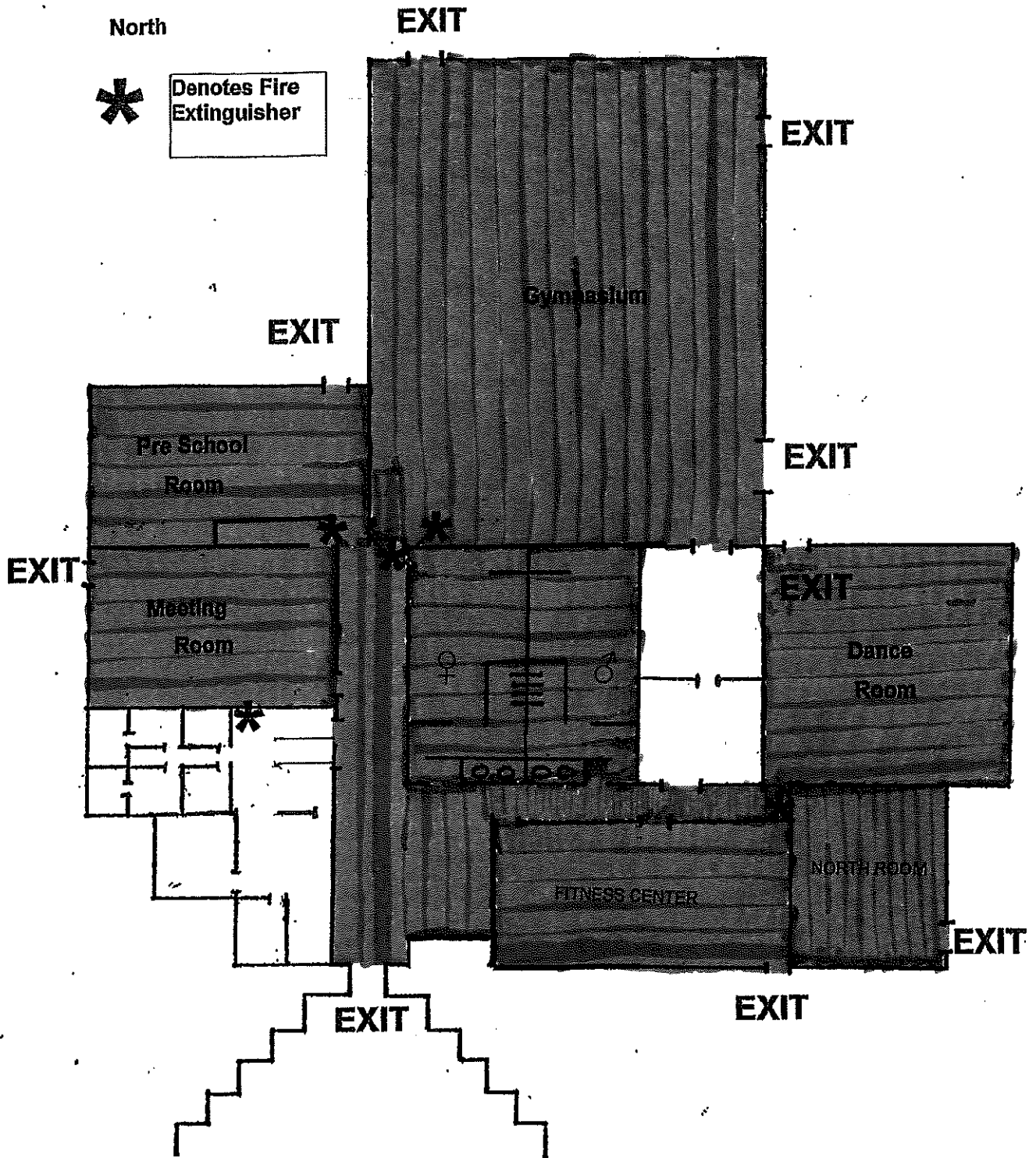
Weiss



North



Denotes Fire Extinguisher



Burning Bush Daily Janitorial Services

Men's bathrooms:

Toilet and Urinal areas

T & U	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)
Stock	Fill toilet paper and soap dispensers

Sinks, Counters, and Mirrors

Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.
Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber towel.

Garbage

	Take out and replace liners.
	Stainless steel polish daily, tops, front, and sides

Floors

	Sweep and Mop
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Women's bathrooms:

Toilets

Toilets	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.

Sanitary box

	Remove wax bag liner and replace
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Sinks, Counters, and Mirrors

Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.
Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber towel.

Garbage

	Take out and replace liners.
	Stainless steel polish daily, tops, front, and sides

Floors

	Sweep and Mop
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Offices:

Floors

	Vacuum
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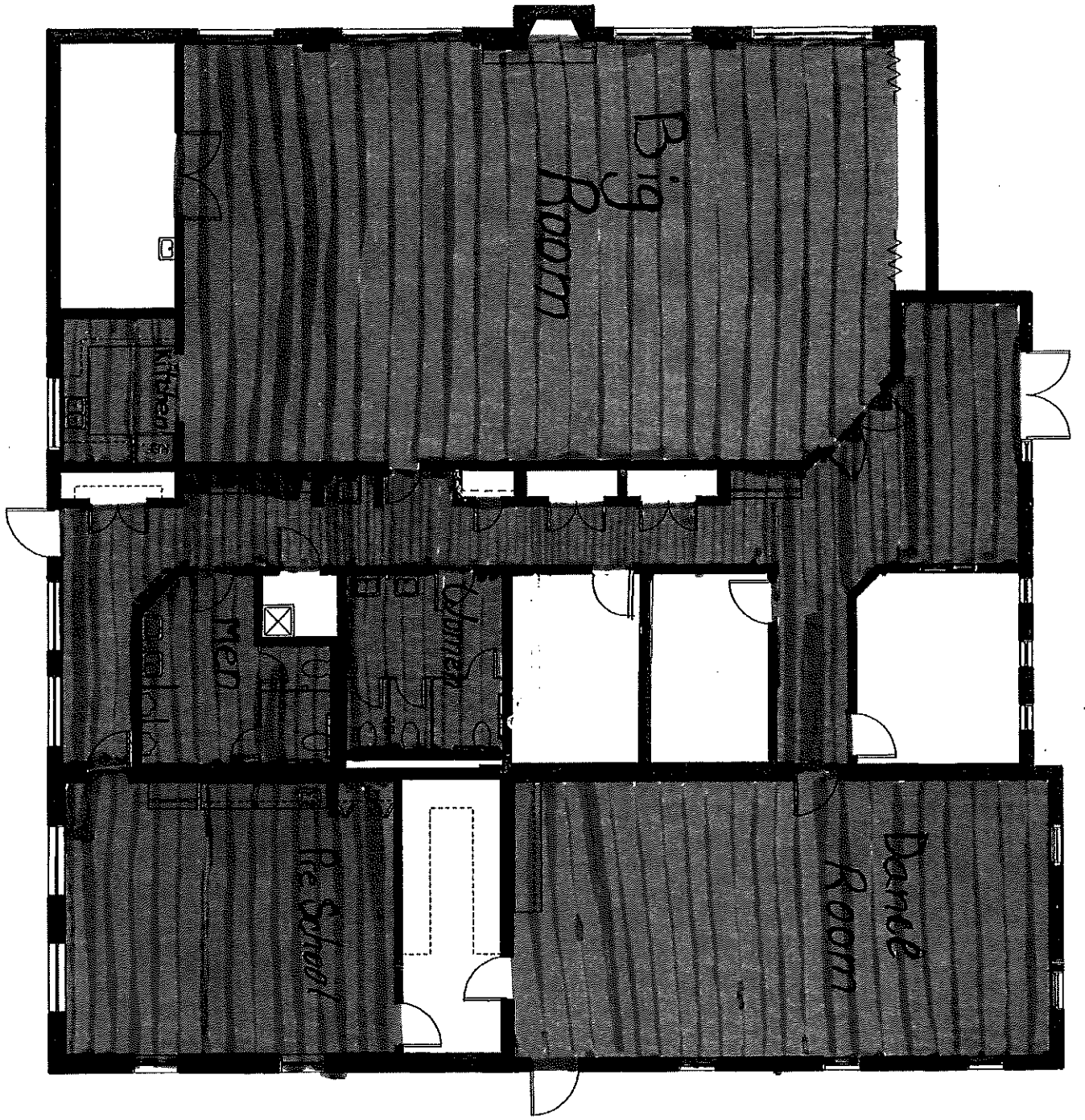
Garbage

	Remove all garbage & recycling. Replace liners as needed
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Tables, counter tops/shelves, desks

	Dust off desks, computers, phones.
	Wipe down with HDQC2
	Once every 3 months dust knick knacks and shelves thoroughly

Gym, and Dance room:	
Garbage	
	Remove all garbage & recycling. Replace liners as needed
Cabinets, Railings, Counter top	
	Dust / Wipe down with HDQC2
Floors	
	Sweep and Mop
Hallway, and Front Of Building:	
Garbage	
	Remove all garbage & recycling. Replace liners as needed
Floors	
	Vacuum
Glass door	
	Wipe down front doors with glass cleaner and micro fiber towel
Big Room:	
Garbage	
	Remove all garbage & recycling. Replace liners as needed
Floors	
	Sweep and Mop, vacuum carpet
Kitchen:	
Sink, Counters tops	
	Wipe down with HDQC2
Microwave/Fridge/Oven	
	Wipe down outside with HDQC2
	Wipe down outside with HDQC2 then stainless steel polish
	Wipe down outside and stove surface with HDQC2
Floors	
	Sweep and Mop
Pre-School:	
Sinks, Counters, Tables	
	Clean/wipe down surfaces, faucets
Garbage	
	Take out and replace liners
Glass	
	Clean all glass Inside and Out (remove all smudges, fingerprints, etc on all glass surfaces wipe down all frames and edges)
Floors	
	Vacuum carpet
ALL GARBAGE MUST BE BAGGED AND LEFT IN THE LARGE GREY ROLLING BIN AND PLACED JUST INSIDE THE FRONT DOORS	



Burning
Bush