

**AGREEMENT FOR JANITORIAL SERVICES AT THE CITY HALL/WING/ROTUNDA,
COMMUNITY CENTERS, LIBRARIES AND POLICE DEPARTMENT
BETWEEN THE CITY OF SAN JOSÉ
AND
GCA SERVICES GROUP**

This Agreement is entered into as of November 1, 2011, by and between the City of San José, a municipal corporation ("City"), and GCA Services Group, Inc., a Delaware Corporation "GCA", or "Contractor").

RECITALS

1. City has issued a Request for Proposal ("RFP") for citywide janitorial services and at specified City facilities;
2. Contractor has the necessary expertise and skill to perform such services and Contractor's proposal can best meet City's needs;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Agreement Documents

The documents forming the entire Agreement between City and Contractor shall consist of this Agreement including:

- Exhibit A -1 Scope of Services, City Hall/Wing/Rotunda
 - Exhibit A-1.1 Equipment Inventory List
- Exhibit A-2 - Scope of Services, Community Centers, Libraries & General Buildings
- Exhibit A-3 - Scope of Services, Police Department
- Exhibit B-1 Schedule of Performance, City Hall/Wing/Rotunda
- Exhibit B-2 Schedule of Performance, Community Centers, Libraries & General Buildings
- Exhibit B-3 Schedule of Performance, Police Department
- Exhibit C - Compensation
 - Pricing Detail - City Hall/Wing/Rotunda
 - Pricing Detail - Community Centers, Libraries & General Buildings
 - Pricing Detail - Police Department
- Exhibit D - Insurance Requirements
- Exhibit E - Labor Compliance Addendum
 - Exhibit E-1 - Wage Requirements
 - Exhibit E 2 - Labor Peace
- Exhibit F - Notice of Exercise of Option to Extend Agreement
- Exhibit G - Supplemental Work Order Form

In the event any discrepancies or inconsistencies between the provisions of this Agreement and any of the above-referenced documents arise, the provisions of this Agreement will prevail.

This Agreement and the Exhibits set forth above, contain all of the agreements, representations and understandings of the parties hereto, and supersede and replace any previous understandings, commitments, or agreements, whether oral or written.

2. Scope of Services

Contractor shall perform those services specified in detail in the attached exhibits: Exhibit A-1, A-2 and A-3, entitled "Scope of Services".

3. Term of Agreement

3.1 Initial Term

The term of this Agreement is from *November 1, 2011* to *October 31, 2014*, inclusive, subject to the provisions of Section 8 and subsection 3.2.

3.2 Options

City has the right to extend the term of this Agreement for five (5) additional one-year periods (the "Additional Terms"), based upon the same conditions of the Initial Term, subject to adjustments for compensation as set forth in Exhibit C. City shall notify Contractor in writing of its exercise of its option for an Additional Term no less than thirty (30) days prior to the end of the then current Term.

3.3 No Waiver

City's agreement to extend the term of this Agreement is not a waiver of the "time is of the essence" provision in Section 4.

4. Schedule of Performance

Contractor's services must be completed according to the schedules set out in the attached exhibits: Exhibit B-1, B-2 and B-3, entitled "Schedule of Performance." Time is of the essence in this Agreement.

5. Compensation

City shall pay Contractor an amount not to exceed amounts described in Exhibit C of this document for Contractor's services and reimbursable expenses, if any. The terms, rate and schedule of payment are set forth in the attached Exhibit C, entitled "Compensation".

6. Taxes and Charges

Contractor shall be responsible for payment of all taxes, fees contributions or charges applicable to the conduct of Contractor's business.

7. Labor Compliance

This Agreement is subject to City's Prevailing/Living Wage Policy and the applicable implementing regulations (collectively, the "Policy"). Contractor shall comply with the provisions of the attached Labor Compliance Addendum (Exhibit E) and Wage Requirements (Exhibit E-1), which set forth Contractor's obligations under the Policy. Contractor's labor peace assurances are set forth in the attached Exhibit E-2, entitled "Labor Peace".

8. Termination

8.1 Termination for Convenience

City shall have the right to terminate this Agreement, without cause, by giving not less than thirty (30) days written notice of termination.

8.2 Termination for Default

If Contractor fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice.

8.3 Termination Authority

The Director of Finance ("Director") is empowered to terminate this Agreement on behalf of City.

8.4 Consequences of Termination

In the event of termination, Contractor shall deliver to City copies of all reports, documents, and other work performed by Contractor under this Agreement, and upon receipt thereof, City shall pay Contractor for services performed and reimbursable expenses incurred to the date of termination.

9. INDEMNIFICATION AND WAIVER

9.1 Contractor's Indemnification

Contractor shall defend, indemnify and hold harmless City, its officers, employees and agents against any claim, loss or liability arising out of, related to or resulting in any way from work performed under this Agreement due to the willful or negligent acts (active or passive) or omissions by Contractor's officers, employees or agents. The acceptance of said services and duties by City shall not operate as a waiver of such right of indemnification.

9.2 Contractor's Assumption of Risk and Waiver of Claims

Contractor agrees to voluntarily assume any and all risk of, and waives any and all claims or causes of action against City, its officers, employees or agents ("City Parties") for, loss, damage or injury to the person or property of Contractor, its agents, contractors, employees, officers, representatives, permittees and invitees, which may occur in, on or about the City facilities or property at any time and in any manner, except such loss, injury or damage as may be caused by the sole active negligence or sole willful misconduct of City Parties.

10. Insurance Requirements

Contractor agrees to have and maintain the policies set forth in Exhibit D, entitled "Insurance Requirements, which are attached hereto and incorporated herein. All policies, endorsements, certificates and/or binders shall be subject to approval by the Risk Manager of the City of San Jose as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. Contractor agrees to provide City with a copy of said policies, certificates and/or endorsements before work commences under this Agreement.

11. Waiver

Contractor agrees that City's waiver of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver of any other provision or a waiver of any subsequent breach or violation of the same or any other provision. City's acceptance of the performance of any of Contractor's services will not be a waiver of any provision of this Agreement.

12. Independent Contractor

Contractor, in the performance of this Agreement, is an independent contractor. Contractor shall maintain complete control over all of Contractor's employees, any subcontracting subcontractors and Contractor's operations. Neither Contractor nor any person retained by Contractor may represent, act or purport to act as the agent, representative or employee of City. Neither Contractor nor City is granted any right or authority to assume or create any obligation on behalf of the other.

13. Compliance with Laws

Contractor shall comply with all applicable laws, ordinances, codes, regulations, orders, requirements and policies (collectively, "laws") of the federal, state and local governments, including without limitation, any and all laws specified elsewhere in this Agreement.

14. Conflict of Interest

Contractor shall avoid all conflict of interest or the appearance of conflict of interest in performance of this Agreement.

15. Nondiscrimination

Contractor shall fully comply with all Federal and State of California laws pertaining to nondiscrimination, and Chapter 4.08 of the San Jose Municipal Code, and shall not discriminate against or grant preferential treatment to any person, on account of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, marital status, or family status, in connection with or related to the performance of this Agreement.

16. Gifts

18.1 Prohibition on Gifts

Contractor acknowledges that Chapter 12.08 of the San Jose Municipal Code prohibits City's officers and designated employees from accepting gifts as defined in Chapter 12.08.

18.2 No Offer

Contractor agrees not to offer any City officer or designated employee any gift prohibited by Chapter 12.08.

18.3 Breach of Agreement

Contractor's offer or giving of any gift prohibited by Chapter 12.08 will constitute a material breach of this Agreement. In addition to any other remedies City may have in law or equity, City may terminate this Agreement for such breach as provided in Section 8 of this Agreement

17. Disqualification of Former Employees

Contractor is familiar with Chapter 12.10 of the San Jose Municipal Code ("Revolving Door Ordinance") relating to the disqualification of City's former officers and employees in matters which are connected with their former duties or official responsibilities. Contractor shall not utilize either directly or indirectly any officer, employee, or agent of Contractor to perform services under this Agreement, if in the performance of such services, the officer, employee, or agent would be in violation of the Revolving Door Ordinance.

18. Confidential Information

All data, documents, discussions or other information developed or received by or for Contractor in performance of this Agreement are confidential and must not be disclosed to any person except as authorized by City, or as required by law.

19. Ownership of Materials

All reports, documents or other materials developed or discovered by Contractor or any other person engaged directly or indirectly by Contractor to perform Contractor's services are City's property without restriction or limitation upon their use.

20. Contractor's Books and Records

22.1 Maintenance during Term

Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement.

22.2 Maintenance after Term

Contractor shall maintain all documents which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

22.3 Inspection

Any documents required to be maintained pursuant to this Agreement must be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager or a designated representative of any of these officers. Contractor shall provide copies of such documents to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Agreement.

22.4 Custody of Records

Where City has reason to believe that any of Contractor's documents relating to this Agreement may be lost or discarded due to dissolution, disbandment or termination of Contractor's business, City may, by written request by any of the above-named officers, require that custody of the Contractor's documents be given to City and that these documents be maintained in City Hall. City agrees to grant access to Contractor's documents to any party authorized by Contractor, Contractor's representatives or Contractor's successor-in-interest.

21. Assignability

The parties agree that the expertise and experience of Contractor are material considerations for this Agreement. Unless specifically authorized by this Agreement, Contractor may not assign the performance of any obligation or interest under this Agreement without the prior written consent of City. Any attempt by Contractor to assign this Agreement, in violation of this Section, will be voidable at City's sole option.

22. Subcontractors

Contractor may not use subcontractors to perform any services authorized under this Agreement.

24.1 Authorized Subcontractors

Notwithstanding Section 23 (Assignability) above, Contractor may use designated subcontractors approved in advance by City in performing Contractor's services. Contractor must obtain City's prior written consent in order to change or add subcontractors. Contractor shall be responsible for directing the work of the approved subcontractors and for any compensation due to subcontractors. City assumes no responsibility whatsoever concerning such compensation.

24.2 Compliance with Agreement

Contractor shall ensure that Contractor's subcontractors comply with this Agreement. At City's request, Contractor shall require any or all of Contractor's subcontractors to sign an agreement with Contractor requiring compliance with this Agreement.

23. Governing Law

This Agreement must be construed -- and its performance enforced--under California law.

24. Venue

In the event that suit is brought by either party to this Agreement, the parties agree that venue must be exclusively vested in the state courts of the County of Santa Clara, or where otherwise appropriate, exclusively in the United States District Court, Northern District of California, San Jose, California.

Contractor further agrees that in the event a lawsuit involving this Agreement is filed by City, Contractor will unconditionally accept the jurisdiction of a federal or state court located in Santa Clara County, California.

25. Notices

All notices and other communications required or permitted to be given under this Agreement must be in writing and must be personally served, or mailed, postage prepaid via U. S. mail, or sent via courier service, addressed to the respective parties as follows:

- To City: Director of Finance
City of San José
200 East Santa Clara St.
San José, CA 95113
- To Contractor: GCA Services Group
Attn: Richard Sanchez, Sr. Regional VP
941 Catherine Street
Alviso, CA 95002

Notice will be effective on the date personally delivered or if sent by courier service, on the date of receipt. If mailed, notice will be effective three (3) days after deposit in the mail.

The parties may change their respective addresses in accordance with the provisions of this Section.

26. Miscellaneous

29.1 Survival of Provisions

If any part of this Agreement is for any reason found to be unenforceable, all other parts nevertheless remain enforceable.

29.2 Assignment

Subject to the provisions of Section 23 (Assignability), this Agreement binds and inures to the benefit of the parties and their respective successors and assigns.

29.3 Headings

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

29.4 Authority of City Manager

Where this Agreement requires or permits City to act and no officer of the City is specified, City's Manager or the designated representative of City's Manager has the authority to act on City's behalf.

APPROVED AS TO FORM:

City of San José
a municipal corporation

Senior Deputy City Attorney

By: _____
Name: Mark Giovannetti
Title: Purchasing Officer
Date: _____

GCA SERVICES GROUP, INC., A DELAWARE
CORPORATION

By: _____
Name: Richard Sanchez
Title: Sr. Regional Vice President

**EXHIBIT A-1
SCOPE OF SERVICES
CITY HALL, WING & ROTUNDA**

Contractor shall perform the following services:

1. CITY HALL/WING/ROTUNDA (HEREAFTER "CITY HALL"): General Information

This section describes the scope of service to be provided at City Hall– 200 East Santa Clara Street.

1.1. REGULAR JANITORIAL SERVICES FOR FACILITY

1.1.1. Services: Contractor is to provide janitorial services to all parts of the facilities identified in Exhibit B-1, Schedule of performance excluding the actual parking stalls and drive-ways at the parking level (offices and maintenance spaces shall be included in the work). The services to be performed consist of the tasks specified herein.

1.1.2. Where a specific performance standard has been specified, that standard shall apply. Where none has been specified, the services shall be performed to a commercially reasonable standard.

1.2. Frequency and Work Schedule

1.2.1. There will be two (2) shifts that Contractor shall provided cleaning services for:

- Day Shift – 7:30 a.m. to 4:00 p.m.
- Swing Shift – 5:00 p.m. to 1:30 a.m.

1.2.2. All work shall be performed on the days and frequencies as indicated in the Schedule of Performance. The City periodically may reschedule the work as required to maintain the maximum cleaning levels of its facilities.

1.3. Supplies, Materials, and Equipment

1.3.1. The City will provide all supplies and material necessary for maintenance of the City Hall site only. Contractor shall provide a weekly supply and material distribution log identifying where the supplies and materials were distributed in the facility by floor. This log shall also identify the supplies and material left in storage as inventory and the additional supplies and material required for delivery in the next week.

1.3.2. The City will provide the equipment, including floor cleaning equipment, vacuums, carts, etc as the City sees necessary for cleaning of the facility. The equipment is considered to be supplied in like new condition. Contractor shall be responsible for maintaining the equipment in good condition for the duration of the contract. All equipment that fails shall be repaired or replace at Contractors expense. Any equipment not provided by the City shall be supplied by the Contractor at the Contractor's expense. A list of the current inventory of equipment is provided in Exhibit A-1.1. Contractor shall inspect the equipment and approve the inventory in writing as to its accuracy.

1.3.3. At the completion of the contract, Contractor shall provide the City with a complete inventory of equipment of identical or approved equal make and model in like new condition.

1.4. Stocking of Consumables

1.4.1. Contractor shall ensure consumables, including toilet paper, paper towels, seat covers, feminine products, cleaning supplies, etc are stocked at each janitorial closet on a daily basis. Contractor shall provide the City with a target inventory of supplies for each closet and ensure the actual inventory is kept current.

1.4.2. Janitorial day staff will utilize closets and their contents for daytime service. Contractor shall support this through restocking as needed. Contractor shall remove all trash left in janitorial closets on a nightly basis.

1.5. CITY HOLIDAYS

1.5.1. Contractor shall not schedule or provide service on the following City Holidays, except as otherwise directed to perform supplemental work.

- New Years Eve
- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Caesar Chavez Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

1.5.2. Please note: The Contractor shall not be compensated for any work conducted on the City Holidays as listed above, except as otherwise directed to perform supplemental work.

1.6. CHANGES IN SERVICE DAYS

1.6.1. Any change in scheduling requested by the Contractor must be approved in advance by the City's contract manager. In the event the City deems it necessary to interrupt janitorial services at any municipal facility(s) for any length of time, the Contractor shall be notified to discontinue services. The cost for discontinued services will be deducted from the Contractor's invoice on a pro rata basis.

1.7. SECURITY

- 1.7.1. Keys: The City shall provide the Contractor with 20 sets of keys that are needed to clean the facility. During the term of the contract, any lost key shall be replaced at a Twenty Five Dollar (\$25.00) per key charge to the Contractor. At the end of the contract, all keys are to be returned to the City's contract manager.

NOTE: Failure to return all keys shall result in a reduction of Five Thousand Dollars (\$5,000.00) from the final payment to the Contractor.

- 1.7.2. Doors: Contractor shall lock all doors and windows that provide access to any facility or office when cleaning is completed.
- 1.7.3. Alarm Systems: Contractor shall take all reasonable precautions to prevent the accidental or intentional activation of alarm systems located in City facilities. Contract employees will be trained on the proper usage of alarm systems located in the facilities that they clean. Training is to include location of alarm keypads, codes, and who to call if alarm malfunctions. The Contractor is responsible for training those employees that on occasion must fill in for the employee normally assigned to a facility that has an alarm. In order to encourage the Contractor's compliance with this clause, the City will assess the Contractor with a One Hundred Dollar (\$100.00) charge per occasion when the Contractor or a Contractor's employee activates an alarm.

1.8. PERSONNEL TRAINING AND ASSIGNMENT

- 1.8.1. Contractor shall provide details of a comprehensive annual training program for all personnel. All personnel shall be trained in methods and materials for restroom care, general cleaning, carpet care, hard surface floor care, and special area cleaning. The City reserves the right to request reassignment of Contractor's personnel. Contractor shall promptly respond to any such requests.

1.9. INSPECTIONS

- 1.9.1. On a daily basis, the City may inspect the work provided under the contract. All items identified as deficiencies on the daily inspection shall be corrected within 24 hours of notification of the Contractor. Failure to resolve the items in the report within 24 hours will result in one verified complaint per item for each 24 hour period that the items remain unresolved and subject to liquidated damages as set forth in Section 2 of Exhibit C, Compensation.

1.9.2. On a weekly basis, the Contractor must provide an outside supervisor to do a walk through inspection of City Hall with a City representative. The inspection shall last a minimum of two hours. This supervisor shall submit a report detailing the areas inspected, number of hours spent on the inspection, and the expected date for resolving the problems identified in the report. Failure to resolve the items in the report within 24 hours will result in one verified complaint per item for each 24 hour period that the items remain unresolved and subject to liquidated damages as set forth in Section 2 of Exhibit C, Compensation.

1.9.3. Notwithstanding the preceding subsections of this Section 1.9, if a cleaning deficiency is reported by a building occupant, user or customer, or a member of the general public, the process and timeframe outlined in Section 2.1.1 (a) of Exhibit C, Compensation shall apply.

1.9.4. On a monthly basis, the Contractor shall provide a detailed report of each individual working, the individual's position or classification, and the number of hours that individual worked.

1.10. UNIFORMS AND IDENTIFICATION

1.10.1. All contract staff shall wear uniforms clearly identifying the company name. All uniforms shall be clean and neat.

1.10.2. All employees will be required to obtain City of San Jose identification badges. The City will provide the initial badge. Each replacement badge will be charged to the Contractor at the cost of \$10 each and deducted from the billing.

1.11. EMPLOYEE AND SUPERVISION REQUIREMENTS

1.11.1. Day Shift only

Contractor shall assign the proper numbers of staff required each working day to complete the services requested in a manner satisfactory to the City. This requirement includes having sufficient male and female staff such that female janitorial staff is available to provide female restroom care during daytime business hours and male janitorial staff for male restroom care. All personnel shall be able to communicate with sufficient fluency to take direction and perform assigned tasks unassisted, including communicating with building occupants/users for day shift personnel.

1.11.2. Day and Night Shift

Contractor shall be responsible for backfilling janitorial staff with qualified personnel in the event of planned or unplanned absences such as vacations or illness.

1.11.3. Contractor shall provide the City with the contact information for an on duty supervisor at all times that Contractor's staff is onsite. Contractor's supervisor shall be able to communicate with sufficient fluency to receive feedback and other information from City's designated representative and make appropriate response thereto. In addition, these individuals shall have a wireless device capable of receiving phone calls. All calls shall be responded to within ten (10) minutes, maximum.

2. Flooring

2.1. Vacuum lobby and office carpet

2.1.1. Vacuum entire carpet, use brush or edge tool when vacuum does not pick up properly (baseboards, edge of carpet, under desks, etc.). Also, remove all paper clips, staples, and similar products from the carpet.

2.2. Sweep/dust mop and damp mop hard floors thoroughly

2.2.1. Sweep/dust mop entire floor surface (including all edges) with properly treated dust mop.

2.2.2. Damp mop entire floor surface (including all edges) using a natural floor cleaner and a clean mop.

2.3. Sweep stairs and stair landings

2.3.1. Sweep entire stair surface including all edges.

2.3.2. Sweep entire landing surface including all edges.

2.4. Mop and Buff floors

2.4.1. Sweep or dust mop thoroughly

2.4.2. Wet mop floors with a "neutral floor cleaner"

2.4.3. Machine scrub floor with the appropriate "high speed buffer"

2.4.4. Re-sweep or dust mop floor thoroughly

2.5. Spot clean/gum removal

2.5.1. Use spotter and stiff brush on dirt and grease spots. Remove all spots from carpets. Remove all chewing gum from all floor surfaces.

2.6. Clean handrails

2.6.1. Clean all handrails with proper cleaning solution of all dust, smudges, handprints and fingerprints.

2.7. Floor Stripping and Refinishing

2.7.1. Remove as much furniture as possible from area to be shampooed.

2.7.1.1. Bookshelves, file cabinets, desks, and/or work tables that have equipment and/or work in progress will NOT be moved by the Contractor.

2.7.1.2. Empty file cabinets, chairs, tables that are free of any items on their surface, and all easily moveable equipment will be moved by the Contractor

2.7.1.3. All boxes, personal items stored under and/or around tables and desks shall be moved by the client.

2.7.2. Apply stripper and allow to set up at least ten (10) minutes

2.7.3. Manually scrub all floor edges

2.7.4. Machine scrub entire floor, making sure all the old finish is removed

- 2.7.5. With a wet & dry vacuum, remove all old stripper and finish from floor
- 2.7.6. Rinse floor three times (3x):
 - 2.7.6.1. 1st rinse use a neutral floor cleaner
 - 2.7.6.2. 2nd rinse use cold clear water
 - 2.7.6.3. 3rd rinse use cold clear water (if needed)
- 2.7.7. Apply floor sealer
 - 2.7.7.1. Apply floor sealer along baseboard first
 - 2.7.7.2. Apply sealer evenly throughout the floor
 - 2.7.7.3. Floor sealer must be approved by the City and be UL-Approved
- 2.7.8. Apply floor finish
 - 2.7.8.1. Apply 1st coat along baseboard, then apply finish evenly on the rest of the floor
 - 2.7.8.2. Apply 2nd coat, be sure to stay clear of baseboards
 - 2.7.8.3. Apply 3rd coat if needed
 - 2.7.8.4. Public Work/General Services Department; MUST approve floor finish and floor must be UL-Rated for slip resistance
- 2.7.9. Replace all furniture
- 2.7.10. After floor cures (72 hours), burnish floor
- 2.8. Carpet Shampoo Extraction
 - 2.8.1. Remove as much furniture as possible from area to be shampooed
 - 2.8.1.1. Bookshelves, file cabinets, desks, and/or work tables that have equipment and/or work in progress will NOT be moved by the Contractor.
 - 2.8.1.2. Empty file cabinets, chairs, tables that are free of any items on their surface, and all easily moveable equipment will be moved by the Contractor
 - 2.8.1.3. All boxes, personal items stored under and/or around tables and desks shall be moved by the client.
 - 2.8.2. Vacuum all carpeted edges of the floor
 - 2.8.3. Vacuum carpet thoroughly
 - 2.8.4. Pre-spot all spots on carpet
 - 2.8.5. Shampoo carpet thoroughly
 - 2.8.6. Replace all furniture that was removed
 - 2.8.6.1. Be sure to put carpet protectors under all furniture
 - 2.8.6.2. Remove protectors when carpet is dry
 - 2.8.6.3. MUST supply building manager a weekly schedule indicating areas scheduled for carpet cleaning in order for building management to schedule proper air ventilation of said area.

3. Clean Windows, Glass Doors and blinds (see schedule for more cleaning detail for this section)
 - 3.1. Interior Windows - below 8 ft
 - 3.2. Interior Windows - above 8 ft and below 12 ft
 - 3.3. Glass doors
 - 3.3.1. Clean all doors that have glass surfaces, including all glass panels that are on either side of any door.
 - 3.4. Blinds - remove and wipe clean with damp cloth and mild cleanser
4. Trash and recycling
 - 4.1. Empty trash cans
 - 4.1.1. Empty all waste containers and baskets. Liners are to be replaced when existing liner becomes dirty. All collected trash to be placed in appropriate containers provided for pick up by others.
 - 4.2. Empty recycle cans
 - 4.3. Wash trash & recycle cans
 - 4.4. Washout compactor area
5. Restroom

5.1. Clean toilets

5.1.1. Clean all toilet bowls with a johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of toilet. Clean and dry all chrome fixtures

5.2. Clean urinals

5.2.1. Clean all urinals with a johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of urinals. Clean and dry all chrome fixtures.

5.3. Clean sinks

5.3.1. Clean all sinks with a cloth and appropriate cleaner. Make sure all sides and undersides of sinks are cleaned. Clean and dry all chrome fixtures.

5.4. Clean mirrors

5.4.1. Clean all mirrors with a soft cloth and glass cleaner.

5.5. Clean counters

5.5.1. Clean all counters with a sponge and appropriate cleaner

5.6. Clean Soap a paper towel dispensers

5.6.1. Clean all soap dispensers with a damp cloth, and dry unit after cleaning. Make sure that units are in proper working order. If not working, leave note for building staff.

5.6.2. Clean Paper Towel Dispensers

5.6.2.1. Clean all paper towel dispensers with a damp cloth, and dry unit after cleaning.

5.6.3. Restock Paper Towel Dispensers

5.6.3.1. Ensure there are sufficient paper towels in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.

5.6.4. Restock Toilet Paper Dispensers

5.6.4.1. Ensure there is sufficient toilet paper in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.

5.6.5. Restock Toilet Seat Covers

5.6.5.1. Ensure there are sufficient toilet seat covers in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.

5.6.6. Restock Hand Soap Dispensers

5.6.6.1. Make sure there is sufficient hand soap in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.

5.6.7. Clean all vertical surfaces

5.6.7.1. Damp wipe all toilet partitions and wall areas showing any stains, spots, grime and remove all graffiti. Dust the tops of all partitions and ledges. Disinfect surfaces.

5.6.8. Clean Showers

5.6.8.1. Clean all showers with the proper disinfectant cleaner solution. All walls are to be cleaned on every service day. All chrome fixtures are to be cleaned and dried. All floors are to be scrubbed and rinsed on every service day.

5.6.9. Broom Sweep Floors

5.6.9.1. Sweep entire floor area including all edges.

5.6.10. Damp Mop Floors

5.6.10.1. Damp mop entire floor area including all edges with the proper disinfectant solution that will not dull the floor

6. Horizontal Surfaces

6.1. Clean Customer Service Counters

6.1.1. Clean all counter surfaces in lobby areas and customer services areas. Surfaces shall be cleaned with a cloth and cleaner to remove dust and dirt.

6.2. Dust horizontal surfaces below 8 feet using proper dusting tool- Cabinets, work surfaces, desk tops, cubicles, book shelves, mullions, etc, care will be taken not to disturb personal items, no personal items or paperwork will be moved by Contractor, only open spaces will be dusted.

6.3. Dust horizontal surfaces above 8 feet to include light fixtures, cabinets, mullions, panels, air vents etc.

6.4. Kitchen Counters, Sinks and tables

6.4.1. Damp wipe counters and tables with a clean, damp cloth. Remove all marks, smudges, and fingerprints. Dry tables and counters after cleaning. Clean sinks with mild solvent.

7. Vertical Surfaces

7.1. Walls - spot clean

7.2. Doors - Painted - wash surfaces

8. Exterior

8.1. Exterior balconies-sweep

8.2. Exterior entry ways (400 sq ft at each entry) - sweep

8.3. Exterior entry ways (400 sq ft at each entry) - mop or power wash

9. Elevator Cabs

9.1. Damp mop

9.2. Clean walls and doors

9.3. Vacuum and dust at ceiling

9.3.1. Remove dust and dirt that accumulates at ceiling of elevator cabs due to exhaust fan.

9.4. Clean tracks

10. Electrical, Mechanical, utility rooms

10.1. 10.1 sweep and damp mop electrical and mechanical rooms.

11. Stairwells

11.1. Sweep

11.2. Damp mop

11.3. Clean handrails

12. Replace lights that have burned out

12.1. Contractor shall purchase and replace lights that have burned out, ensuring to use the correct color, type, and wattage lamp. If lamp remains out or blinking after replacement, tag the fixture with a piece of paper or tape that can be seen from below. Let the paper hang down. Attach it with transparent tape. Make sure to properly clean light fixture and diffuser (if any) when replacing any bulb or tube. Contractor is responsible for disposing of burned out lamps in a manner that is consistent with hazardous waste and/or recycling policies or regulations.

12.2. IMPORTANT NOTE:

- 12.2.1. Under no circumstances shall the stated maximum wattage of the lamp be exceeded. Doing so may damage the fixture, the diffuser, or cause a fire.
- 12.2.2. Replace blinking fluorescent lamps as soon as possible. They can damage the ballast.
- 12.2.3. Fixtures are labeled with the proper type and wattage lamp to be used. If the lamp is broken or missing, or the information label is gone, DO NOT RELAMP. Tag the fixture with a note stating, "Information is missing. Did not re-lamp"

13. Clean Fabric Surfaces

- 13.1. Clean seats in the Council Chambers with appropriate cleaner and cleaning equipment used for fabric surfaces, equipment will be approved by City before use.
- 13.2. Clean seating in lobbies of Tower floors 1-18 and Wing floors 1-3 with appropriate cleaner and cleaning equipment used for fabric surfaces, equipment and cleaner must be approved by the City before use.

14. Drinking Fountains

- 14.1. Clean and polish all drinking fountains with the proper cleaner that is certified by the USDA to be non-toxic.

15. Other Support Services

- 15.1. Contractor shall provide setup and teardown of tables, chairs and other equipment used for special events and meetings at City Hall.
- 15.2. Contractor shall be responsible for the removal of trash and recycling produced during certain meetings and events taking place at City Hall.
- 15.3. City's representative will notify Contractor's supervisor when the above support services are required.

**Exhibit A-1.1
City Hall and Police Department Equipment Inventory List**

City Hall Inventory

Quantity	Equipment Name	Model
4	Whare Vacuums	Model 608888
2	Sanitaire (New Scruber)	
3	Scruber 20in	
1	Ultra Shine (Baffing)	
1	Ispeed Scrub 2001	
1	Extractor (Small Cleaning the chairs)	
1	Extractor Big For the Carpet	
2	Battery Charger	
3	Air Fans	
4	Vacuums Magna Twin 2200	Twin 2200
16	vacuums Nobles	Model 608669
4	Suiper's Scout 24 Vacuum	

Police Buildings Inventory

Quantity	Equipment Name	Model
2	Back Pack Vacuum	Model QV2000
2	Scruber 20in	
2	Heavy Commercial Quick Kleen	
6	Winsor Versamatic Plus vacuums	Model VSP14

EXHIBIT A-2
SCOPE OF SERVICES
COMMUNITY CENTERS, LIBRARIES & GENERAL BUILDINGS

Contractor shall perform the following services:

1. Citywide Community Centers, Libraries & General Buildings: General Information

This section describes the scope of service to be provided at City facilities for its community centers, libraries and other general buildings. These facilities are located throughout the 150 square miles of the City limit.

1.1. REGULAR JANITORIAL SERVICES FOR FACILITY

1.1.1. Services: Contractor is to provide janitorial services to all the facilities identified in Exhibit B-2, Schedule of Performance. The services to be performed consist of the tasks specified herein.

1.1.2. Frequency and Work Schedule

All work shall be done on the days and frequencies as indicated in the contract specification sheets after the facility is closed for business. The City from time-to-time may reschedule the work as deemed necessary to maintain the maximum cleaning levels of its facilities and may at times require emergency clean ups during the day or night hours.

1.1.3. Performance Standards: Where a specific performance standard has been specified, that standard shall apply. Where none has been specified, the services shall be performed to a commercially reasonable standard.

1.1.4. Supplies, Materials and Equipment

1.1.4.1. At Contractor's sole expense, Contractor shall furnish all supplies, materials, and equipment necessary to perform the work as specified under this scope of services. Contractor shall be responsible for supplying toilet paper, hand towels, seat cover paper products for service and non-service days.

1.1.4.2. Some building sites on the list will not receive cleaning service daily, but will still be operational and need paper products stocked. Contractor shall leave extra paper product in janitorial closet for building site contact to replenish restrooms during non-janitorial service days.

1.2. JANITORIAL SUPERVISION FOR DAYTIME AND NIGHT TIME SERVICE

Services: The Contractor shall provide a sufficient number of supervisors to manage cleaning operation for 101 Citywide Community Centers, Libraries and other General Buildings. Contractor shall furnish the City's contract administrator with the contact information for its on duty supervisors. All calls to the on duty supervisor shall be responded to within ten (10) minutes. Failure to respond within this time provision shall be treated as a "verified complaint" subject to LIQUIDATED DAMAGES as set forth in Section 2.1.1 of Exhibit C, Compensation.

1.2.1. Supplies and Materials

At Contractor's sole expense, Contractor shall furnish all supplies, materials, and equipment necessary to perform the work as specified under this Section. The equipment requirement includes vehicle transportation for the crew.

1.3. AS NEEDED SUPPLEMENTAL SERVICES

1.3.1. The following services are not part of the regularly scheduled cleaning services outlined in Section 1.1, but may be requested to be done by the Contractor as supplemental work. Contractor will be expected to submit costs separately on an hourly basis that includes all costs (including fully burden employee costs for any given date, supplies, materials and equipment) for the tasks below using the Supplemental Work Order Form, Exhibit G. The form is segregated into three cost categories: skilled, unskilled labor and supplies, materials & heavy duty equipment. All costs must be approved before work is performed. Below is a sample set of services that may fall under supplemental services category; for more detailed information, see Section 10 below.

- Carpet shampooing
- Spray & Buff hard floor
- Stripping and refinishing floors and gym floors
- Window washing
- Cleaning of heating and ventilation vents
- Venetian blind cleaning
- Special services, i.e., extra cleaning, high and low dusting, special set ups, etc.

1.4. CITY HOLIDAYS

1.4.1. Contractor shall not schedule or provide service on the following City Holidays unless noted otherwise or authorized by the City of San Jose, in writing, advance of the holiday:

- New Years Eve
- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Caesar Chavez Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Please note: The Contractor shall not be compensated for any work conducted on the City Holidays as listed above unless noted otherwise or approved by the City of San Jose, in writing, in advance.

1.5. CHANGES IN SERVICE DAYS

1.5.1. Any change in scheduling requested by the Contractor must be approved in advance by the City's contract manager. In the event the City deems it necessary to interrupt janitorial services at any municipal facility(s) for any length of time, the Contractor shall be notified to discontinue services. The cost for discontinued services will be deducted from the Contractor's pay on a pro rata basis.

1.6. SECURITY

1.6.1. Keys:

The City shall provide the Contractor with two (2) sets of keys that are needed to clean all facilities. During the term of the contract, any lost key shall be replaced at a Fire Dollar (\$5.00) per key charge to the Contractor. At the end of the contract, all keys are to be returned to the City's contract manager CLEARLY MARKED AS TO THE FACILITY EACH ONE IS FOR.

Failure to return all keys shall result in a reduction of Five Thousand Dollars (\$5,000.00) from the final payment to the Contractor.

1.6.2. Doors:

Contractor shall lock all doors and windows that provide access to any facility or office when cleaning is completed.

1.6.3. Alarm Systems: Contractor shall take all reasonable precautions to prevent the accidental or intentional activation of alarm systems located in City facilities. Contract employees will be trained on the proper usage of alarm systems located in the facilities that they clean. Training is to include location of alarm keypads, codes and who to call if alarm malfunctions. The Contractor is responsible for training those employees that on occasion must fill in for the employee normally assigned to a facility that has an alarm. In order to encourage the Contractor compliance with this clause, the City will assess the Contractor with a Twenty-Five Dollar (\$25.00) charge per occasion when the Contractor or a Contractor's employee activates an alarm.

1.7. SUPPLIES AND MATERIALS

1.7.1. Contractor shall use Approved Certified Green Cleaning Chemicals, unless otherwise approved by City. Contractor will supply the City with list of Approved Certified Green Cleaning Chemicals that will be used to clean buildings Facilities, materials, and equipment including M.S.D.S. sheets. Paper products and plastic liners shall contain a percentage of recycled material that meets EPA guidelines for post consumer waste content. The Contractor is to provide the City with a list of products and the percentage of recycled material these products contain. Also, the Contractor shall provide the City with the manufacturer's contact persons and phone numbers. Manufacturer certification of recycled, as well as post consumer waste content percentages, is required at the signing of the contract.

2. Regular Janitorial Services for Facility

2.1. Clean Customer Service Counters

2.1.1. Clean all counter surfaces in lobby areas and customer services areas. Surfaces shall be cleaned with a cloth and cleaner to remove dust and dirt.

- 2.2. Dust horizontal surfaces below 8 feet using proper dusting tool- Cabinets, work surfaces, desk tops, cubicles, book shelves, mullions, etc, care will be taken not to disturb personal items, no personal items or paperwork will be moved by Contractor, only open spaces will be dusted.
- 2.3. Dust horizontal surfaces above 8 feet to include light fixtures, cabinets, mullions, panels, air vents etc.
- 2.4. Kitchen Counters, Sinks and tables
 - 2.4.1. Damp wipe counters and tables with a clean, damp cloth. Remove all marks, smudges, and fingerprints. Dry tables and counters after cleaning. Clean sinks with mild solvent.
3. Drinking Fountains
 - 3.1. Clean and polish all drinking fountains with the proper cleaner that is certified by the USDA to be non-toxic.
4. Flooring
 - 4.1. Vacuum lobby and office carpet
 - 4.1.1. Vacuum entire carpet, use brush or edge tool when vacuum does not pick up properly (baseboards, edge of carpet, under desks, etc.). Also remove all paper clips, staples, and similar products from the carpet.
 - 4.2. Sweep/dust mop and damp mop hard floors thoroughly
 - 4.2.1. Sweep/dust mop entire floor surface (including all edges) with properly treated dust mop.
 - 4.2.2. Damp mop entire floor surface (including all edges) using a natural floor cleaner and a clean mop.
 - 4.3. Sweep stairs and stair landings
 - 4.3.1. Sweep entire stair surface including all edges.
 - 4.3.2. Sweep entire landing surface including all edges.
 - 4.4. Spot clean/gum removal
 - 4.4.1. Use spotter and stiff brush on dirt and grease spots. Remove all spots from carpets. Remove all chewing gum from all floor surfaces.
 - 4.5. Clean handrails
 - 4.5.1. Clean all handrails with proper cleaning solution of all dust, smudges, handprints and fingerprints.
5. Trash and recycling station
 - 5.1.1. Empty all trash and recycle bins at each designated station and replace liners when existing liner becomes dirty. All collected trash to be placed in appropriate containers.
 - 5.2. Wash trash & recycle container
6. Restroom
 - 6.1. Clean toilets

- 6.1.1. Clean all toilet bowls with a johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of toilet. Clean and dry all chrome fixtures
- 6.2. Clean urinals
 - 6.2.1. Clean all urinals with a Johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of urinals. Clean and dry all chrome fixtures.
- 6.3. Clean sinks
 - 6.3.1. Clean all sinks with a cloth and appropriate cleaner. Make sure all sides and undersides of sinks are cleaned. Clean and dry all chrome fixtures.
- 6.4. Clean mirrors
 - 6.4.1. Clean all mirrors with a soft cloth and glass cleaner.
- 6.5. Clean counters
 - 6.5.1. Clean all counters with a sponge and appropriate cleaner
- 6.6. Clean soap and paper towel dispensers
 - 6.6.1. Clean all soap dispensers with a damp cloth, and dry unit after cleaning. Make sure that units are in proper working order. If not working, leave note for building staff.
 - 6.6.2. Clean Paper Towel Dispensers
 - 6.6.2.1. Clean all paper towel dispensers with a damp cloth, and dry unit after cleaning.
 - 6.6.3. Restock Paper Towel Dispensers
 - 6.6.3.1. Ensure there are sufficient paper towels in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 6.6.4. Restock Toilet Paper Dispensers
 - 6.6.4.1. Ensure there is sufficient toilet paper in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 6.6.5. Restock Toilet Seat Covers
 - 6.6.5.1. Ensure there are sufficient toilet seat covers in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 6.6.6. Restock Hand Soap Dispensers
 - 6.6.6.1. Make sure there is sufficient hand soap in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 6.6.7. Clean all vertical surfaces
 - 6.6.7.1. Damp wipe all toilet partitions and wall areas showing any stains, spots, grime and remove all graffiti. Dust the tops of all partitions and ledges. Disinfect surfaces.
 - 6.6.8. Clean Showers
 - 6.6.8.1. Clean all showers with the proper disinfectant cleaner solution. All walls are to be cleaned on every service day. All chrome fixtures are to be cleaned and dried. All floors are to be scrubbed and rinsed on every service day.
 - 6.6.9. Broom Sweep Floors
 - 6.6.9.1. Sweep entire floor area including all edges.
 - 6.6.10. Damp Mop Floors
 - 6.6.10.1. Damp mop entire floor area including all edges with the proper disinfectant solution that will not dull the floor

7. Elevator Cabs

7.1. Damp mop

7.2. Clean walls and doors

7.3. Vacuum and dust at ceiling

7.3.1. Remove dust and dirt that accumulates at ceiling of elevator cabs due to exhaust fan.

7.4. Clean tracks

8. Stairwells

8.1. Sweep

8.2. Damp mop

8.3. Clean handrails

9. Replace lights that have burned out

9.1. Contractor shall be responsible for the purchase and replacement of lights, ensuring to use the correct color, type, and wattage lamp. If lamp remains out or blinking after replacement, tag the fixture with a piece of paper or tape that can be seen from below. Let the paper hang down. Attach it with transparent tape. Make sure to properly clean light fixture and diffuser (if any) when replacing any bulb or tube. Contractor is responsible for disposing of burned out lamps in a manner that is consistent with hazardous waste and/or recycling policies or regulations.

9.2. IMPORTANT NOTE:

9.2.1. Under no circumstances shall the stated maximum wattage of the lamp be exceeded. Doing so may damage the fixture, the diffuser, or cause a fire.

9.2.2. Replace blinking fluorescent lamps as soon as possible. They can damage the ballast.

9.2.3. Fixtures are labeled with the proper type and wattage lamp to be used. If the lamp is broken or missing, or the information label is gone, DO NOT RELAMP. Tag the fixture with a note stating, "Information is missing. Did not re-lamp"

10. Supplemental Services

10.1. Floor Stripping and Refinishing

10.1.1. Remove as much furniture as possible from area to be shampooed.

10.1.1.1. Bookshelves, file cabinets, desks, and/or work tables that have equipment and/or work in progress will NOT be moved by the Contractor.

10.1.1.2. Empty file cabinets, chairs, tables that are free of any items on their surface, and all easily moveable equipment will be moved by the Contractor

10.1.1.3. All boxes, personal items stored under and/or around tables and desks shall be moved by the client.

10.1.2. Apply stripper and allow to set up at least ten (10) minutes

10.1.3. Manually scrub all floor edges

10.1.4. Machine scrub entire floor, making sure all the old finish is removed

10.1.5. With a wet & dry vacuum, remove all old stripper and finish from floor

10.1.6. Rinse floor three times (3x):

10.1.6.1. 1st rinse use a neutral floor cleaner

10.1.6.2. 2nd rinse use cold clear water

10.1.6.3. 3rd rinse use cold clear water (if needed)

10.1.7. Apply floor sealer

10.1.7.1. Apply floor sealer along baseboard first

10.1.7.2. Apply sealer evenly throughout the floor

10.1.7.3. Public Work/General Services Department MUST approve floor sealer and be UL-Approved

10.1.8. Apply floor finish

10.1.8.1. Apply 1st coat along baseboard, then apply finish evenly on the rest of the floor

10.1.8.2. Apply 2nd coat, be sure to stay clear of baseboards

10.1.8.3. Apply 3rd coat if needed

10.1.8.4. Public Work/General Services Department MUST approve floor finish and floor must be UL-Rated for slip resistance

10.1.9. Replace all furniture

10.1.10. After floor cures (72 hours), burnish floor

10.2. Mop and Buff floors

10.2.1. Sweep or dust mop thoroughly

10.2.2. Wet mop floors with a "neutral floor cleaner"

10.2.3. Machine scrub floor with the appropriate "high speed buffer"

10.2.4. Re-sweep or dust mop floor thoroughly

10.3. Carpet Shampoo Extraction

10.3.1. Remove as much furniture as possible from area to be shampooed

10.3.1.1. Bookshelves, file cabinets, desks, and/or work tables that have equipment and/or work in progress will NOT be moved by the Contractor.

10.3.1.2. Empty file cabinets, chairs, tables that are free of any items on their surface, and all easily moveable equipment will be moved by the Contractor

10.3.1.3. All boxes, personal items stored under and/or around tables and desks shall be moved by the client.

10.3.2. Vacuum all carpeted edges of the floor

10.3.3. Vacuum carpet thoroughly

10.3.4. Pre-spot all spots on carpet

10.3.5. Shampoo carpet thoroughly

10.3.6. Replace all furniture that was removed

10.3.6.1. Be sure to put carpet protectors under all furniture

10.3.6.2. Remove protectors when carpet is dry

11. Other Support Services

11.1. SET UPS - Contractor shall in the setup and teardown of tables, chairs and other equipment used for special events and meetings on an as-needed basis.

There is a need in specific City facilities for the set up of tables and chairs frequently. The Contractor shall set these up in accordance with the requirements of the supervisors of these facilities. The set up diagrams will be provided to the Contractor by the facilities requesting the

service, either on the day of the set up, in a set up log book kept at the information counter, or in the janitorial closet.

11.2. Contractor shall be responsible for the removal of trash and recycling produced during certain meetings and events, on an as needed basis.

11.3. INVOICING

11.3.1. The cost for the set ups and clean-ups is to be invoiced separately on a per hour charge basis. No set up/clean up as described in this Section 11 is to be done in lieu of routine janitorial cleaning. All such set ups/clean-ups must be approved by the City's contract manager before the set up/clean up can be done--either in writing, by fax, or by phone.

**EXHIBIT A-3
SCOPE OF SERVICES
SAN JOSE POLICE DEPARTMENT**

Contractor shall perform the following services:

1 POLICE DEPARTMENT SERVICE LOCATIONS

The following section describes the scope of service to be provided at the following City of San Jose facilities:

- Police Administration Building - 201 W. Mission Street,
- Police Communication Building - 855 N. San Pedro St.,
- Municipal Garage – 825 N. San Pedro St.
- Operation Bldg. – 171 W. Mission Street

1.1 REGULAR JANITORIAL SERVICES FOR FACILITY

1.1.1 Contractor is to provide janitorial services to all parts of the facilities listed above. The services to be performed consist of the tasks specified herein.

1.1.2 Where a specific performance standard has been specified, that standard shall apply. Where none has been specified, the services shall be performed to a commercially reasonable standard.

1.2 FREQUENCY AND WORK SCHEDULE

1.2.1 All work shall be done on the days and frequencies as described in the in the Schedule of Performances-Contract Specification Sheets, Exhibit B-3 during working business hours. Day shift operates from 7:00 a.m. to 3:30 p.m. Monday through Sunday and night shift operates from 4:00 p.m. to 12:30 a.m. Monday through Sunday. The City from time-to-time may reschedule the work frequency and/or schedule as deemed necessary to maintain the maximum cleaning levels of its facilities.

1.3 SUPPLIES, MATERIALS, AND EQUIPMENT

1.3.1 The City will provide all supplies and materials necessary for maintenance of the City Buildings listed in Section 1 – SERVICE LOCATIONS above. Contractor shall provide a weekly supply and material distribution log identifying where the supplies and materials were distributed in the facility by floor. This log shall also identify the supplies and material left in storage as inventory and the additional supplies and material required for delivery in the next week or month.

1.3.2 The City will provide the equipment, including floor cleaning equipment, vacuums, carts, etc as the City sees necessary for cleaning of the facility. The equipment is considered to be supplied in like new condition. Contractor shall be responsible for maintaining the equipment in good condition for the duration of the contract. All equipment that fails shall be repaired or replace at Contractors expense. Any equipment not provided by the City shall be supplied by the Contractor at the Contractor's expense. A list of the current inventory of equipment can be found in

Appendix 4. Contractor shall inspect the equipment and approve the inventory in writing as to its accuracy.

- 1.3.3 At the completion of the contract, Contractor shall provide the City with a complete inventory of equipment of identical or approved equal make and model in like new condition.

1.4 STOCKING OF CONSUMABLES

- 1.4.1 Contractor shall ensure consumables, including toilet paper; paper towels, seat covers, feminine products, cleaning supplies, etc are stocked at each janitorial closet on a daily basis. Contractor shall provide the City with a target inventory of supplies for each closet and ensure the actual inventory is kept current.

1.5 HOLIDAY WORK SCHEDULE

- 1.5.1 Facilities that are normally serviced on a day that falls on a City holiday shall still be serviced on that day except Police Health Building, unless alternate date is mutually agreed upon. It is the Contractor's responsibility to maintain the service levels as specified in the RFP/agreement.

1.6 CHANGES IN SERVICE DAYS

- 1.6.1 Any change in scheduling requested by the Contractor must be approved in advance by the City's contract manager. In the event the City deems it necessary to interrupt janitorial services at any municipal facility(s) for any length of time, the Contractor shall be notified to discontinue services. The cost for discontinued services will be deducted from the Contractor's pay letter on a pro rata basis.

1.7 SECURITY

- 1.7.1 Keys: The City shall provide the Contractor with twenty (20) sets of keys that are needed to clean the facility. During the term of the contract, any lost key shall be replaced at a Twenty Five Dollar (\$25.00) per key charge to the Contractor. At the end of the contract, all keys are to be returned to the City's contract manager.
- 1.7.2 NOTE: Failure to return all keys shall result in a reduction of Five Thousand Dollars (\$5,000.00) from the final payment to the Contractor.
- 1.7.3 Doors: Contractor shall lock all doors and windows that provide access to any facility or office when cleaning is completed.
- 1.7.4 Alarm Systems: Contractor shall take all reasonable precautions to prevent the accidental or intentional activation of alarm systems located in City facilities. Contract employees will be trained on the proper usage of alarm systems located in the facilities that they clean. Training will include; location of alarm keypads, codes, and who to call if alarm malfunctions or is accidentally activated. The Contractor is responsible for training those employees that on occasion must fill in for the employee normally assigned to a facility that has an alarm. In order to encourage the Contractor's compliance with this clause, the City will assess the Contractor with

a One Hundred Dollar (\$100.00) charge per occasion when the Contractor or a Contractor's employee activates an alarm.

1.8 PERSONNEL TRAINING AND ASSIGNMENT

1.8.1 Contractor shall provide details of a comprehensive annual training program for all personnel. All personnel shall be trained in methods and materials for restroom care, general cleaning, carpet care, hard surface floor care, and special area cleaning.

1.8.2 City reserves the right to request reassignment of Contractor's personnel. Contractor shall promptly respond to any such requests.

1.9 INSPECTIONS

1.9.1 On a daily basis, the City may inspect the work provided under the contract. All items identified as deficiencies on the daily inspection shall be corrected within 24 hours of notification of the Contractor. Failure to resolve the items in the report within 24 hours will result in one additional verified complaint per item for each 24 hour period that the items remain unresolved and subject to LIQUIDATED DAMAGES as set forth in Section 2 of Exhibit C, Compensation.

1.9.2 On a weekly basis, the Contractor must provide an outside supervisor to do a walk through inspection of The Police Department with a City representative. The inspection shall last a minimum of two hours. This supervisor shall submit a report detailing the areas inspected, number of hours spent on the inspection, and the expected date for resolving the problems identified in the report. Failure to resolve the items in the report within 24 hours will result in one verified complaint per item for each 24 hour period that the items remain unresolved and will be subject to LIQUIDATED DAMAGES as set forth in Section 2 of Exhibit C, Compensation

1.9.3 Notwithstanding the preceding subsections of this Section 1.9, if a cleaning deficiency is reported by a building occupant, user or customer, or a member of the general public, the process and timeframe outlined in Section 2 of Exhibit C, Compensation shall apply.

1.9.4 On a monthly basis, the Contractor shall provide a detailed report of each individual working, the individual's position or classification, and the number of hours that individual worked.

1.10 EMPLOYEE AND SUPERVISION REQUIREMENTS

1.10.1 Contractor shall assign the proper numbers of staff required each working day to complete the services requested in a manner satisfactory to the City. This requirement includes having sufficient male and female staff such that female janitorial staff is available to provide female restroom care during daytime business hours and male janitorial staff for male restroom care. All personnel shall be able to communicate with sufficient fluency to take direction and perform assigned tasks unassisted, including communicating with building occupants/users for day shift personnel.

- 1.10.2** Contractor shall be responsible for backfilling janitorial staff with qualified personnel in the event of planned or unplanned absences such as vacations or illness.
- 1.10.3** Contractor shall provide a working, lead staff member that is fluent in English. In addition, these individuals shall have a wireless device capable of receiving phone calls. All calls shall be responded to within ten (10) minutes, maximum. Failure to respond within this time provision shall be treated as a "verified complaint" subject to LIQUIDATED DAMAGES as set forth in Section 2 of Exhibit C, Compensation.

1.11 UNIFORMS AND IDENTIFICATION

- 1.11.1** All Contractor staff shall wear uniforms clearly identifying the company name. All uniforms shall be clean and neat.
- 1.11.2** All employees will be required to obtain City of San Jose identification badges. The City will provide the initial badge. Each replacement badge will be charged to the Contractor at the cost of \$10 each and deducted from the billing.

1.12 BACKGROUND CHECKS

- 1.12.1** As part of the background process, we would require each prospective contractor employee to complete a 27 page personal history statement (PHS). We will hold a 1-2 hour seminar for each employee to guide them through the questionnaire and instruct them on the process. The PHS includes personal information such as names, addresses, DL info, financial history, drug use, names and addresses of family and personal references, job history, military history, etc. Each applicant will need to provide their CDL, Social Security card, Birth Certificate or naturalization documents, marriage licenses, and divorce decrees. Each applicant will go through a 1-2 hours personal interview and be required to go to the Sheriff's Office to have their fingerprints run. A polygraph (lie detector) exam may be required if any discrepancies are discovered. The process will take approx. 12 weeks.
- 1.12.2** The City will only pay for initial background checks. In other words, background checks for replacement employees shall be paid by the Contractor.
- 1.12.3** Although background checks may take approximately 12 weeks to complete, the Contractor shall be required to have employees that passed the police background checks on board working at the Police Department on the day the contract is executed.

- 2** Flooring and Furniture
 - 2.1** Vacuum all carpet
 - 2.1.1** Vacuum entire carpet, use brush or edge tool when vacuum does not pick up properly (baseboards, edge of carpet, under desks, etc.). Also remove all paper clips, staples, and similar products from the carpet.
 - 2.2** Sweep/dust mop and damp mop hard floors thoroughly
 - 2.2.1** Sweep/dust mop entire floor surface (including all edges) with properly treated dust mop.
 - 2.2.2** Damp mop entire floor surface (including all edges) using a natural floor cleaner and a clean mop.
 - 2.3** Spot clean/gum removal
 - 2.3.1** Use spotter and stiff brush on dirt and grease spots. Remove all spots from carpets. Remove all chewing gum from all floor surfaces.
 - 2.4** Wipe down all lobby furniture
- 3** Windows and Glass Doors
 - 3.1** Clean Interior Windows - below 8 ft
 - 3.2** Clean all doors that have glass surfaces, including all glass panels that are on either side of any door.
- 4** Trash and Recycling Throughout Building
 - 4.1** Empty trash cans
 - 4.1.1** Empty all waste containers and baskets. Liners are to be replaced when existing liner becomes dirty. All collected trash to be placed in appropriate containers provided for pick up by others.
 - 4.2** Empty recycle cans
 - 4.3** Wash trash & recycle cans

- 5 Restroom**
 - 5.1 Clean toilets**
 - 5.1.1** Clean all toilet bowls with a johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of toilet. Clean and dry all chrome fixtures
 - 5.2 Clean urinals**
 - 5.2.1** Clean all urinals with a johnny mop and disinfectant cleaner. Damp wipe all sides and undersides of urinals. Clean and dry all chrome fixtures.
 - 5.3 Clean sinks**
 - 5.3.1** Clean all sinks with a cloth and appropriate cleaner. Make sure all sides and undersides of sinks are cleaned. Clean and dry all chrome fixtures.
 - 5.4 Clean mirrors**
 - 5.4.1** Clean all mirrors with a soft cloth and glass cleaner.
 - 5.5 Clean counters**
 - 5.5.1** Clean all counters with a sponge and appropriate cleaner
 - 5.6 Clean Soap Dispensers**
 - 5.6.1** Clean all soap dispensers with a damp cloth, and dry unit after cleaning. Make sure that units are in proper working order. If not working, leave note for building staff.
 - 5.7 Clean Paper Towel Dispensers**
 - 5.7.1.1** Clean all paper towel dispensers with a damp cloth, and dry unit after cleaning.
 - 5.8 Clean fixtures**
 - 5.8.1.1** Clean all fixtures with a damp cloth, and dry unit after cleaning.
 - 5.9 Restock Paper Towel Dispensers**
 - 5.9.1.1** Ensure there are sufficient paper towels in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 5.10 Restock Toilet Paper Dispensers**
 - 5.10.1.1** Ensure there is sufficient toilet paper in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 5.11 Restock Toilet Seat Covers**
 - 5.11.1.1** Ensure there are sufficient toilet seat covers in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 5.12 Restock Hand Soap Dispensers**
 - 5.12.1.1** Ensure there is sufficient hand soap in all dispensers to last until the next service day. Extra supplies needed shall be kept in the janitorial closet.
 - 5.13 Clean walls and partitions**
 - 5.13.1.1** Damp wipe all toilet partitions and wall areas showing any stains, spots, grime and remove all graffiti. Dust the tops of all partitions and ledges. Disinfect surfaces.
 - 5.14 Wipe down top of lockers**

5.15 Clean Showers

5.15.1.1 Clean all showers with the proper disinfectant cleaner solution. All walls are to be cleaned on every service day. All chrome fixtures are to be cleaned and dried. All floors are to be scrubbed and rinsed on every service day.

5.15.1.2 Deep scrub shower floor

5.16 Broom Sweep Floors

5.16.1.1 Sweep entire floor area including all edges.

5.16.2 Damp Mop Floors

5.16.2.1 Damp mop entire floor area including all edges with the proper disinfectant solution that will not dull the floor.

- 6** Horizontal Surfaces
 - 6.1** Clean Customer Service Counters
 - 6.1.1** Clean all counter surfaces in lobby areas and customer services areas. Surfaces shall be cleaned with a cloth and cleaner to remove dust and dirt.
 - 6.2** Dust horizontal surfaces below 8 feet- Cabinets, work surfaces, cubicles, book shelves, mullions, care will be taken not to disturb personal items, no personal items will be moved by Contractor, only open spaces will be dusted.
 - 6.3** Dust horizontal surfaces above 8 feet mullion, ceiling ducts.
 - 6.4** Kitchen Counters, Sinks and tables
 - 6.4.1** Damp wipe counters and tables with a clean, damp cloth. Remove all marks, smudges, and fingerprints. Dry tables and counters after cleaning. Clean sinks with mild solvent.
- 7** Vertical Surfaces
 - 7.1** Walls - spot clean
 - 7.2** Doors - Painted - spot clean surface
- 8** Special Cleaning of Adult & Youth Pre-Processing
 - 8.1** Spot clean and vacuum carpet
 - 8.2** Empty and wipe down trash bins
 - 8.3** Empty and wipe down trash cans
- 9** Exterior
 - 9.1** Empty trash cans and clean cigarette urns outside exterior doors
 - 9.2** Gun range: wipe down wall, hepa vacuum and wet mop floor
 - 9.3** Police maintenance garage: sweep, damp mop, vacuum and dust vertical areas.
 - 9.4** Radio Shop: Sweep, damp mop, vacuum and dust vertical areas
- 10** Electrical, Mechanical, utility rooms
 - 10.1** Sweep and damp mop electrical and mechanical rooms.
- 11** Elevator Cabs
 - 11.1** Damp mop
 - 11.2** Clean walls and doors
 - 11.3** Vacuum and dust at ceiling vents
 - 11.3.1** Remove dust and dirt that accumulates at ceiling of elevator cabs due to exhaust fan.
 - 11.4** Clean tracks
- 12** Kitchens

- 12.1 Dust wipe and sanitize counters
- 12.2 Clean compactors, disposals and sinks

13 Stairwells and handrails

- 13.1 Sweep entire stair and landing surface including all edges.
- 13.2 Clean all handrails with proper cleaning solution of all dust, smudges, handprints and fingerprints.

14 Replace burned out lights

- 14.1 Contractor is responsible for the purchase and replacement of burned out lights, ensuring to use the correct color, type, and wattage lamp. If lamp remains out or blinking after replacement, tag the fixture with a piece of paper or tape that can be seen from below. Let the paper hang down. Attach it with transparent tape. Make sure to properly clean light fixture and diffuser (if any) when replacing any bulb or tube. Contractor is responsible for disposing of burned out lamps in a manner that is consistent with hazardous waste and/or recycling policies or regulations.

14.2 IMPORTANT NOTE:

- 14.2.1 Under no circumstances shall the stated maximum wattage of the lamp be exceeded. Doing so may damage the fixture, the diffuser, or cause a fire.
- 14.2.2 Replace blinking fluorescent lamps as soon as possible. They can damage the ballast.
Fixtures are labeled with the proper type and wattage lamp to be used. If the lamp is broken or missing, or the information label is gone, DO NOT RELAMP. Tag the fixture with a note stating, "Information is missing. Did not re-lamp."
Contractor is responsible for disposing of burned out lamps in a manner that is consistent with hazardous waste and/or recycling policies or regulations.

14.2.3

15 Drinking Fountains

- 15.1 Clean and polish all drinking fountains with the proper cleaner that is certified by the USDA to be non-toxic.

16 Other support services

- 16.1 Contractor shall provide the setup and teardown of tables, chairs and other equipment used for special events and meetings at The Police Department.
- 16.2 Contractor shall be responsible for the removal of trash and recycling produced during certain meetings and events taking place at The Police Department.
- 16.3 City's representative will notify Contractor's supervisor when the above support services are required.

**EXHIBIT B-1
SCHEDULE OF PERFORMANCE
CITY HALL/WING/ROTUNDA**

City Hall: Contract Specifications Service Frequency for dayshift janitorial service. Work to be performed from 7:30 a.m. to 4:00 p.m., Monday thru Friday.

Description	Frequency
Flooring	
Spot sweep and damp mop hard floors	D-3
Spot clean and vacuum carpet	D-3
3 Clean Windows and Glass	
Interior windows- Lobbies- below 8 ft as requested.	W-5
Spot clean 18 th floor lobby glass below 8 ft.	D-2
Glass doors all lobbies- spot clean	D-3
4 Trash and recycling	
Empty and wipe down trash cans.	W-5
Empty and wipe down recycle cans.	W-5
Detail clean trash & recycle cans – as needed	W-5
Sweep and mop of compactor & loading dock area - end of shift daily.	W-5
5 Restroom	
Clean toilets, urinals, sinks, counters	D-3
Stock consumables	D-3
7 Vertical Surfaces	
Walls – spot clean as requested.	W-5
Doors- painted- spot clean surfaces	W-5
8 Exterior	
Empty trash and recycle cans.	D-2
Sweep up debris, leaves etc.	D-3
Clean spills, stains & graffiti as needed.	D-3
9 Elevator Cabs	
Spot mop.	D-2
Spot clean walls and doors.	D-2
11 Stairwells	
Sweep	W-1
Clean handrails.	W-1
14 Drinking fountains	

Description	Frequency
Clean and polish drinking fountains.	D-2
15 Other support services	
Provide room setups - response time – 10 minutes	As required
Service event trash & recycling – response time – 10 minutes	As required
W# Number of days weekly that service is provided.	
M# Number of times monthly that service is provided.	
Y# Number of times yearly that service is provided.	
D# Number of times per day.	

City Hall: Contract Specifications Service Frequency for the evening shift janitorial service. Work to be performed from 5:00 p.m. to 1:30 a.m. Monday thru Friday at City Hall- 200 East Santa Clara Street.

Description	Frequency
2 Flooring	
Vacuum Lobby Carpet	w5
Vacuum Office Carpet	w5
Sweep/dust mop and Damp Mop hard floors	w5
Sweep stairs and stair landings	w3
Clean all handrails	w1
Spot Clean Carpet	As needed
Mop and buff floors	y2
Strip and Wax	
VCT Floors	y2
Chambers Wood Floor (coordinate with CSJ)	y4
Rotunda	y4
Extract Carpet -	
Lobbies - tower level 3 - 18 & wing level 2-3	y2
Lobbies - Tower level 1 - 2, Rotunda level 1, Wing level 1	y4
3 Clean Windows and Glass	
Interior Windows - Lobbies - below 8 ft	w3
Interior Windows - below 8 ft	y2
Interior Windows - above 8 ft and below 12 ft	y2
Clean Glass doors	w5
Blinds - remove and clean	y1
4 Trash and recycling	
Empty trash cans	w5
Empty recycle cans	w5
Wash trash & recycle cans	w1
Washout of compactor area	w3
5 Restroom	
Clean toilets, urinals, sinks, mirrors counters, soap and paper towel dispensers	w5
Stock consumables: paper towels, toilet paper, toilet seat covers, hand soap, etc.	w5
Clean all vertical surfaces	w3
Showers	
Clean all showers	w5
Broom sweep floors and damp mop floors	
6 Horizontal Surfaces	
Clean Customer Service Counters	w1
Dust horizontal surfaces below 8 feet	w1

Description	Frequency
Dust horizontal surfaces above 8 feet	m1
Clean Kitchen Counters and Sinks	w5
7 Vertical Surfaces	
Walls - spot clean	w5
Doors - Painted - wash surfaces	w1
8 Exterior	
Exterior balconies (sweep)	w1
Exterior entry ways (400 sq ft at each entry) - sweep	w5
Exterior entry ways (400 sq ft at each entry) - mop or power wash	m2
9 Elevator Cabs	
Damp mop	w5
Clean walls and doors	w5
Vacuum and dust at ceiling	w1
Clean tracks	w1
10 Electrical, Mechanical, utility rooms- Sweep and damp mop.	
11 Stairwells	
Sweep	w3
Damp mop	w3
Clean handrails	w1
12 Replace lights that have burned out	
Below 10 feet (24 hour cycle time)	As needed
Below 15 feet (24 hour cycle time)	As needed
13 Clean Fabric surfaces.	
Chamber seats	y2
Tower lobbies floors 1-18 and wing floors 1-3	y1
14 Drinking Fountains	
Clean and polish all drinking fountains	W5
W# Number of days weekly that service is provided.	
M# Number of times monthly that service is provided.	
Y# Number of times yearly that service is provided.	

EXHIBIT B-2
SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS
COMMUNITY CENTER, LIBRARIES & GENERAL BUILDINGS

- 1) East Community Centers
- 2) South Community Centers
- 3) West Community Centers
- 4) General Buildings
- 5) East Libraries
- 6) South Libraries
- 7) West Libraries

1) EAST COMMUNITY CENTERS SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: Alum Rock Youth Center

Location: 137 N.White Rd

Square Footage: 14,650

Days/Hours of Operation:

Monday-Friday

Days per Week: 5

8:00-5:00

Service Days:

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
2,303	S.F.	Vacuum Carpets - Obstructions	x			
2,303	S.F.	Spot/Gum Removal		x		
11,676	S.F.	Dust Mop Floors - Obstructions	x			
11,676	S.F.	Damp Mop Floors - Obstructions	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out			1x	
	ALL	Clean All Entrance Door Glass	x			
RESTROOMS						
8	EA	Clean Toilet	x			
5	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
5	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
8	EA	Restock Toilet Paper Dispensers	x			
8	EA	Restock Toilet Seat Cover Dispensers	x			
5	EA	Restock Hand Soap Dispensers	x			
671	S.F.	Broom Sweep Floor	x			
671	S.F.	Damp Mop Floor	x			
	ALL	ALL Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Alum Rock Park Maint.
Location: 15350 Alum Rock Ave.
Square Footage: 1,066
Days per Week: 2
Days of Service: Mon, Wed

Days/Hours of Operation: Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
<u>196</u>	S.F.	Spot Vacuum Carpets	x			
<u>196</u>	S.F.	Spot/Gum Removal		1x		
<u>404</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>404</u>	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area	1			
		Office Areas/ dusting		1x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets		1x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean All Entrance Door Glass	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u>2</u>	EA	Clean Toilet	X			
	EA	Clean Urinals	x			
<u>2</u>	EA	Showers		x		
<u>2</u>	EA	Clean Sinks	x			
<u>6</u>	EA	Clean Mirrors	x			
<u>3</u>	EA	Clean Soap Dispensers	x			
<u>3</u>	EA	Clean Paper Towel Dispensers	x			
<u>3</u>	EA	Restock Paper Towel Dispensers	x			
<u>2</u>	EA	Restock Toilet Paper Dispensers	x			
<u>2</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>3</u>	EA	Restock Hand Soap Dispensers	x			
<u>466</u>	S.F.	Broom Sweep Floor	x			
<u>466</u>	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	1x			
					1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain				

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Alum Rock Park Center
 Location: 16240 Alum Rock Ave.

Square Footage: 1,964
 Days per Week: 2
 Days of Service: Tue & Thurs

Days/Hours of Operation: Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
<u>322</u>	S.F.	Spot Vacuum Carpets	x			
<u>322</u>	S.F.	Spot/Gum Removal			1x	
<u>1386</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>1386</u>	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean All Entrance Door Glass	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u>3</u>	EA	Clean Toilet	X			
<u>1</u>	EA	Clean Urinals	x			
<u>2</u>	EA	Clean Sinks	x			
<u>2</u>	EA	Clean Mirrors	x			
<u>2</u>	EA	Clean Soap Dispensers	x			
<u>2</u>	EA	Clean Paper Towel Dispensers	x			
<u>2</u>	EA	Restock Paper Towel Dispensers	x			
<u>3</u>	EA	Restock Toilet Paper Dispensers	x			
<u>3</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>2</u>	EA	Restock Hand Soap Dispensers	x			
<u>256</u>	S.F.	Broom Sweep Floor	x			
<u>256</u>	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Alviso Community Police
Location: 1060 Taylor St. Alviso
Square Footage: 897
Days per Week: 3
Days of Service: Mon,Wed,Fri.

Days/Hours of Operation:

Mon,Wed,Fri Tue,Thur,Sat
 10:00-4:00 4:00-9:00PM

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
	S.F.	Spot/Gum Removal			1x	
786	S.F.	Dust Mop Floors - Obstructions	x			
786	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean All Entrance Door Glass	x			
RESTROOMS						
1	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
50	S.F.	Broom Sweep Floor	x			
50	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: **Batten House**

Location: **1300 Senter Rd**

Square Footage: **800**

Days per Week: **2**

Service Days: **Tue, Thur.**

Days/Hours of
Operation:

Monday-Saturday
9:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
450	S.F.	Vacuum Carpets - Obstructions	x			
290	S.F.	Dust Mop Floors - Obstructions	x			
290	S.F.	Damp Mop Floors - Obstructions			1x	
290	S.F.	Spot & Gum Removal			1x	
FLOOR CARE						
	ALL	Sweep Stair Landings	x			
	ALL	Sweep Stairs	x			
	ALL	Clean Handrails				1x
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Replace All Lights That are Burned Out	x			
RESTROOMS						
1	EA	Clean Toilet	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
60	S.F.	Broom Sweep Floor				
60	S.F.	Damp Mop Floor				
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			Quarterly	
RESTROOMS						
	ALL	Clean All Vertical Surfaces	Monthly			

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Berryessa Comm Ctr**

Location: **3050 Berryessa Rd.**

Square Footage: **12,099**

Days per Week: **4**

Service Days: **M,Tue,Thur,Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
965	S.F.	Vacuum Carpets - Obstructions		2x		
965	S.F.	Spot/Gum Removal			1x	
10332	S.F.	Dust Mop Floors - Obstructions	x			
10332	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Drinking Fountain	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean All Entrance Door Glass	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
10	EA	Clean Toilet	x			
4	EA	Clean Urinals	x			
8	EA	Clean Mirrors	x			
8	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
10	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
802	S.F.	Broom Sweep Floor	x			
802	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain				1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Capitol Park Center
Location: 2500 Peter Pan Ave
Square Footage: 1,730
Days per Week: 2
Days of Service: Tues/Thurs.

Days/Hours of Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE
 260 S.F. Vacuum Carpets - Obstructions
 260 S.F. Spot/Gum Removal
 1373 S.F. Dust Mop Floors - Obstructions
 1373 S.F. Damp Mop Floors - Obstructions
 S.F. Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		2x	

EQUIPMENT/FURNITURE

ALL Empty Recycle Station
 ALL Clean Drinking Fountains
 ALL Clean Tables
 ALL Dust Tops Of File Cabinets
 ALL Replace All Lights That are Burned Out
 ALL Clean All Entrance Door Glass

x			
x			
		1x	
			1x
			1x
x			

RESTROOMS

2 EA Clean Toilet
 EA Clean Urinals
 2 EA Clean Sinks
 2 EA Clean Mirrors
 2 EA Clean Soap Dispensers
 2 EA Clean Paper Towel Dispensers
 2 EA Restock Paper Towel Dispensers
 2 EA Restock Toilet Paper Dispensers
 2 EA Restock Toilet Seat Cover Dispensers
 2 EA Restock Hand Soap Dispensers
 89 S.F. Broom Sweep Floor
 89 S.F. Damp Mop Floor
 ALL Clean All Vertical Surfaces
 ALL Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Carriage house Restrooms**

Location: 645 S.king road

Square Footage: 1,072
 Days per Week: 2
 Service Days: Mon, Thurs,

Days/Hours of Operation:

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

_____	S.F.	Vacuum Carpets - Obstructions
_____	S.F.	Spot/Gum Removal
1,072	S.F.	Dust Mop Floors - Obstructions
1,072	S.F.	Damp Mop Floors - Obstructions
_____	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		1x	

EQUIPMENT/FURNITURE

_____	ALL	Empty Recycle Station
_____	ALL	Clean Drinking Fountains
_____	ALL	Clean Tables
_____	ALL	Dust Tops Of File Cabinets
_____	ALL	Replace All Lights That are Burned Out
_____	ALL	Clean All Entrance Door Glass

RESTROOMS

_____	All	Clean Toilet
_____	All	Clean Sinks
_____	All	Clean Mirrors
_____	All	Clean Soap Dispensers
_____	All	Clean Paper Towel Dispensers
_____	All	Restock Paper Towel Dispensers
_____	All	Restock Toilet Paper Dispensers
_____	All	Restock Toilet Seat Cover Dispensers
_____	All	Restock Hand Soap Dispensers
_____	All	Broom Sweep Floor
_____	All	Damp Mop Floor
_____	All	Clean All Vertical Surfaces
_____	All	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: Central Service Yard
 Location: 1661 Senter Rd BLDG A
 Square Footage: 51,266
 Days Per Week: Tues,thurs
 Days of Service: 2
 Days/Hours of Operation: Monday-Saturday 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
35,566	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
35,566	S.F.	Spot/Gum Removal			x	
12,500	S.F.	Dust Mop Floors - Obstructions	x			
12,500	S.F.	Damp Mop Floors - Obstructions	x			

			Daily	Weekly	Monthly	Quarterly
	ALL	FLOOR CARE Sweep Stairways		x		
	ALL	Sweep Stair Landings		x		
	ALL	Clean all Handrails		x		

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS			x			
24	EA	Clean Toilet	x			
7	EA	Clean Urinals	x			
18	EA	Clean Sinks	x			
0	EA	Clean Shower Stalls	x			
8	EA	Clean Mirrors	x			
16	EA	Clean Soap Dispensers	x			
14	EA	Clean Paper Towel Dispensers	x			
14	EA	Restock Paper Towel Dispensers	x			
24	EA	Restock Toilet Paper Dispensers	x			
24	EA	Restock Toilet Seat Cover Dispensers	x			
16	EA	Restock Hand Soap Dispensers	x			
3,200	S.F.	Broom Sweep Floor	x			
3,200	S.F.	Damp Mop Floor			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Central Yard BLDG B**

Location: 1661 Senter Rd

Days/Hours of
Operation:

Square Footage: 2,574
Days per Week: 4
Service Days:

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
2574	S.F.	FLOOR CARE Dust Mop Floors - Obstructions	x			
2574	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Vacuum Carpets - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables				
	ALL	Dust tops of file Cabinets				
	ALL	Replace All Lights That are Burned Out				
	ALL	Clean All Entrance Door Glass	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
4	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
3	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
3	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Central Service Yard
 Location: 1661 Senter Rd BLDG F
 Square Footage: 2,911
 Days Per Week: 4
 Days of Service:
 Days/Hours of Operation: Monday-Saturday 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
	S.F.	FLOOR CARE Vacuum Carpets - Obstructions				
	S.F.	Spot/Gum Removal				
2,911	S.F.	Dust Mop Floors - Obstructions	x			
2,911	S.F.	Damp Mop Floors - Obstructions	x			

			Daily	Weekly	Monthly	Quarterly
	ALL	FLOOR CARE Sweep Stairways				
	ALL	Sweep Stair Landings				
	ALL	Clean all Handrails				

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
2	ALL	Empty Recycle Station	x			
1	ALL	Clean Drinking Fountains	x			
1	ALL	Clean Break Room	X			
	ALL	Dust Tops Of File Cabinets				
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS	x			
4	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Shower Stalls	x			
4	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain				1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS

REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Central Service Yard
 Location: 1661 Senter Rd BLDG G

Square Footage: 11,498
 Days Per Week: 4
 Days of Service:

Days/Hours of Operation:

Monday-Saturday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
1,000	S.F.	Vacuum Carpets - Obstructions	x			
1,000	S.F.	Spot/Gum Removal			x	
10,498	S.F.	Dust Mop Floors - Obstructions	x			
10,498	S.F.	Damp Mop Floors - Obstructions	x			
FLOOR CARE						
	ALL	Sweep Stairways				
	ALL	Sweep Stair Landings				
	ALL	Clean all Handrails				
EQUIPMENT/FURNITURE						
2	ALL	Empty Recycle Station	x			
2	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables				
	ALL	Dust Tops Of File Cabinets				
	ALL	Replace All Lights That are Burned Out				1x
RESTROOMS						
7	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Shower Stalls	x			
4	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
7	EA	Restock Toilet Paper Dispensers	x			
7	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: **Emma Prush Park**

Location: **647 S. King Rd**

Square Footage: **7,273**

Days per Week: **4**

Service Days: **Mon.Tue.Thur.Fri.**

Days/Hours of
Operation:

Monday-Saturday

8:30-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
<u>930</u>	S.F.	Vacuum Carpets - Obstructions		2x		
<u>930</u>	S.F.	Spot/Gum Removal			1x	
<u>5,223</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>5,223</u>	S.F.	Damp Mop Floors - Obstructions	x			
<u></u>	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
<u></u>	ALL	Empty Recycle Station	x			
<u></u>	ALL	Clean Drinking Fountains	x			
<u></u>	ALL	Clean Tables			1x	
<u></u>	ALL	Dust Tops Of File Cabinets				1x
<u></u>	ALL	Replace All Lights That are Burned Out				1x
<u></u>	ALL	Clean All Entrance Door Glass	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u>9</u>	EA	Clean Toilet	x			
<u>2</u>	EA	Clean Urinals	x			
<u>8</u>	EA	Clean Sinks	x			
<u>8</u>	EA	Clean Mirrors	x			
<u>6</u>	EA	Clean Soap Dispensers	x			
<u>6</u>	EA	Clean Paper Towel Dispensers	x			
<u>6</u>	EA	Restock Paper Towel Dispensers	x			
<u>9</u>	EA	Restock Toilet Paper Dispensers	x			
<u>9</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>8</u>	EA	Restock Hand Soap Dispensers	x			
<u>724</u>	S.F.	Broom Sweep Floor	x			
<u>724</u>	S.F.	Damp Mop Floor	x			
<u></u>	ALL	Clean All Vertical Surfaces			1x	
<u></u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Fair Swim Center
Location: 1300 Bucchus Dr.
Square Footage: 2,701
Days per Week: 2
Days of Service: Tues/Thurs

Days/Hours of Operation: Monday-Saturday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
	S.F.	FLOOR CARE			1x	
	S.F.	Spot/Gum Removal				
1,911	S.F.	Dust Mop Floors - Obstructions	x			
1,911	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

			Daily	Weekly	Monthly	Quarterly
	ALL	EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean All Entrance Door Glass	x			

			Daily	Weekly	Monthly	Quarterly
	EA	RESTROOMS				
8	EA	Clean Toilet	x			
3	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
6	EA	Clean Shower Stalls	x			
8	EA	Clean Mirrors	x			
6	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
8	EA	Restock Toilet Paper Dispensers	x			
8	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
790	S.F.	Broom Sweep Floor	x			
790	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: S.J. Fire Dept. Store
Location: 528 Tully Rd.
Square Footage: 687
Days per Week: 3
Days of Service: Mon,Wed,Fri.

Days/Hours of Operation: Monday-Saturday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
	S.F.	Spot/Gum Removal			1x	
687	S.F.	Dust Mop Floors - Obstructions	x			
687	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
1	EA	Clean Toilet	x			
1	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Geo Shirakawa Comm Ctr**

Location: **2072 Lucretia**

Square Footage: **10,438**

Days per Week: **3**

Service Days:

Days/Hours of
Operation:

Monday-Saturday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1437	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
	S.F.	Spot/Gum Removal			1x	
8371	S.F.	Dust Mop Floors - Obstructions	x			
8371	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
7	EA	Clean Toilet	x			
3	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
6	EA	Clean Mirrors	x			
8	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
7	EA	Restock Toilet Paper Dispensers	x			
7	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
630	S.F.	Broom Sweep Floor	x			
630	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: **Hank Lopez Comm Ctr**

Location: **1694 Adrian Way**

Square Footage: **8,981**

Days per Week: **3**

Service Days:

Days/Hours of
Operation:

Monday-Saturday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
420	S.F.	Vacuum Carpets - Obstructions		2x		
420	S.F.	Spot/Gum Removal			1x	
7943	S.F.	Dust Mop Floors - Obstructions	x			
7943	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
9	EA	Clean Toilet	x			
3	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
6	EA	Clean Mirrors	x			
8	EA	Clean Soap Dispensers	x			
5	EA	Clean Paper Towel Dispensers	x			
5	EA	Restock Paper Towel Dispensers	x			
9	EA	Restock Toilet Paper Dispensers	x			
9	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
618	S.F.	Broom Sweep Floor	x			
618	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

**Happy
Hollow
Park &**

Facility: **Zoo Hallow Picnic Basket**
Location: **1300 Senter Road**

Square Footage: **3,781**
Days per Week: **5**
Service Days:

Days/Hours of
Operation:

Monday-Saturday
9:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1001	S.F.	FLOOR CARE				
		Vacuum Carpets - Obstructions		2x		
1001	S.F.	Spot/Gum Removal			1x	
961	S.F.	Dust Mop Floors - Obstructions	x			
961	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean All Entrance Door Glass	x			
	ALL	Clean All Interior Glass				1x

RESTORES

4	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
6	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
110	S.F.	Broom Sweep Floor	x			
110	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Happy Hallow Park & Zoo**

Location: 1300 Senter Rd

Square Footage: 2,072

Days per Week: 3

Service Days:

Days/Hours of Operation:

Monday-Saturday

9:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
234	S.F.	FLOOR CARE				
		Vacuum Carpets - Obstructions		2x		
		Spot/Gum Removal			1x	
210	S.F.	Dust Mop Floors - Obstructions	x			
210	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
1	EA	Clean Toilet	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
56	S.F.	Broom Sweep Floor	x			
56	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces		1x		
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Le Fevere House**

Location: **645 S.king road**

Days/Hours of
Operation:

Square Footage: **1,894**

Days per Week: **4**

Service Days: **Mon,Tue Thurs,Fri**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

	S.F.	Vacuum Carpets - Obstructions
	S.F.	Spot/Gum Removal
1894	S.F.	Dust Mop Floors - Obstructions
1894	S.F.	Damp Mop Floors - Obstructions
	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		1x	

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Station
	ALL	Clean Drinking Fountains
	ALL	Clean Tables
	ALL	Dust Tops Of File Cabinets
	ALL	Replace All Lights That are Burned Out

x			
x			
		1x	
			1x
			1x

RESTROOMS

	EA	Clean Toilet
	EA	Clean Sinks
	EA	Clean Mirrors
	EA	Clean Soap Dispensers
	EA	Clean Paper Towel Dispensers
	EA	Restock Paper Towel Dispensers
	EA	Restock Toilet Paper Dispensers
	EA	Restock Toilet Seat Cover Dispensers
	EA	Restock Hand Soap Dispensers
	S.F.	Broom Sweep Floor
	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Leininger Comm Center**

Location: **1300 Senter Rd**

Square Footage: **9,300**

Days per Week: **4**

Service Days: **Mon,Tue,Thu,Fri.**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
3751	S.F.	Vacuum Carpets - Obstructions		2x		
3751	S.F.	Spot/Gum Removal			1x	
5215	S.F.	Dust Mop Floors - Obstructions	x			
5215	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
RESTROOMS						
6	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
5	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
5	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
6	EA	Restock Toilet Paper Dispensers	x			
6	EA	Restock Toilet Seat Cover Dispensers	x			
5	EA	Restock Hand Soap Dispensers	x			
334	S.F.	Broom Sweep Floor	x			
334	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Mabury Yard**

Location: **1404 Mabury Rd**

Square Footage: **23,296**

Days per Week: **3**

Service Days: **Mon, Wed, & Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
12290	S.F.	Vacuum Carpets - Obstructions		2x		
12290	S.F.	Spot/Gum Removal			1x	
9638	S.F.	Dust Mop Floors - Obstructions	x			
9638	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
14	EA	Clean Toilet	x			
6	EA	Clean Urinals	x			
10	EA	Clean Sinks	x			
	ALL	Clean Shower Stalls	x			
8	EA	Clean Mirrors	x			
10	EA	Clean Soap Dispensers	x			
12	EA	Clean Paper Towel Dispensers	x			
12	EA	Restock Paper Towel Dispensers	x			
14	EA	Restock Toilet Paper Dispensers	x			
14	EA	Restock Toilet Seat Cover Dispensers	x			
10	EA	Restock Hand Soap Dispensers	x			
1368	S.F.	Broom Sweep Floor	x			
1368	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Mayfair Comm Center**

Location: **2039 Kammerer Ave**

Square Footage: **13,988**

Days per Week: **6**

Service Days: **Monday-Saturday**

Days/Hours of
Operation:

Monday-Saturday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
<u>3,511</u>	S.F.	Vacuum Carpets - Obstructions		2x		
	S.F.	Spot/Gum Removal			1x	
<u>9,147</u>	S.F.	Dust Mop Floors - Obstructions	x			
	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables	x		1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
<u>18</u>	EA	Clean Toilet	x			
<u>4</u>	EA	Clean Urinals	x			
<u>13</u>	EA	Clean Sinks	x			
<u>5</u>	EA	Clean Mirrors	x			
<u>9</u>	EA	Clean Soap Dispensers	x			
<u>11</u>	EA	Clean Paper Towel Dispensers	x			
<u>11</u>	EA	Restock Paper Towel Dispensers	x			
<u>18</u>	EA	Restock Toilet Paper Dispensers	x			
<u>18</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>9</u>	EA	Restock Hand Soap Dispensers	x			
<u>1,330</u>	S.F.	Broom Sweep Floor	x			
<u>1,330</u>	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: McKinley Facility
Location: 651 Macredes Av.
Square Footage: 3,517
Days per Week: 5
Days of Service: M T W Th F

Days/Hours of Operation: Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
726	S.F.	Vacuum Carpets - Obstructions		2x		
726	S.F.	Spot/Gum Removal			1x	
2367	S.F.	Dust Mop Floors - Obstructions	x			
2367	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables	x		1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
8	EA	Clean Toilet	x			
3	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
6	EA	Clean Mirrors	x			
7	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
8	EA	Restock Toilet Paper Dispensers	x			
8	EA	Restock Toilet Seat Cover Dispensers	x			
7	EA	Restock Hand Soap Dispensers	x			
424	S.F.	Broom Sweep Floor	x			
424	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Noble House**

Location: **14630 Noble Ave**

Square Footage: **1,411**

Days per Week: **3**

Service Days: **Mon,Wed,Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
557	S.F.	Vacuum Carpets - Obstructions		2x		
557	S.F.	Spot/Gum Removal			1x	
409	S.F.	Dust Mop Floors - Obstructions	x			
409	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
ALL						
ALL		Empty Recycle Station	x			
ALL		Clean Drinking Fountains	x			
ALL		Clean Tables			1x	
ALL		Dust Tops Of File Cabinets				1x
ALL		Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
1	EA	Clean Toilet	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
56	S.F.	Broom Sweep Floor	x			
56	S.F.	Damp Mop Floor	x			
ALL		Clean All Vertical Surfaces			1x	
ALL		Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Noble School Prt Classrm**

Location: **3466 Grossmont Dr**

Square Footage: **2,000**

Days per Week: **3**

Service Days: **Mon, Wed, & Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
600	S.F.	Vacuum Carpets - Obstructions		2x		
600	S.F.	Spot/Gum Removal			1x	
1316	S.F.	Dust Mop Floors - Obstructions	x			
1316	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Station	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
2	EA	Clean Toilet	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
2	EA	Restock Toilet Paper Dispensers	x			
2	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
84	S.F.	Broom Sweep Floor	x			
84	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Northside Comm Center**

Location: **488 N. 6th St**

Square Footage: **12,701**

Days/Hours of Operation:

Monday-Friday

Days per Week: **5**

8:00-5:00

Service Days: **M,T,W,Th,F**

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
<u>3,579</u>	S.F.	Vacuum Carpets - Obstructions		2x		
<u>3,579</u>	S.F.	Spot/Gum Removal			1x	
<u>7718</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>7718</u>	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
RESTROOMS						
<u>3</u>	EA	Clean Toilet	x			
<u>2</u>	EA	Clean Urinals	x			
<u>2</u>	EA	Clean Sinks	x			
<u>2</u>	EA	Clean Mirrors	x			
<u>3</u>	EA	Clean Baby Station	x			
<u>2</u>	EA	Clean Soap Dispensers	x			
<u>2</u>	EA	Clean Paper Towel Dispensers	x			
<u>2</u>	EA	Restock Paper Towel Dispensers	x			
<u>3</u>	EA	Restock Toilet Paper Dispensers	x			
<u>3</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>2</u>	EA	Restock Hand Soap Dispensers	x			
<u>275</u>	S.F.	Broom Sweep Floor	x			
<u>275</u>	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Olinder Comm Center**

Location: **858 E. William St**

Square Footage: **5,245**

Days/Hours of Operation:

Monday-Friday

Days per Week: **2**

8:00-5:00

Service Days: **Tue & Thurs**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

<u>99</u>	S.F.	Vacuum Carpets - Obstructions
<u>99</u>	S.F.	Spot/Gum Removal
<u>3,550</u>	S.F.	Dust Mop Floors - Obstructions
<u>3,550</u>	S.F.	Damp Mop Floors - Obstructions
	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		1x	

EQUIPMENT/FURNITURE

<u> </u>	ALL	Empty Recycle Station
<u> </u>	ALL	Clean Drinking Fountains
<u> </u>	ALL	Clean Tables
<u> </u>	ALL	Dust Tops Of File Cabinets
<u> </u>	ALL	Replace All Lights That are Burned Out

x			
x			
		1x	
			1x
			1x

RESTROOMS

<u>5</u>	EA	Clean Toilet
<u>2</u>	EA	Clean Urinals
<u>5</u>	EA	Clean Sinks
<u>5</u>	EA	Clean Mirrors
<u>5</u>	EA	Clean Soap Dispensers
<u>5</u>	EA	Clean Paper Towel Dispensers
<u>5</u>	EA	Restock Paper Towel Dispensers
<u>5</u>	EA	Restock Toilet Paper Dispensers
<u>5</u>	EA	Restock Toilet Seat Cover Dispensers
<u>5</u>	EA	Restock Hand Soap Dispensers
<u>381</u>	S.F.	Broom Sweep Floor
<u>381</u>	S.F.	Damp Mop Floor
<u> </u>	ALL	Clean All Vertical Surfaces
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: Overfelt Garden House
 Location: 368 Educational House

Square Footage: 1376
 Days per Week: 2
 Days of Service: Tues / Thur

Days/Hours of Operation: Monday- Sunday
8:30-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
480	S.F.	Vacuum Carpets - Obstructions		2x		
480	S.F.	Spot/Gum Removal			1x	
854	S.F.	Dust Mop Floors - Obstructions	x			
854	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
1	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
42	S.F.	Broom Sweep Floor	x			
42	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: P.A.L. Fitness Center
Location: 680 S. 34th. Street
Square Footage: 3,564
Days per Week: 3
Days of Service: Mon.Wed.Fri.

Days/Hours of Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
	S.F.	Vacuum Carpets - Obstructions		2x		
	S.F.	Spot/Gum Removal			1x	
3564	S.F.	Dust Mop Floors - Obstructions	x			
3564	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
	EA	Clean Sinks	x			
	EA	Clean Shower Stalls	x			
	EA	Clean Mirrors	x			
	EA	Clean Soap Dispensers	x			
	EA	Clean Paper Towel Dispensers	x			
	EA	Restock Paper Towel Dispensers	x			
	EA	Restock Toilet Paper Dispensers	x			
	EA	Restock Toilet Seat Cover Dispensers	x			
	EA	Restock Hand Soap Dispensers	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS

REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Police Athletic League
Location: 680 S. 34th. Street
Square Footage: 3,737
Days per Week: 4
Days of Service: Mon,Tues,Thurs,Fri.

Days/Hours of Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
3564	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
3564	S.F.	Spot/Gum Removal			1x	
	S.F.	Dust Mop Floors - Obstructions	x			
	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Station	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables			1x	
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
5	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
5	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
5	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
5	EA	Restock Hand Soap Dispensers	x			
173	S.F.	Broom Sweep Floor	x			
173	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Parking Garage DOT
Location: 50 N. 4th st
Square Footage: 2,922
Days per Week: 4
Days of Service: Mon Wed,Fri,Sat

Days/Hours of Operation: Monday- Sun.
 24 hr Operation

BUILDING SPECIFICATIONS:

Measure Units DETAIL

Measure	Units	DETAIL	Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
2194	S.F.	Vacuum Carpets - Obstructions	x			
2194	S.F.	Spot/Gum Removal				1x
504	S.F.	Dust Mop Floors - Obstructions	x			
504	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			
EQUIPMENT/FURNITURE						
	ALL					
	ALL	Empty Recycle Stations	x			
	ALL	Clean Tables				1x
	ALL	Replace All Lights That are Burned Out				1x
RESTROOMS						
3	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
224	S.F.	Broom Sweep Floor	x			
224	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Roosevelt Youth Center**

Location: **901 E.Santa Clara St.**

Square Footage: **22,943**

Days per Week: **5**

Service Days: **Tues,Wed,Thur, Fri. and Sat**

Days/Hours of Operation:

**Monday- Friday
8:00-5:00**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
<u>6,306</u>	S.F.	Vacuum Carpets - Obstructions		2x		
<u>6,306</u>	S.F.	Spot/Gum Removal			1x	
<u>14,514</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>14,514</u>	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area			2x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
<u> </u>	ALL	Empty Recycle Station	x			
<u> </u>	ALL	Clean Drinking Fountains	x			
<u> </u>	ALL	Clean Tables			1x	
<u> </u>	ALL	Dust Tops Of File Cabinets				1x
<u> </u>	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u>21</u>	EA	Clean Toilet	x			
<u>4</u>	EA	Clean Urinals	x			
<u>4</u>	EA	Baby Station	x			
<u>9</u>	EA	Hand dryers	x			
<u>14</u>	EA	Clean Sinks	x			
<u>14</u>	EA	Clean Mirrors	x			
<u>16</u>	EA	Clean Soap Dispensers	x			
<u>12</u>	EA	Clean Paper Towel Dispensers	x			
<u>12</u>	EA	Restock Paper Towel Dispensers	x			
<u>21</u>	EA	Restock Toilet Paper Dispensers	x			
<u>21</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>16</u>	EA	Restock Hand Soap Dispensers	x			
<u>2,123</u>	S.F.	Broom Sweep Floor	x			
<u>2,123</u>	S.F.	Damp Mop Floor	x			
<u> </u>	ALL	Clean All Vertical Surfaces			1x	
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: **Tab Program at Pal**

Location: **680 S. 34th St**

Days/Hours of
Operation:

Monday- Friday

Square Footage: **2,033**

Days per Week: **5**

Service Days: **Monday- Friday**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

_____	S.F.	Vacuum Carpets - Obstructions
_____	S.F.	Spot/Gum Removal
<u>2033</u>	S.F.	Dust Mop Floors - Obstructions
<u>2033</u>	S.F.	Damp Mop Floors - Obstructions
_____	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		2x	

EQUIPMENT/FURNITURE

_____	ALL	Empty Recycle Station
_____	ALL	Clean Drinking Fountains
_____	ALL	Clean Tables
_____	ALL	Dust Tops Of File Cabinets
_____	ALL	Replace All Lights That are Burned Out

x			
x			
		1x	
			1x
			1x

RESTROOMS

_____	EA	Clean Toilet
_____	EA	Clean Urinals
_____	EA	Clean Sinks
_____	EA	Clean Mirrors
_____	EA	Clean Soap Dispensers
_____	EA	Clean Paper Towel Dispensers
_____	EA	Restock Paper Towel Dispensers
_____	EA	Restock Toilet Paper Dispensers
_____	EA	Restock Toilet Seat Cover Dispensers
_____	EA	Restock Hand Soap Dispensers
_____	S.F.	Broom Sweep Floor
_____	S.F.	Damp Mop Floor
_____	ALL	Clean All Vertical Surfaces
_____	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: Sun Yat-Sen Hall

Location:

Square Footage: 988
 Days per Week: 3
 Service Days: Mon,Wed,Fri

Days/Hours of Operation:

Monday- Friday

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

	S.F.	Vacuum Carpets - Obstructions
	S.F.	Spot/Gum Removal
988	S.F.	Dust Mop Floors - Obstructions
988	S.F.	Damp Mop Floors - Obstructions
	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		1x	

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Station
	ALL	Clean Drinking Fountains
	ALL	Clean Tables
	ALL	Dust Tops Of File Cabinets
	ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
		1x	
			1x
			1x

RESTROOMS

	EA	Clean Toilet
	EA	Clean Sinks
	EA	Clean Mirrors
	EA	Clean Soap Dispensers
	EA	Clean Paper Towel Dispensers
	EA	Restock Paper Towel Dispensers
	EA	Restock Toilet Paper Dispensers
	EA	Restock Toilet Seat Cover Dispensers
	EA	Restock Hand Soap Dispensers
	S.F.	Broom Sweep Floor
	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Spartan Keyes Center**

Location: **570 e keyes st suite #118**

Square Footage: **2,200**
Days per Week: **2**
Service Days: **Tues,Fri**

Days/Hours of
Operation:

Monday- Friday

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

<u>2102</u>	S.F.	Vacuum Carpets - Obstructions
<u> </u>	S.F.	Spot/Gum Removal
<u> </u>	S.F.	Dust Mop Floors - Obstructions
<u> </u>	S.F.	Damp Mop Floors - Obstructions
<u> </u>	S.F.	Office Area

Daily	Weekly	Monthly	Quarterly
x			
		1x	
x			
x			
x			

EQUIPMENT/FURNITURE

<u> </u>	ALL	Empty Trash/ Recycle Station
<u> </u>	ALL	Clean Drinking Fountains
<u> </u>	ALL	Clean Tables
<u> </u>	ALL	Dust Tops Of File Cabinets
<u> </u>	ALL	Replace All Lights That are Burned Out

x			
x			
x			
			1x
			1x

RESTROOMS

<u>2</u>	EA	Clean Toilet
<u>2</u>	EA	Clean Sinks
<u>2</u>	EA	Clean Mirrors
<u>2</u>	EA	Clean Soap Dispensers
<u>2</u>	EA	Clean Paper Towel Dispensers
<u>2</u>	EA	Restock Paper Towel Dispensers
<u>2</u>	EA	Restock Toilet Paper Dispensers
<u>2</u>	EA	Restock Toilet Seat Cover Dispensers
<u>2</u>	EA	Restock Hand Soap Dispensers
<u>98</u>	S.F.	Broom Sweep Floor
<u>98</u>	S.F.	Damp Mop Floor
<u> </u>	ALL	Clean All Vertical Surfaces
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

2) SOUTH COMMUNITY CENTERS SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: **Almaden Winery 1st Floor**

Location: **5730 Chambertin Dr.**

Square Footage: **8,182** Days/Hours of Operation: **Monday- Friday**
 Days per Week: **3** **8:00-5:00**
 Service Days: **Mon,Wed,Fri**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
1,506	S.F.	Vacuum Carpets - Obstructions	x			
1,506	S.F.	Spot/ Gum Removal		x		
6,500	S.F.	Dust Mop Floors - Obstructions	x			
6,500	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Staff Offices		x		

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL					
	ALL	Empty Recycle Stations	x			
	ALL	Clean Tables		x		
	ALL	Dust Tops of File Cabinets				x
	ALL	Replace All Lights That are Burned Out				x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Shower Stalls	x			
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
176	S.F.	Broom Sweep Floor	x			
176	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS

REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Almaden Vinery 2nd Floor**

Location: **5731 Chambertin Dr.**

Square Footage: **6,048**

Days per Week: **3**

Service Days: **Mon,Thru,Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
5,616	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
5,616	S.F.	Spot/ Gum Removal			1x	
	S.F.	Staff Offices			2x	

256	ALL	FLOOR CARE Sweep Stair Landings			1x	
256	ALL	Sweep Inside Stairs			1x	
	ALL	Clean Hand Rails			1x	

			Daily	Weekly	Monthly	Quarterly
	ALL	EQUIPMENT/FURNITURE Empty Recycle Stations	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out				1x

5	EA	RESTROOMS Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Shower Stalls			1x	
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
176	S.F.	Broom Sweep Floor	x			
176	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Almaden Comm. Center**

Location: **6445 Camden Ave**

Square Footage: **39,612**
 Days per Week: **5**
 Service Days: **Mon, Tues, Wed, Thurs, Fri,**

Days/Hours of
 Operation:

Monday- Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
8,543	S.F.	Vacuum Carpets - Obstructions	x			
8,543	S.F.	Spot/Gum Removal		1x		
26,937	S.F.	Dust Mop Floors - Obstructions	x			
26,937	S.F.	Damp Mop Floors - Obstructions	x			
2,132	S.F.	Offices areas/ Break Areas	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
34	EA	Clean Toilet	x			
8	EA	Clean Urinals	x			
18	EA	Clean Sinks	x			
16	EA	Clean Mirrors	x			
4	EA	Shower Stall	x			
6	EA	Clean Baby Station	x			
18	EA	Clean Soap Dispensers	x			
21	EA	Clean Paper Towel Dispensers	x			
21	EA	Restock Paper Towel Dispensers	x			
56	EA	Restock Toilet Paper Dispensers	x			
30	EA	Restock Toilet Seat Cover Dispensers	x			
18	EA	Restock Hand Soap Dispensers	x			
6	EA	Hand Dryer	x			
15	EA	Sanitary Disposal	x			
23	EA	Stall Shelves	x			
2,000	S.F.	Broom Sweep Floor	x			
2,000	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Almaden Lake Pk Corp Yd**

Location: **6099 Winfield Blvd**

Square Footage: **2,880**

Days per Week: **2**

Service Days: **Tue,Thur.**

Days/Hours of
Operation:

Monday-Saturday

6:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
560	S.F.	FLOOR CARE Vacuum Carpets - Obstructions			1x	
	S.F.	Spot/Gum Removal			1x	
2091	S.F.	Dust Mop Floors - Obstructions	x			
2091	S.F.	Damp Mop Floors - Obstructions	x			
	SF	Offices Area			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
3	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
3	EA	Clean Sinks	x			
1	EA	Clean Shower Stalls	x			
3	EA	Clean Mirrors	x			
3	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
229	S.F.	Broom Sweep Floor	x			
229	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: Bret Harte Youth Center
 Location: 7050 Bret Harte Dr.

Square Footage: 2,072
 Days of Service: 2
 Days/Hours of Operation: Monday-Friday 8:00-5:00
 Tue, Thurs

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
286	S.F.	Vacuum Carpets - Obstructions		1x		
286	S.F.	Spot/Gum Removal			1x	
1,674	S.F.	Dust Mop Floors - Obstructions	x			
1,674	S.F.	Damp Mop Floors - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations		1x		
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
2	EA	Clean Toilet	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
2	EA	Restock Toilet Paper Dispensers	x			
2	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
112	S.F.	Broom Sweep Floor	x			
112	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Camden Community Center
Camden Lifetime Center

Location: 3369 Union Ave

Square Footage: 48,239

Days per week 5

Days of Service: Mon, Tue, Wed, Thurs, Fri

Days/Hours of Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

14,726	S.F.	Vacuum Carpets - Obstructions
14,726	S.F.	Spot/Gum Removal
30,712	S.F.	Dust Mop Floors - Obstructions
30,712	S.F.	Damp Mop Floors - Obstructions
	S.F.	Offices Area

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			
		1x	

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations
	ALL	Clean Drinking Fountains
	ALL	Clean Tables
	ALL	Dust Tops of file Cabinets
	ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
			1x
			1x

RESTROOMS

14	EA	Clean Toilet
4	EA	Clean Urinals
12	EA	Clean Sinks
	EA	Clean Shower Stalls
6	EA	Clean Mirrors
11	EA	Clean Soap Dispensers
13	EA	Clean Paper Towel Dispensers
13	EA	Restock Paper Towel Dispensers
14	EA	Restock Toilet Paper Dispensers
14	EA	Restock Toilet Seat Cover Dispensers
11	EA	Restock Hand Soap Dispensers
2,801	S.F.	Broom Sweep Floor
2,801	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
		1x	
x			
x			
x			
x			
x			
x			
x			
		1x	
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Edenvale Community Center**

Location: 330 branham lane

Contact
Person
Days/Hours of
Operation:

Square Footage: 15,619

Days per Week: 5

Service Days:

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

12938	S.F.	Dust Mop Floors - Obstructions
12938	S.F.	Damp Mop Floors - Obstructions
2761	S.F.	Vacuum Carpets - Obstructions

Daily	Weekly	Monthly	Quarterly
x			
x			
x			

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations
	ALL	Clean Drinking Fountains
2	ALL	Clean Tables
	ALL	Dust tops of file Cabinets
	ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
		1x	

RESTROOMS

17	EA	Clean Toilet
4	EA	Clean Urinals
9	EA	Clean Sinks
9	EA	Clean Mirrors
9	EA	Clean Soap Dispensers
5	EA	Clean Paper Towel Dispensers
5	EA	Restock Paper Towel Dispensers
34	EA	Restock Toilet Paper Dispensers
8	EA	Restock Toilet Seat Cover Dispensers
9	EA	Restock Hand Soap Dispensers
111	S.F.	Broom Sweep Floor
111	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Evergreen Comm Center**

Location: **4860 San Felipe Road**

Square Footage: **8,612**
 Days per Week: **4**
 Service Days:

Days/Hours of
 Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

		Daily	Weekly	Monthly	Quarterly
FLOOR CARE					
1392	S.F.		2x		
1392	S.F.			1x	
6518	S.F.	x			
6518	S.F.	x			
	S.F.			1x	

		Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE					
	ALL	x			
	ALL	x			
	ALL		1x		
	ALL				1x
	ALL				1x

		Daily	Weekly	Monthly	Quarterly
RESTROOMS					
8	EA	x			
3	EA	x			
6	EA	x			
6	EA	x			
6	EA	x			
6	EA	x			
6	EA	x			
6	EA	x			
8	EA	x			
8	EA	x			
6	EA	x			
702	S.F.	x			
702	S.F.	x			
	ALL			1x	
	ALL			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Gilroy One Stop
Location: 7800 Arroyo Circle
Square Footage: 8,779
Days per week: 5
Days of Service: Mon, Tue, Wed, Thurs, Fri

Days/Hours of Operation: Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
8,245	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
8,245	S.F.	Spot/Gum Removal				1x
182	S.F.	Dust Mop Floors - Obstructions	x			
182	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Break Room Area		1x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
5	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
352	S.F.	Broom Sweep Floor	x			
352	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Hoffman Via Monte
 Location: 1180 Gallup dr.

Square Footage: 750 Days/Hours of Operation:
 Days of Service: 1 Mondays

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
750	S.F.	Vacuum Carpets - Obstructions	x			
750	S.F.	Spot/Gum Removal	x			
	S.F.	Dust Mop Floors - Obstructions	x			
	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices areas/Break Area	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		x		
	ALL	Clean Tables		x		
	ALL	Dust tops of file Cabinets		x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean book detector and around bottom	x			
RESTROOMS						
	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
	EA	Clean Sinks	x			
	EA	Clean Baby Station	x			
	EA	Clean Mirrors	x			
	EA	Clean Soap Dispensers	x			
	EA	Clean Paper Towel Dispensers	x			
	EA	Restock Paper Towel Dispensers	x			
	EA	Restock Toilet Paper Dispensers	x			
	EA	Restock Toilet Seat Cover Dispensers	x			
	EA	Restock Hand Soap Dispensers	x			
	EA	Hand Blower	x			
	EA	Sanitary Disposal Disp.	x			
	S.F.	Broom Sweep Floor	x			
	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Kirk Comm Center**

Location: **1601 Foxworthy Ave**

Square Footage: **16,379**

Days per Week: **3**

Service Days:

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
9143	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
9143	S.F.	Spot/Gum Removal			1x	
6467	S.F.	Dust Mop Floors - Obstructions	x			
6467	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices Area		1x		

EQUIPMENT/FURNITURE

	ALL	Empty Garbage & Recycle Stations - Lined	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

14	EA	Clean Toilet	x			
7	EA	Clean Urinals	x			
9	EA	Clean Sinks	x			
3	EA	Clean Shower Stalls	x			
6	EA	Clean Mirrors	x			
9	EA	Clean Soap Dispensers	x			
10	EA	Clean Paper Towel Dispensers	x			
10	EA	Restock Paper Towel Dispensers	x			
14	EA	Restock Toilet Paper Dispensers	x			
14	EA	Restock Toilet Seat Cover Dispensers	x			
9	EA	Restock Hand Soap Dispensers	x			
769	S.F.	Broom Sweep Floor	x			
769	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Lake Cunningham Yard**

Location: **2305 S. White Rd.**

Square Footage: **3,267**
 Days per Week: **2**
 Service Days:

Days/Hours of
 Operation:

Monday-Sunday
7:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
546	S.F.	Vacuum Carpets - Obstructions		1x		
546	S.F.	Spot/Gum Removal				1x
2453	S.F.	Dust Mop Floors - Obstructions	x			
2453	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices Area			1x	

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
3	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
3	EA	Clean Sinks	x			
4	EA	Clean Shower Stalls	x			
3	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
268	S.F.	Broom Sweep Floor	x			
268	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
 REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Millbrook Comm Center

3200 Millbrook Dr

3,700

Days/Hours of
Operation:

2

Tues,Thurs.

Monday- Saturday

8:00-
5:00

Units

DETAIL

FLOOR CARE

- S.F. Vacuum Carpets - Obstructions
- S.F. Spot/Gum Removal
- S.F. Dust Mop Floors - Obstructions
- S.F. Damp Mop Floors - Obstructions
- S.F. Offices Area

Daily	Weekly	Monthly	Quarterly
	1x		
			1x
x			
x			
	1x		

EQUIPMENT/FURNITURE

- ALL Empty Recycle Stations
- Clean Drinking Fountains
- ALL Clean Tables
- ALL Dust tops of file Cabinets
- ALL Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
			1x
			1x

RESTROOMS

- EA Clean Toilet
- EA Clean Urinals
- EA Clean Sinks
- EA Clean Mirrors
- EA Clean Soap Dispensers
- EA Clean Paper Towel Dispensers
- EA Restock Paper Towel Dispensers
- EA Restock Toilet Paper Dispensers
- EA Restock Toilet Seat Cover Dispensers
- EA Restock Hand Soap Dispensers
- S.F. Broom Sweep Floor
- S.F. Damp Mop Floor
- ALL Clean All Vertical Surfaces
- Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

Facility: Muni. Water Operations/ Maint

Location: 3050 Tuers Rd.

Square Footage: 2,873

Days/Hours of Operation:

Monday-Friday

4

8:00-5:00

Days of Service: Tues,Wed,Thurs,Fri.

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

2,570	S.F.	Vacuum Carpets - Obstructions
2,570	S.F.	Spot/Gum Removal
198	S.F.	Dust Mop Floors - Obstructions
198	S.F.	Damp Mop Floors - Obstructions

Daily	Weekly	Monthly	Quarterly
	1x		
			1x
x			
x			

EQUIPMENT/FURNITURE

ALL	Empty Recycle Stations
ALL	Clean Tables
ALL	Dust tops of file Cabinets
ALL	Replace All Lights That are Burned Out

	1x		
	1x		
			1x
			1x

RESTROOMS

2	EA	Clean Toilet
	EA	Clean Urinals
2	EA	Clean Sinks
2	EA	Clean Mirrors
2	EA	Clean Soap Dispensers
2	EA	Clean Paper Towel Dispensers
2	EA	Restock Paper Towel Dispensers
2	EA	Restock Toilet Paper Dispensers
2	EA	Restock Toilet Seat Cover Dispensers
2	EA	Restock Hand Soap Dispensers
105	S.F.	Broom Sweep Floor
105	S.F.	Damp Mop Floor
ALL		Clean All Vertical Surfaces
ALL		Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Muni Water Trailers
Location: 3050 Tuers Rd.
Square Footage: 2,651
Days of Service: Tues, Thurs.

Days/Hours of Operation:

Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
2,570	S.F.	Vacuum Carpets - Obstructions		1x		
2,570	S.F.	Spot/Gum Removal				1x
198	S.F.	Dust Mop Floors - Obstructions	x			
198	S.F.	Damp Mop Floors - Obstructions	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations		1x		
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
2	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
2	EA	Restock Toilet Paper Dispensers	x			
2	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
105	S.F.	Broom Sweep Floor	x			
105	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Municipal Water System**

Building 1

Location: 3025 Tuers Rd

Square Footage: 9,833

Days per Week: 5

Service Days:

Days/Hours of Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

		Daily	Weekly	Monthly	Quarterly
8,587	S.F. Vacuum Carpets - Obstructions	1x			
8,587	S.F. Spot/Gum Removal		1x		
1012	S.F. Dust Mop Floors - Obstructions	x			
1012	S.F. Damp Mop Floors - Obstructions	x			
	SF. Offices /Break Area	x			

EQUIPMENT/FURNITURE

	ALL Empty Recycle Stations	x			
	Clean Drinking Fountains	x			
	ALL Clean Tables		1x		
	Dust tops of file Cabinets			1x	
	ALL Replace All Lights That are Burned Out			1x	

RESTROOMS

3	EA Clean Toilet	x			
1	EA Clean Urinals	x			
3	EA Clean Sinks	x			
3	EA Clean Mirrors	x			
3	EA Clean Soap Dispensers	x			
3	EA Clean Paper Towel Dispensers	x			
3	EA Restock Paper Towel Dispensers	x			
3	EA Restock Toilet Paper Dispensers	x			
3	EA Restock Toilet Seat Cover Dispensers	x			
3	EA Restock Hand Soap Dispensers	x			
234	S.F. Broom Sweep Floor	x			
234	S.F. Damp Mop Floor	x			
	ALL Clean All Vertical Surfaces			1x	
	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Paul Moore Park Bldg**

Location: **Hillsdale & Cherry Aves**

Square Footage: **1,489**

Days per Week: **2**

Service Days: **Tue,Thurs**

Days/Hours of
Operation:

Monday-Friday

3:00-9:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1378	S.F.	FLOOR CARE Dust Mop Floors - Obstructions	x			
1378	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices Area			1x	

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables Dust tops of file		1x		
	ALL	Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

3	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
3	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
111	S.F.	Broom Sweep Floor	x			
111	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Police Community Service
Location: 947 Blossom Hill Rd.
Square Footage: 1,813
Days per Week: 3
Days of Service: Mon,Wed,Fri.

Days/Hours of Operation:

Mon,Wed,Fri Tue,Thur,Sat
 10:00-4:00 4:00-9:00pm

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
1,681	S.F.	Vacuum Carpets - Obstructions		1x		
1,681	S.F.	Spot/Gum Removal			1x	
	S.F.	Dust Mop Floors - Obstructions	x			
	S.F.	Damp Mop Floors - Obstructions	x			
	SF.	Offices Area			1x	
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets	x		1x	
	ALL	Replace All Lights That are Burned Out				1x
RESTROOMS						
1	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
1	EA	Clean Sinks	x			
1	EA	Clean Mirrors	x			
1	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
1	EA	Restock Toilet Paper Dispensers	x			
1	EA	Restock Toilet Seat Cover Dispensers	x			
1	EA	Restock Hand Soap Dispensers	x			
132	S.F.	Broom Sweep Floor	x			
132	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: **Police Stables**

Location: **2525 Kenoga Dr**

Square Footage: **3,340**
 Days per Week: **2**
 Service Days: **Tue, Thurs**

Days/Hours of
 Operation:

Monday-Sunday
7:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
<u>2163</u>	S.F.	Vacuum Carpets - Obstructions		1x		
<u>2163</u>	S.F.	Spot/Gum Removal				1x
<u>675</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>675</u>	S.F.	Damp Mop Floors - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
<u> </u>	ALL	Empty Recycle Stations	x			
<u> </u>	ALL	Clean Drinking Fountains	x			
<u> </u>	ALL	Clean Tables		1x		
<u> </u>	ALL	Dust tops of file Cabinets				1x
<u> </u>	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u>5</u>	EA	Clean Toilet	x			
<u>4</u>	EA	Clean Urinals	x			
<u>5</u>	EA	Clean Sinks	x			
<u>5</u>	EA	Clean Mirrors	x			
<u>5</u>	EA	Clean Soap Dispensers	x			
<u>5</u>	EA	Clean Paper Towel Dispensers	x			
<u>5</u>	EA	Restock Paper Towel Dispensers	x			
<u>5</u>	EA	Restock Toilet Paper Dispensers	x			
<u>5</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>5</u>	EA	Restock Hand Soap Dispensers	x			
<u>502</u>	S.F.	Broom Sweep Floor	x			
<u>502</u>	S.F.	Damp Mop Floor	x			
<u> </u>	ALL	Clean All Vertical Surfaces			1x	
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Santee Comm Svc Ctr**

Location: **1313 Audobon Dr.**

Square Footage: **2,956**

Days per Week: **3**

Service Days: **Mon, Wed, Fri**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
2800	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		1x		
2800	S.F.	Spot/Gum Removal				1x

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations		1x		
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
3	EA	Clean Toilet	x			
		Clean Urinals	x			
3	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
3	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
156	S.F.	Broom Sweep Floor	x			
156	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Santee Annex**
 Location: **1313 Audobon Ave**

Days/Hours of
 Operation:

Monday-Friday
8:00-5:00

Square Footage: **1,600**
 Days per Week: **3**
 Service Days: **M/ W/ F**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
	FLOOR CARE					
600	S.F.	Vacuum Carpets - Obstructions	x			
600	S.F.	Spot/Gum Removal			x	
800	S.F.	Dust Mop Floors - Obstructions	x			
800	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Staff Offices			x	

			Daily	Weekly	Monthly	Quarterly
	EQUIPMENT/FURNITURE					
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains		x		
	ALL	Clean Tables		x		
	ALL	Dust Tops Of File Cabinets				x
	ALL	Replace All Lights That are Burned Out				x

			Daily	Weekly	Monthly	Quarterly
	RESTROOMS					
	EA	Clean Toilet	x			
	EA	Clean Urinals	x			
	EA	Clean Sinks	x			
	EA	Clean Mirrors	x			
	EA	Clean Soap Dispensers	x			
	EA	Clean Paper Towel Dispensers	x			
	EA	Restock Paper Towel Dispensers	x			
	EA	Restock Toilet Paper Dispensers	x			
	EA	Restock Toilet Seat Cover Dispensers	x			
	EA	Restock Hand Soap Dispensers	x			
200	S.F.	Broom Sweep Floor	x			
200	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Sherman Oaks
Location: 1800 Fruitdale Ave
Square Footage: 1,271
Days per Week: 3
Days of Service: Mon,Wed,Fri.

Days/Hours of Operation: Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

		Daily	Weekly	Monthly	Quarterly
	S.F. Vacuum Carpets - Obstructions	x			
	S.F. Spot/Gum Removal				1x
1,030	S.F. Dust Mop Floors - Obstructions	x			
1,030	S.F. Damp Mop Floors - Obstructions	x			
	SF. Offices Area			1x	

EQUIPMENT/FURNITURE

		Daily	Weekly	Monthly	Quarterly
	ALL Empty Recycle Stations	x			
	ALL Clean Drinking Fountains	x			
	ALL Clean Tables		1x		
	ALL Dust tops of file Cabinets				1x
	ALL Replace All Lights That are Burned Out				1x

RESTROOMS

		Daily	Weekly	Monthly	Quarterly
4	EA Clean Toilet	x			
2	EA Clean Urinals	x			
2	EA Clean Sinks	x			
2	EA Clean Mirrors	x			
2	EA Clean Soap Dispensers	x			
2	EA Clean Paper Towel Dispensers	x			
2	EA Restock Paper Towel Dispensers	x			
4	EA Restock Toilet Paper Dispensers	x			
4	EA Restock Toilet Seat Cover Dispensers	x			
2	EA Restock Hand Soap Dispensers	x			
240	S.F. Broom Sweep Floor	x			
240	S.F. Damp Mop Floor	x			
	ALL Clean All Vertical Surfaces			1x	
	ALL Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Seven Trees Community Center
Location: 3590 Cas Drive
Square Footage: 32,555 **Days/Hours of Operation:** Monday- Friday
Days Per Week: 5 **8:00-5:00**
Days of Service: Mon thru Fri

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
<u>2,239</u>	S.F.	Vacuum Carpets - Obstructions	x			
<u>2,239</u>	S.F.	Spot/Gum Removal			x	
<u>30,359</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>30,359</u>	S.F.	Damp Mop Floors - Obstructions	x			
FLOOR CARE						
<u> </u>	ALL	Sweep Stairways		x		
<u> </u>	ALL	Sweep Stair Landings		x		
<u> </u>	ALL	Clean all Handrails		x		
EQUIPMENT/FURNITURE						
<u> </u>	ALL	Empty Recycle Station	x			
<u> </u>	ALL	Clean Drinking Fountains	x			
<u> </u>	ALL	Clean Tables		1x		
<u> </u>	ALL	Dust Tops Of File Cabinets				1x
<u> </u>	ALL	Replace All Lights That are Burned Out				1x
<u> </u>	ALL	Clean All Entrance Door Glass	x			
RESTROOMS						
<u>21</u>	EA	Clean Toilet	x			
<u>5</u>	EA	Clean Urinals	x			
<u>11</u>	EA	Clean Sinks	x			
<u>0</u>	EA	Clean Shower Stalls	x			
<u>12</u>	EA	Clean Mirrors	x			
<u>11</u>	EA	Clean Soap Dispensers	x			
<u>7</u>	EA	Clean Paper Towel Dispensers	x			
<u>7</u>	EA	Restock Paper Towel Dispensers	x			
<u>21</u>	EA	Restock Toilet Paper Dispensers	x			
<u>21</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>11</u>	EA	Restock Hand Soap Dispensers	x			
<u> </u>	S.F.	Broom Sweep Floor	x			
<u> </u>	S.F.	Damp Mop Floor	x			
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	
<u> </u>	ALL	Clean All Vertical Surfaces				

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS

Facility: **South Yard**
 Location: **4420 Monterey Rd**

Square Footage: **6,514**
 Days per Week: **2**
 Service Days: **Tues and Fri**

Days/Hours of
 Operation:

Monday-Friday
7:00-3:30

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

<u>3597</u>	S.F.	Vacuum Carpets - Obstructions
<u>3587</u>	S.F.	Spot/Gum Removal
<u>2224</u>	S.F.	Dust Mop Floors - Obstructions
<u>2224</u>	S.F.	Damp Mop Floors - Obstructions

Daily	Weekly	Monthly	Quarterly
	2x		
		1x	
x			
x			

EQUIPMENT/FURNITURE

<u> </u>	ALL	Empty Recycle Stations
<u> </u>	ALL	Clean Drinking Fountains
<u> </u>	ALL	Clean Tables
<u> </u>	ALL	Dust tops of file Cabinets
<u> </u>	ALL	Replace All Lights That are Burned Out

x			
x			
	1x		
			1x
			1x

RESTROOMS

<u>8</u>	EA	Clean Toilet
<u>7</u>	EA	Clean Urinals
<u>6</u>	EA	Clean Sinks
<u>4</u>	EA	Clean Shower Stalls
<u>6</u>	EA	Clean Mirrors
<u>6</u>	EA	Clean Soap Dispensers
<u>8</u>	EA	Clean Paper Towel Dispensers
<u>8</u>	EA	Restock Paper Towel Dispensers
<u>8</u>	EA	Restock Toilet Paper Dispensers
<u>8</u>	EA	Restock Toilet Seat Cover Dispensers
<u>6</u>	EA	Restock Hand Soap Dispensers
<u>693</u>	S.F.	Broom Sweep Floor
<u>693</u>	S.F.	Damp Mop Floor
<u> </u>	ALL	Clean All Vertical Surfaces
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Southside Comm Center**

Location: **5585 Cottle Rd**

Days/Hours of
Operation:

Monday-Friday

Square Footage: **15,078**

Days per Week: **5**

8:00-5:00

Service Days: **Mon,Tue, Wed, Thurs, Fri**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
1873	S.F.	Vacuum Carpets - Obstructions	x			
1873	S.F.	Spot/Gum Removal			1x	
12280	S.F.	Dust Mop Floors - Obstructions	x			
12280	S.F.	Damp Mop Floors - Obstructions	x			
	SF.	Offices Area			2x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
		Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
12	EA	Clean Toilet	x			
5	EA	Clean Urinals	x			
11	EA	Clean Sinks	x			
7	EA	Clean Mirrors	x			
11	EA	Clean Soap Dispensers	x			
7	EA	Clean Paper Towel Dispensers	x			
7	EA	Restock Paper Towel Dispensers	x			
12	EA	Restock Toilet Paper Dispensers	x			
12	EA	Restock Toilet Seat Cover Dispensers	x			
11	EA	Restock Hand Soap Dispensers	x			
925	S.F.	Broom Sweep Floor	x			
925	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Willows Senior Center**

Location: 2175 Lincoln Ave

Square Footage: 16,232

Days per Week: 5

Service Days: Mon, Tue, Wed, Thurs, Fri

Days/Hours of Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
6,253	S.F.	Vacuum Carpets - Obstructions		3x		
6,253	S.F.	Spot/Gum Removal			1x	
5099	S.F.	Dust Mop Floors - Obstructions	x			
5099	S.F.	Damp Mop Floors - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
15	EA	Clean Toilet				
7	EA	Clean Urinals	x			
18	EA	Clean Sinks	x			
5	EA	Clean Mirrors	x			
18	EA	Clean Soap Dispensers	x			
12	EA	Clean Paper Towel Dispensers	x			
12	EA	Restock Paper Towel Dispensers	x			
15	EA	Restock Toilet Paper Dispensers	x			
15	EA	Restock Toilet Seat Cover Dispensers	x			
18	EA	Restock Hand Soap Dispensers	x			
1112	S.F.	Broom Sweep Floor	x			
1112	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

3) WEST COMMUNITY CENTERS SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: **Alma Teen Center**

Location: **130 W. Alma St**

Square Footage: **2,708**
 Days per Week: **4**
 Service Days: **Mon,Tue,Thurs Fri**

Days/Hours of Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

		Daily	Weekly	Monthly	Quarterly
<u>2368</u>	S.F.	x			
<u>2368</u>	S.F.			1x	
<u>200</u>	S.F.	x			
<u>200</u>	S.F.	x			

FLOOR CARE

Vacuum Carpets - Obstructions
 Spot/Gum Removal
 Dust Mop Floors - Obstructions
 Damp Mop Floors - Obstructions

EQUIPMENT/FURNITURE

<u> </u>	ALL	Empty Recycle stations			
<u> </u>	ALL	Clean Drinking Fountains	x		
<u> </u>	ALL	Clean Tables		1x	
<u> </u>	ALL	Dust Tops Of File Cabinets			1x
<u> </u>	ALL	Replace All Lights That are Burned Out			1x

RESTROOMS

<u>5</u>	EA	Clean Toilet	x		
<u>1</u>	EA	Clean Urinals	x		
<u>4</u>	EA	Clean Sinks	x		
<u>2</u>	EA	Clean Mirrors	x		
<u>4</u>	EA	Clean Soap Dispensers	x		
<u>2</u>	EA	Clean Paper Towel Dispensers	x		
<u>2</u>	EA	Restock Paper Towel Dispensers	x		
<u>5</u>	EA	Restock Toilet Paper Dispensers	x		
<u>5</u>	EA	Restock Toilet Seat Cover Dispensers	x		
<u>4</u>	EA	Restock Hand Soap Dispensers	x		
<u>140</u>	S.F.	Broom Sweep Floor	x		
<u>140</u>	S.F.	Damp Mop Floor	x		
<u> </u>	ALL	Clean All Vertical Surfaces			1x
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Alma Senior Center**

Location: 136 W. Alma St

Square Footage: 2,632

Days/Hours of Operation:

Monday-Friday

Days per Week: 3

8:00-5:00

Service Days: Mon,Wed,Fri

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

460	S.F.	Vacuum Carpets - Obstructions
460	S.F.	Spot/Gum Removal
1836	S.F.	Dust Mop Floors - Obstructions
1836	S.F.	Damp Mop Floors - Obstructions

Daily	Weekly	Monthly	Quarterly
x			
	1x		
x			
x			

EQUIPMENT/FURNITURE

ALL	Empty Recycle stations
ALL	Clean Drinking Fountains
ALL	Clean Tables
ALL	Dust Tops Of File Cabinets
ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
			1x
			1x

RESTROOMS

5	EA	Clean Toilet
1	EA	Clean Urinals
4	EA	Clean Sinks
2	EA	Clean Mirrors
4	EA	Clean Soap Dispensers
2	EA	Clean Paper Towel Dispensers
2	EA	Restock Paper Towel Dispensers
5	EA	Restock Toilet Paper Dispensers
5	EA	Restock Toilet Seat Cover Dispensers
4	EA	Restock Hand Soap Dispensers
336	S.F.	Broom Sweep Floor
336	S.F.	Damp Mop Floor
ALL	Clean All Vertical Surfaces	
ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain	

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
			1x
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Anti Graffiti Office**

Location: **501 Almaden Blvd.**

Square Footage: **1,652**

Days/Hours of
Operation:

Monday- Friday

Days per Week: **2**

**9:00-
5:00**

Service Days: **Tue,Thurs**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
<u>1352</u>	S.F.	Vacuum Carpets - Obstructions	x			
<u>1352</u>	S.F.	Spot/Gum Removal			1x	

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
<u> </u>	EA					
<u> </u>	EA	Empty Recycle Stations	x			
<u> </u>	EA	Clean Drinking Fountains	x			
<u> </u>	ALL	Clean Tables		1x		
<u> </u>	ALL	Dust Tops Of File Cabinets			1x	
<u> </u>	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
<u> </u>	EA	Clean Toilet	x			
<u> </u>	EA	Clean Urinals	x			
<u> </u>	EA	Clean Sinks	x			
<u> </u>	EA	Clean Mirrors	x			
<u> </u>	EA	Clean Soap Dispensers	x			
<u> </u>	EA	Clean Paper Towel Dispensers	x			
<u> </u>	EA	Restock Paper Towel Dispensers	x			
<u> </u>	EA	Restock Toilet Paper Dispensers	x			
<u> </u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u> </u>	EA	Restock Hand Soap Dispensers	x			
<u>228</u>	S.F.	Broom Sweep Floor	x			
<u>228</u>	S.F.	Damp Mop Floor	x			
<u> </u>	ALL	Clean All Vertical Surfaces			1x	
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: **Calabazas Rec Bldg**

Location: **Rainbow & Blaney Ave**

Square Footage: **1,816**

Days per Week: **2**

Service Days: **Mon/Thurs**

Days/Hours of
Operation:

Mon thru Fri 9:00 am to 12:00 pm
then classes 2:00 pm to 9:00 pm

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1600	S.F.	FLOOR CARE Dust Mop Floors - Obstructions	x			
1600	S.F.	Damp Mop Floors - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
3	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
216	S.F.	Broom Sweep Floor	x			
216	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Cypress Senior Ctr**

Location: **403 S. Cypress Avenue**

Square Footage: **10,967**
 Days per Week: **4**
 Service Days: **M,T,Th,F.**

Days/Hours of
 Operation:

Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
4215	S.F.	Vacuum Carpets - Obstructions		2x		
4215	S.F.	Spot/Gum Removal			1x	
5840	S.F.	Dust Mop Floors - Obstructions	x			
5840	S.F.	Damp Mop Floors - Obstructions	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations		1x		
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
13	EA	Clean Toilet	x			
4	EA	Clean Urinals	x			
10	EA	Clean Sinks	x			
6	EA	Clean Mirrors	x			
10	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
13	EA	Restock Toilet Paper Dispensers	x			
13	EA	Restock Toilet Seat Cover Dispensers	x			
10	EA	Restock Hand Soap Dispensers	x			
912	S.F.	Broom Sweep Floor	x			
912	S.F.	Damp Mop Floor			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Fire Training/Maint Shop**

Facility: **Fire Training/Trailers**

Location: **255 S. Montgomery St.**

Days/Hours of
Operation:

**Mon thru Fri 8:00 am - 5:00
pm**

Square Footage: **10,602**

Days per Week: **5**

Service Days: **M,Tu,Wed,Thur,Fri.**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

<u>7355</u>	S.F.	Vacuum Carpets - Obstructions
<u>7355</u>	S.F.	Spot/Gum Removal
<u>1810</u>	S.F.	Dust Mop Floors - Obstructions
<u>1810</u>	S.F.	Damp Mop Floors - Obstructions

Daily	Weekly	Monthly	Quarterly
x			
		1x	
x			
x			

EQUIPMENT/FURNITURE

<u> </u>	ALL	Empty Recycle Stations
<u> </u>	ALL	Clean Drinking Fountains
<u> </u>	ALL	Clean Tables
<u> </u>	ALL	Dust Tops Of File Cabinets
<u> </u>	ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
		1x	
			1x

Restrooms

<u>8</u>	EA	Clean Toilet
<u>2</u>	EA	Clean Urinals
<u>10</u>	EA	Clean Sinks
<u>10</u>	EA	Clean Shower Stalls
<u>8</u>	EA	Clean Mirrors
<u>8</u>	EA	Clean Soap Dispensers
<u>6</u>	EA	Clean Paper Towel Dispensers
<u>6</u>	EA	Restock Paper Towel Dispensers
<u>8</u>	EA	Restock Toilet Paper Dispensers
<u>8</u>	EA	Restock Toilet Seat Cover Dispensers
<u>8</u>	EA	Restock Hand Soap Dispensers
<u>1,437</u>	S.F.	Broom Sweep Floor
<u>1,437</u>	S.F.	Damp Mop Floor
<u> </u>	ALL	Clean All Vertical Surfaces
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
		1x	
x			
x			
x			
x			
x			
x			
x			
		1x	
		1x	

**JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS**

Facility: **Gardner Comm Center**

Location: **520 W. Virginia St**

Square Footage: **10,371**

Days per Week: **4**

Service Days: **Tu/Wed/Thur/Sat**

Days/Hours of
Operation:

Monday-Friday

8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
1,979	S.F.	Vacuum Carpets - Obstructions	x			
1,979	S.F.	Spot/Gum Removal			1x	
7,722	S.F.	Dust Mop Floors - Obstructions	x			
7,722	S.F.	Damp Mop Floors - Obstructions	x			

			Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE				
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
8	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
8	EA	Clean Mirrors	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
8	EA	Restock Toilet Paper Dispensers	x			
8	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
670	S.F.	Broom Sweep Floor	x			
670	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Guadalupe River Park
Location: W. Santa Clara St.
Square Footage: 692
Days per Week: 6
Service Days: Mon thru Sat.

Days/Hours of Operation: Monday-Sunday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
5	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
5	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
692	S.F.	Broom Sweep Floor	x			
692	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: OCA Offices
Location: 365 S. Market St.
Square Footage: 5,811
Days per Week: 2
Days of Service: Tues/Fri.

Days/Hours of Operation: Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
5,597	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
5,597	S.F.	Spot/Gum Removal			1x	
88	S.F.	Dust Mop Floors - Obstructions	x			
88	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

			Daily	Weekly	Monthly	Quarterly
		FLOOR CARE				
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				x

			Daily	Weekly	Monthly	Quarterly
		RESTROOMS				
2	EA	Clean Toilet	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
2	EA	Restock Toilet Paper Dispensers	x			
2	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
126	S.F.	Broom Sweep Floor	x			
126	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL
REQUIREMENTS

Facility: Police Warehouse
Location: 1588 Monterey Rd
Square Footage: 5475
Days per Week: 2
Days of Service: Mon/Wed

Days/Hours of Operation: Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
3,550	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
3,550	S.F.	Spot/Gum Removal			1x	
1,582	S.F.	Dust Mop Floors - Obstructions	x			
1,582	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
2	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
343	S.F.	Broom Sweep Floor	x			
343	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Police Office
Location: 2172 Forest Ave
Square Footage: 6,994
Days per Week: 2
Days of Service: Tues/ Thu

Days/Hours of Operation: Monday-Friday
8:00-4:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
4,900	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
4,900	S.F.	Spot/Gum Removal			1x	
1,200	S.F.	Dust Mop Floors - Obstructions	x			
1,200	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
894	S.F.	Broom Sweep Floor	x			
894	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Police Training Div.
Location: 1302 N.4th St.
Square Footage: 15,586
Days per Week: 4
Days of Service: Mon,Tues,Thur,Frid

Days/Hours of Operation: Monday-Friday
8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
12,992	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
12,992	S.F.	Spot/Gum Removal			1x	
1,200	S.F.	Dust Mop Floors - Obstructions	x			
1,200	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
3	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
1394	S.F.	Broom Sweep Floor	x			
1394	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Starbird Community Center
Location: 1050 Boynton Ave
Square Footage: 2,709 **Days/Hours of Operation:** _____
Days per Week: 2
Days of Service: Tues/Friday
 1.5 hrs daily

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
276	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
		Spot/Gum Removal			1x	
2,473	S.F.	Dust Mop Floors - Obstructions	x			
	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

N/A	EA	Clean Toilet	x			
N/A	EA	Clean Urinals	x			
N/A	EA	Clean Sinks	x			
N/A	EA	Clean Mirrors	x			
N/A	EA	Clean Soap Dispensers	x			
N/A	EA	Clean Paper Towel Dispensers	x			
N/A	EA	Restock Paper Towel Dispensers	x			
N/A	EA	Restock Toilet Paper Dispensers	x			
N/A	EA	Restock Toilet Seat Cover Dispensers	x			
N/A	EA	Restock Hand Soap Dispensers	x			
N/A	S.F.	Broom Sweep Floor	x			
N/A	S.F.	Damp Mop Floor	x			
N/A	ALL	Clean All Vertical Surfaces			1x	
N/A	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: West Community Policing Center
 Location: 3707 Williams Rd.

Square Footage: 9,161
 Days per Week: 2
 Days of Service: Mon/Thurs.

Days/Hours of Operation:

Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
8,208	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
8,208	S.F.	Spot/Gum Removal			1x	
390	S.F.	Dust Mop Floors - Obstructions	x			
390	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room	x			

EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS						
4	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
4	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
563	S.F.	Broom Sweep Floor	x			
563	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Washington Youth Center
Location: 701 Vine St.
Square Footage: 17,428
Days per Week: 4
Days of Service: M,Tu,Wed,Thur,

Days/Hours of Operation: Monday-Friday
 8:00-5:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
1,719	S.F.	Vacuum Carpets - Obstructions	x			
1,719	S.F.	Spot/Gum Removal			1x	
15,120	S.F.	Dust Mop Floors - Obstructions	x			
15,120	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room		1x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Recycle stations -lined	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
12	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
12	EA	Restock Toilet Paper Dispensers	x			
12	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
589	S.F.	Broom Sweep Floor	x			
589	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **West Yard**
 Location: **5090 Williams Rd**

Square Footage: **2,020** Days/Hours of Operation:
 Days per Week: **2** Operation: **Monday-Friday**
 Service Days: **Tues, Fri.** **8:00-5:00**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1420	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
1420	S.F.	Spot/Gum Removal			1x	
200	S.F.	Dust Mop Floors - Obstructions	x			
200	S.F.	Damp Mop Floors - Obstructions	x			
		Break Room		1x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations		1x		
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets				1x
	ALL	Clean Tables		1x		
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
4	EA	Clean Toilet	x			
4	EA	Clean Urinals	x			
3	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
3	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
4	EA	Restock Toilet Paper Dispensers	x			
4	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
400	S.F.	Broom Sweep Floor	x			
400	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

4) GENERAL BUILDINGS SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: **S J Museum of Art**

Location: **110 S. market Street**

Days/Hours of
Operation:

Tues to Saturday

Square Footage: **17,169**

Days per Week:

Service Days: **7**

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
12424	S.F.	Dust Mop Floors - Obstructions	x			
12424	S.F.	Damp Mop Floors - Obstructions	x			
4087	S.F.	Vacuum Carpets - Obstructions	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
1	ALL	Clean Drinking Fountains	x			
17	ALL	Clean Tables	x			
31	ALL	Dust tops of file Cabinets			1x	
	ALL	Replace All Lights That are Burned Out				
RESTROOMS						
7	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
8	EA	Clean Mirrors	x			
8	EA	Clean Soap Dispensers	x			
5	EA	Clean Paper Towel Dispensers	x			
5	EA	Restock Paper Towel Dispensers	x			
7	EA	Restock Toilet Paper Dispensers	x			
7	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
658	S.F.	Broom Sweep Floor	x			
658	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **SJ Museum of Art Annex**

Location: 110 S. market Street

Days/Hours of
Operation:

Tues to Saturday

Square Footage: 45,000

Days per Week:

Service Days: 7

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
42934	S.F.	FLOOR CARE Dust Mop Floors - Obstructions	x			
42934	S.F.	Damp Mop Floors - Obstructions	x			
1284	S.F.	Vacuum Carpets - Obstructions	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
2	ALL	Clean Tables	x			
2	ALL	Dust tops of file Cabinets			1x	
4	ALL	Replace All Lights That are Burned Out				
	ALL	Clean All Entrance Door Glass	x			
	ALL	Clean All interior Glass				

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
13	EA	Clean Toilet	x			
3	EA	Clean Urinals	x			
7	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
7	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
13	EA	Restock Toilet Paper Dispensers	x			
13	EA	Restock Toilet Seat Cover Dispensers	x			
7	EA	Restock Hand Soap Dispensers	x			
782	S.F.	Broom Sweep Floor	x			
782	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Animal Shelter**

Location: **2750 Monterey Rd**

Days/Hours of
Operation:

Tues to Saturday

Square Footage: **18,702**

Days per Week: **5**

Service Days: **Tues thru Sat.**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
13599	S.F.	FLOOR CARE Dust Mop Floors - Obstructions	x			
13599	S.F.	Damp Mop Floors - Obstructions	x			
2897	S.F.	Vacuum Carpets - Obstructions	x			
2897	S.F.	Spot/Gum Removal		x		

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations	x			
1	ALL	Clean Drinking Fountains	x			
17	ALL	Clean Tables	x			
31	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x

RESTROOMS

11	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
9	EA	Clean Sinks	x			
8	EA	Clean Mirrors	x			
18	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
11	EA	Restock Toilet Paper Dispensers	x			
11	EA	Restock Toilet Seat Cover Dispensers	x			
18	EA	Restock Hand Soap Dispensers	x			
2206	S.F.	Broom Sweep Floor	x			
2206	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

5) EAST LIBRARIES SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: **Alviso Library**

Facility: **Alviso Community Center**

Location: **5050 N. 1st. Street**

Days/Hours of Operation:

T,W,Th,F,S

Square Footage: **4,674**

11:00-8:00 10:00-6:00

Days per Week: **5**

Service Days: **Tues thru Sat.**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
2795	S.F.	Vacuum Carpet-Obstructions	x			
2795	S.F.	Spot/Gum Removal		1x		
1556	S.F.	Dust Mop Floors - Obstructions	x			
1556	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office area/ break room	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Drinking Fountain	x			
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean All Entrance Door Glass	x			
	ALL	Clean Book Detector and around Bottom	x			
	ALL	Book shelves		1x		

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
6	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
2	EA	Clean Sinks	x			
2	EA	Clean Mirrors	x			
1	Ea	Clean Baby Stations	x			
2	EA	Clean Soap Dispensers	x			
2	EA	Clean Paper Towel Dispensers	x			
2	EA	Restock Paper Towel Dispensers	x			
2	EA	Restock Toilet Paper Dispensers	x			
2	EA	Restock Toilet Seat Cover Dispensers	x			
2	EA	Restock Hand Soap Dispensers	x			
333	S.F.	Broom Sweep Floor	x			
333	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Berryessa Library**

Location: **3311 Noble Ave**

Square Footage: **25,599**

Days per Week: **5**

Days/Hours of Operation: **T,W,Th,F,S**

Service Days: **Tues thru Sat.**

11:00-8:00 10:00-6:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

Measure	Units	DETAIL	Daily	Weekly	Monthly	Quarterly
25174	S.F.	Vacuum Carpets- Obstructions	x			
25174	S.F.	Spot/Gum Removal		1x		
425	S.F.	Dust Mop Floors - Obstructions	x			
425	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices Area/Break Room	x			

EQUIPMENT/FURNITURE

Measure	Units	DETAIL	Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Clean Tables		1x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean All Entrance Door Glass	x			
	ALL	Clean Book Detector and around Bottom	x			
	ALL	Book Shelves		1x		

RESTROOMS

Measure	Units	DETAIL	Daily	Weekly	Monthly	Quarterly
3	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
3	EA	Clean Sinks	x			
1	EA	Clean Showers			1x	
3	EA	Clean Mirrors	x			
4	EA	Clean Baby Stations	x			
3	EA	Clean Soap Dispensers	x			
3	EA	Clean Paper Towel Dispensers	x			
3	EA	Restock Paper Towel Dispensers	x			
3	EA	Restock Toilet Paper Dispensers	x			
3	EA	Restock Toilet Seat Cover Dispensers	x			
3	EA	Restock Hand Soap Dispensers	x			
156	S.F.	Broom Sweep Floor	x			
156	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS

Facility: **East SJ Carnegie Library**

Location: 1102 E. Santa Clara St

Square Footage: 8,295

Days per Week: 5

Service Days: Tues thru Sat.

Days/Hours of Operation: T,W,Th,F,S

11:00-8:00 10:00-6:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
1044	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
1044	S.F.	Spot/Gum Removal			1x	
6887	S.F.	Dust Mop Floors - Obstructions	x			
6887	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office area/ break room	x			
	S.F.	Stairways		2x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Trash/ Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Clean tables		1x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean book detector and around bottom	x			
	ALL	Book shelves		1x		

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
5	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
6	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
5	EA	Restock Toilet Paper Dispensers	x			
5	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
364	S.F.	Broom Sweep Floor	x			
364	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Joyce Ellington Library**

Location: **491 Empire Street**

Square Footage: **13,631**

Days per Week: **5**

Days/Hours of Operation: **T,W,Th,F,S**

Service Days: **Tues thru Sat.**

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
7725	S.F.	Vacuum Carpets - Obstructions	x			
7725	S.F.	Spot/Gum Removal			1x	
5798	S.F.	Dust Mop Floors - Obstructions	x			
5798	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Office Area / break room	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Clean tables		1x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean all entrance door glass	x			
	ALL	Clean book detector and around bottom	x			
	ALL	Clean all interior Glass			1x	
	ALL	Book shelves		1x		
RESTROOMS						
6	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
4	EA	Clean Soap Dispensers	x			
1	EA	Clean Paper Towel Dispensers	x			
1	EA	Restock Paper Towel Dispensers	x			
6	EA	Restock Toilet Paper Dispensers	x			
6	EA	Restock Toilet Seat Cover Dispensers	x			
4	EA	Restock Hand Soap Dispensers	x			
418	S.F.	Broom Sweep Floor	x			
418	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Dr. Cruz Library
Location: 3090 Alum Rock Av.
Square Footage: 25,558
Days per Week: 5 **Days/Hours of Operation:** T,W,Th,F,S
Days of Service: Tues thru Sat. **11:00-8:00 10:00-6:00**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

		Daily	Weekly	Monthly	Quarterly
22672	S.F.	FLOOR CARE			
		x			
22672	S.F.			1x	
2886	S.F.	x			
2886	S.F.	x			
	S.F.	x			

		Daily	Weekly	Monthly	Quarterly
		EQUIPMENT/FURNITURE			
	ALL	x			
	ALL	x			
	ALL			1x	
	ALL		1x		
	ALL	x			
	ALL	x			
	ALL	x			
	ALL		1x		

		Daily	Weekly	Monthly	Quarterly
		RESTROOMS			
11	EA	x			
4	EA	x			
9	EA	x			
5	EA	x			
2	EA	x			
9	EA	x			
7	EA	x			
7	EA	x			
11	EA	x			
11	EA	x			
9	EA	x			
708	S.F.	x			
708	S.F.	x			
	ALL	x			
	ALL			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Hillview Library**

Location: **1600 Hopkins Dr.**

Square Footage: **20,151**

Days/Hours of Operation: **T,W,Th,F,S**

Days per Week: **5**

11:00-8:00 10:00-6:00

Service Days: **Tues thru Sat.**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
16,450	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
16,450	S.F.	Spot/Gum Removal		1x		
3,043	S.F.	Dust Mop Floors - Obstructions	x			
3,043	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	offices areas/ Break Area	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Clean Tables		1x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean All entrance Door Glass	x			
	ALL	Clean book detector and around bottom	x			
	ALL	Book Shelves		1x		

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
10	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
4	EA	Clean Mirrors	x			
3	EA	Clean Baby Stations	x			
6	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
10	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
658	S.F.	Broom Sweep Floor	x			
658	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

6) SOUTH LIBRARIES SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: **Almaden Library**

Location: **6445 Camden Ave**

Square Footage: **23,690**

Days/Hours of Operation: _____

Tue,Wed,Thur,Fri,Sat

Days per Week: **Tues thru Sat.**

11:00-8:00 10:00-6:00

Service Days: **5 days**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
<u>22,321</u>	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
<u>22,321</u>	S.F.	Spot/Gum Removal		1x		
_____	S.F.	Dust Mop Floors - Obstructions	x			
_____	S.F.	Damp Mop Floors - Obstructions	x			
<u>1,222</u>	S.F.	Offices areas/ Break Areas	x			

EQUIPMENT/FURNITURE

_____	ALL	Empty Recycle Stations	x			
_____	ALL	Clean Drinking Fountains	x			
_____	ALL	Dust book Shelves		1x		
_____	ALL	Clean Tables		1x		
_____	ALL	Dust tops of file Cabinets			1x	
_____	ALL	Replace All Lights That are Burned Out	x			
_____	ALL	Clean book detector and around bottom	x			

RESTROOMS

<u>3</u>	EA	Clean Toilet	x			
_____	EA	Clean Urinals	x			
<u>3</u>	EA	Clean Sinks	x			
<u>3</u>	EA	Clean Mirrors	x			
<u>2</u>	EA	Clean Baby Station	x			
<u>3</u>	EA	Clean Soap Dispensers	x			
<u>3</u>	EA	Clean Paper Towel Dispensers	x			
_____	EA	Restock Paper Towel Dispensers	x			
<u>6</u>	EA	Restock Toilet Paper Dispensers	x			
<u>3</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>3</u>	EA	Restock Hand Soap Dispensers	x			
<u>147</u>	S.F.	Broom Sweep Floor	x			
<u>147</u>	S.F.	Damp Mop Floor	x			
_____	ALL	Clean All Vertical Surfaces			1x	
_____	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Cambrian Library
 Location: 1780 Hillsdale Ave

Square Footage: 22,098
 Days of Service: 5 days

Days/Hours of Operation: Tue,Wed,Thur,Fri,Sat

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
14,823	S.F.	Vacuum Carpets - Obstructions		2x		
14,823	S.F.	Spot/Gum Removal			1x	
6,634	S.F.	Dust Mop Floors - Obstructions	x			
6,634	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices areas/Break Area		1x		

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves				1x
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean book detector and around bottom	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
12	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
2	EA	Clean Baby Station	x			
6	EA	Clean Mirrors	x			
8	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
12	EA	Restock Toilet Paper Dispensers	x			
12	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
2	EA	Hand Blower	x			
8	EA	Sanitary Disposal Disp.	x			
632	S.F.	Broom Sweep Floor	x			
632	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Edenvale Library
 Location: 101 Branham Lane

Square Footage: 20,435 Days/Hours of Operation: Tue,Wed,Thur,Fri,Sat

Days of Service: 5 days

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
19,085	S.F.	Vacuum Carpets - Obstructions	x			
19,085	S.F.	Spot/Gum Removal	x			
854	S.F.	Dust Mop Floors - Obstructions	x			
854	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices areas/Break Area	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		x		
	ALL	Clean Tables		x		
	ALL	Dust tops of file Cabinets		x		
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean book detector and around bottom	x			
RESTROOMS						
8	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
3	EA	Clean Baby Station	x			
4	EA	Clean Mirrors	x			
5	EA	Clean Soap Dispensers	x			
4	EA	Clean Paper Towel Dispensers	x			
4	EA	Restock Paper Towel Dispensers	x			
8	EA	Restock Toilet Paper Dispensers	x			
8	EA	Restock Toilet Seat Cover Dispensers	x			
5	EA	Restock Hand Soap Dispensers	x			
2	EA	Hand Blower	x			
4	EA	Sanitary Disposal Disp.	x			
496	S.F.	Broom Sweep Floor	x			
496	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces	x			
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Evergreen Library

Location: 2635 Aborn Rd.

Square Footage: 19,151

Days/Hours of Operation:

Tue,Wed,Thur,Fri,Sat

Days of Service: 5 days

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
17,553	S.F.	FLOOR CARE Vacuum Carpets - Obstructions		2x		
17,553	S.F.	Spot/Gum Removal			1x	
1,000	S.F.	Dust Mop Floors - Obstructions	x			
1,000	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices areas/Break Area		1x		

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves				1x
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets				1x
	ALL	Replace All Lights That are Burned Out				1x
	ALL	Clean book detector and around bottom	x			

RESTROOMS

11		Clean Toilet	x			
2	EA	Clean Urinals	x			
7	EA	Clean Sinks	x			
3	EA	Clean Baby Station	x			
5	EA	Clean Mirrors	x			
7	EA	Clean Soap Dispensers	x			
5	EA	Clean Paper Towel Dispensers	x			
5	EA	Restock Paper Towel Dispensers	x			
11	EA	Restock Toilet Paper Dispensers	x			
11	EA	Restock Toilet Seat Cover Dispensers	x			
7	EA	Restock Hand Soap Dispensers	x			
3	EA	Hand Blower	x			
3	EA	Sanitary Disposal Disp.	x			
598	S.F.	Broom Sweep Floor	x			
598	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Santa Teresa Library**

Location: **290 International Cir**

Square Footage: **19,469**

Days per Week: **5 days**

Service Days: **Tues thru Sat.**

Days/Hours of
Operation:

Tue,Wed,Thur,Fri,Sat

11:00-8:00 10:00-6:00

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

11772	S.F.	Vacuum Carpets - Obstructions
11772	S.F.	Spot/Gum Removal
306	S.F.	Dust Mop Floors - Obstructions
306	S.F.	Damp Mop Floors - Obstructions
	S.F.	Offices areas/ Break Areas

Daily	Weekly	Monthly	Quarterly
x			
	1x		
x			
x			
x			

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations
	ALL	Clean Drinking Fountains
	ALL	Dust book Shelves
	ALL	Clean Tables
	ALL	Dust tops of file Cabinets
	ALL	Replace All Lights That are Burned Out
	ALL	Clean book detector and around bottom

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
	1x		
		1x	
x			
x			

RESTROOMS

6	EA	Clean Toilet
3	EA	Clean Urinals
6	EA	Clean Sinks
6	EA	Clean Soap Dispensers
3	EA	Clean Paper Towel Dispensers
3	EA	Restock Paper Towel Dispensers
6	EA	Restock Toilet Paper Dispensers
6	EA	Restock Toilet Seat Cover Dispensers
6	EA	Restock Hand Soap Dispensers
472	S.F.	Broom Sweep Floor
472	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Tully Library
 Location: 880 Tully Rd
 Square Footage: 24,362 Days/Hours of Operation: _____

11:00-8:00 10:00-6:00

Days of Service: 5 days

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

21,109	S.F.	Vacuum Carpets - Obstructions	x			
21,109	S.F.	Spot/Gum Removal		1x		
2,491	S.F.	Dust Mop Floors - Obstructions	x			
2,491	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices areas/Break Area	x			

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		1x		
	ALL	Clean Tables		1x		
	ALL	Dust tops of file Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean book detector and around bottom	x			

RESTROOMS

12		Clean Toilet	x			
3	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
	EA	Clean Shower Stalls	x			
4	EA	Clean Mirrors	x			
6	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
12	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
763	S.F.	Broom Sweep Floor	x			
763	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Vineland Library
 Location: 1450 Blossom Hill Rd.

Square Footage: 23,461

Days/Hours of Operation:

11:00-8:00 10:00-6:00

Days of Service: 5 days

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

			Daily	Weekly	Monthly	Quarterly
18,036	S.F.	Vacuum Carpets - Obstructions	x			
18,036	S.F.	Spot/Gum Removal		1x		
4,835	S.F.	Dust Mop Floors - Obstructions	x			
4,835	S.F.	Damp Mop Floors - Obstructions	x			
	S.F.	Offices Area/Break Area	x			

EQUIPMENT/FURNITURE

			Daily	Weekly	Monthly	Quarterly
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		1x		
	ALL	Clean Tables		1x		
	ALL	Dust Tops of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean book detector and around bottom	x			

RESTROOMS

			Daily	Weekly	Monthly	Quarterly
12	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
8	EA	Clean Sinks	x			
1	EA	Clean Shower Stalls	x			
6	EA	Clean Mirrors	x			
	EA	Clean Baby Station	x			
4	EA	Clean Soap Dispensers	x			
6	EA	Clean Paper Towel Dispensers	x			
6	EA	Restock Paper Towel Dispensers	x			
11	EA	Restock Toilet Paper Dispensers	x			
11	EA	Restock Toilet Seat Cover Dispensers	x			
8	EA	Restock Hand Soap Dispensers	x			
795	S.F.	Broom Sweep Floor	x			
795	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Pearl Library

Location: 4270 Pearl Ave

Square Footage: 12,159

Days per Week: 5 days

Service Days: Tues thru Sat.

Days/Hours of Operation:

Tue,Wed,Thur,Fri,Sat

BUILDING SPECIFICATIONS:

Measure Units DETAIL

FLOOR CARE

5605	S.F.	Dust Mop Floors - Obstructions
5605	S.F.	Damp Mop Floors - Obstructions
6654	S.F.	Vacuum Carpets - Obstructions

Daily	Weekly	Monthly	Quarterly
x			
x			
x			

EQUIPMENT/FURNITURE

	ALL	Empty Recycle Stations
	ALL	Clean Drinking Fountains
2	ALL	Clean Tables
	ALL	Dust tops of file Cabinets
	ALL	Replace All Lights That are Burned Out

Daily	Weekly	Monthly	Quarterly
x			
x			
	1x		
		1x	

RESTROOMS

7	EA	Clean Toilet
1	EA	Clean Urinals
6	EA	Clean Sinks
4	EA	Clean Mirrors
7	EA	Clean Soap Dispensers
3	EA	Clean Paper Towel Dispensers
3	EA	Restock Paper Towel Dispensers
7	EA	Restock Toilet Paper Dispensers
7	EA	Restock Toilet Seat Cover Dispensers
7	EA	Restock Hand Soap Dispensers
111	S.F.	Broom Sweep Floor
111	S.F.	Damp Mop Floor
	ALL	Clean All Vertical Surfaces
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain

Daily	Weekly	Monthly	Quarterly
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
x			
		1x	
			1x

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

7) WEST LIBRARIES SCHEDULE OF PERFORMANCE/SPECIFICATIONS SHEETS

Facility: Biblioteca Library
 Location: 921 S. First St.
 Square Footage: 14,354 Days/Hours of Operation: T,W,Th,F,Sa
 Days per Week: 5 days 11:00-8:00 10:00-6:00
 Days of Service: Tues thru Sat.

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
<u>9,758</u>	S.F.	Vacuum Carpets - Obstructions	x			
<u>9,758</u>	S.F.	Spot/Gum Removal		1x		
<u>3,824</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>3,824</u>	S.F.	Damp Mop Floors - Obstructions	x			
		Offices Area/Break Room	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
		Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		1x		
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean Book Detector and around Bottom	x			
RESTROOMS						
<u>12</u>	EA	Clean Toilet	x			
<u>3</u>	EA	Clean Urinals	x			
<u>7</u>	EA	Clean Sinks	x			
<u>7</u>	EA	Clean Mirrors	x			
<u>7</u>	EA	Clean Soap Dispensers	x			
<u>6</u>	EA	Clean Paper Towel Dispensers	x			
<u>6</u>	EA	Restock Paper Towel Dispensers	x			
<u>12</u>	EA	Restock Toilet Paper Dispensers	x			
<u>12</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>7</u>	EA	Restock Hand Soap Dispensers	x			
<u>772</u>	S.F.	Broom Sweep Floor	x			
<u>772</u>	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
		Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: Rose Garden Library
Location: 1580 Naglee Ave.
Square Footage: 18,740 **Days/Hours of Operation:** T,W,Th,F,Sa
Days per Week: 5 11:00-8:00 10:00-6:00
Service Days: Tues thru Sat.

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
FLOOR CARE						
11851	S.F.	Vacuum Carpets - Obstructions	x			
11851	S.F.	Spot/Gum Removal		1x		
3734	S.F.	Dust Mop Floors - Obstructions	x			
3734	S.F.	Damp Mop Floors - Obstructions	x			
		Offices Area/Break Room	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Book Shelves		1x		
	ALL	Clean Tables		1x		
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean Book Detector and around Bottom	x			
RESTROOMS						
9	EA	Clean Toilet	x			
1	EA	Clean Urinals	x			
7	EA	Clean Sinks	x			
1	EA	Clean Shower Stalls			1x	
5	EA	Clean Mirrors	x			
2	EA	Clean Baby Station	x			
7	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
16	EA	Restock Toilet Paper Dispensers	x			
9	EA	Restock Toilet Seat Cover Dispensers	x			
7	EA	Restock Hand Soap Dispensers	x			
808	S.F.	Broom Sweep Floor	x			
808	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: West Valley Library
Location: 1243 SanToma Aquino Rd.
Square Footage: 21,172 **Days/Hours of Operation:** T, W, Th, F, Sa
Days per Week: 5 11:00-8:00 10:00-6:00
Days of Service: Tues thru Sat.

BUILDING SPECIFICATIONS:

<u>Measure</u>	<u>Units</u>	<u>DETAIL</u>	Daily	Weekly	Monthly	Quarterly
FLOOR CARE						
16,832	S.F.	Vacuum Carpets - Obstructions	x			
16,832	S.F.	Spot/Gum Removal		1x		
3,701	S.F.	Dust Mop Floors - Obstructions	x			
3,701	S.F.	Damp Mop Floors - Obstructions	x			
		Offices Area/Break Room	x			
EQUIPMENT/FURNITURE						
	ALL	Empty Recycle Stations	x			
	ALL	Clean Drinking Fountains	x			
	ALL	Dust Tops Of File Cabinets			1x	
	ALL	Dust Book Shelves		1x		
	ALL	Clean Tables			1x	
	ALL	Replace All Lights That are Burned Out	x			
	ALL	Clean Book Detector and around Bottom	x			
RESTROOMS						
10	EA	Clean Toilet	x			
2	EA	Clean Urinals	x			
6	EA	Clean Sinks	x			
6	EA	Clean Mirrors	x			
6	EA	Clean Soap Dispensers	x			
8	EA	Clean Paper Towel Dispensers	x			
8	EA	Restock Paper Towel Dispensers	x			
10	EA	Restock Toilet Paper Dispensers	x			
10	EA	Restock Toilet Seat Cover Dispensers	x			
6	EA	Restock Hand Soap Dispensers	x			
639	S.F.	Broom Sweep Floor	x			
639	S.F.	Damp Mop Floor	x			
	ALL	Clean All Vertical Surfaces			1x	
	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

Facility: **Willow Glen Library**

Location: **1157 Minnesota Ave**

Square Footage: **11,237**

Days per Week: **5**

Service Days: **Tues thru Sat.**

Days/Hours of Operation: **T,W,Th,F,Sa**

BUILDING SPECIFICATIONS:

Measure Units DETAIL

			Daily	Weekly	Monthly	Quarterly
<u>1,693</u>	S.F.	FLOOR CARE Vacuum Carpets - Obstructions	x			
<u>9,116</u>	S.F.	Spot/Gum Removal		1x		
<u>9,116</u>	S.F.	Dust Mop Floors - Obstructions	x			
<u>9,116</u>	S.F.	Damp Mop Floors - Obstructions	x			
<u> </u>		Offices Area/Break Room	x			

			Daily	Weekly	Monthly	Quarterly
EQUIPMENT/FURNITURE						
<u> </u>	ALL	Empty Recycle Stations	x			
<u> </u>	ALL	Clean Drinking Fountains	x			
<u> </u>	ALL	Dust Book Shelves		1x		
<u> </u>	ALL	Clean Tables		1x		
<u> </u>	ALL	Dust Tops Of File Cabinets			1x	
<u> </u>	ALL	Replace All Lights That are Burned Out	x			
<u> </u>	ALL	Clean Book Detector and around Bottom	x			

			Daily	Weekly	Monthly	Quarterly
RESTROOMS						
<u>7</u>	EA	Clean Toilet	x			
<u>1</u>	EA	Clean Urinals	x			
<u>2</u>	EA	Baby Changer	x			
<u>5</u>	EA	Clean Sinks	x			
<u>2</u>	EA	Hand Blower	x			
<u>3</u>	EA	Clean Mirrors	x			
<u>3</u>	EA	Clean Soap Dispensers	x			
<u>1</u>	EA	Clean Paper Towel Dispensers	x			
<u>7</u>	EA	Restock Paper Towel Dispensers	x			
<u>7</u>	EA	Restock Toilet Paper Dispensers	x			
<u>7</u>	EA	Restock Toilet Seat Cover Dispensers	x			
<u>3</u>	EA	Restock Hand Soap Dispensers	x			
<u>428</u>	S.F.	Broom Sweep Floor	x			
<u>428</u>	S.F.	Damp Mop Floor	x			
<u> </u>	ALL	Clean All Vertical Surfaces			1x	
<u> </u>	ALL	Pour 1 Gallon Mixture Of Disinfectant/Water Into Each Floor Drain			1x	

JANITORIAL CLOSET IS TO BE KEPT CLEAN, SUPPLIED, AND HAVE M.S.D.S. SHEETS
REFER TO GLOSSARY OF SPECIFICATIONS FOR EXACT WORK DETAIL REQUIREMENTS

**EXHIBIT B-3
SCHEDULE OF PERFORMANCE
POLICE DEPARTMENT**

Police Administration and Communication Buildings, Municipal Garage (including vehicle repair) and Operation Building: Contract Specifications Service Frequency for dayshift janitorial service. Work to be performed from 7:00 a.m. to 3:30 p.m., Mon thru Sun.

Description	Frequency
Flooring	
Lobby floor: vacuum or dust mop and wet Mop	D1
Lobby Glass and Furniture	
Interior Windows - Lobbies - below 8 ft	W5
Wipe down chairs, tables counters and outside hand rail	W5
Wipe clean any interior or exterior graffiti	
Trash and recycling Stations	
Empty trash cans throughout building	D2
Empty recycle cans throughout building	D2
Wash Trash and Recycle containers	W1
Building Restrooms and Locker room	
Clean toilets, urinals, sinks, mirrors counters, soap and paper towel dispensers & fixtures 2 times during a shift	D2
Stock consumables: paper towels, toilet paper, toilet seat covers, hand soap, etc	D2
Sweep and damp mop	D2
Special Cleaning of Adult & Youth Pre Processing	
Sweep and damp mop floor	D2
Emergency clean up as needed	D1
Empty and wiped down trash bins	D2
Exterior	
Empty trash cans and ash urns outside exterior doors	D2
Clean Electrical, Mechanical, utility rooms	W1
Replace Burned Out lamps, as needed	Y4
Drinking Fountains	
Clean and polish drinking fountains	D2

D# Number of times per day a service is provided.	
W# Number of days weekly that service is provided.	
M# Number of times monthly that service is provided.	
Y# Number of times per year that service is provided.	

Police Administration and Communication Buildings, Municipal Garage (including vehicle repair) and Operation Building: Contract Specifications Service Frequency for evening shift janitorial service. Work to be performed from 4:00 p.m. to 12:30 a.m., Mon thru Friday.

Description	Frequency
Flooring and Furniture	
Vacuum or dust and wet mop lobby floor	w3
Vacuum Office Carpet	w3
Sweep and Damp Mop hard floors	w3
Spot Clean Carpet	m2
Wipe down lobby furniture	w3
Windows and Glass	
Interior Windows - Lobbies - below 8 ft	w1
Interior Windows - below 8 ft	y1
Glass doors	w2
Trash and recycling Stations throughout building	
Empty trash cans	w5
Empty recycle cans	w3
wash trash & recycle cans	m3
Building Restrooms	
clean toilets, urinals, sinks, counters & fixtures	w5
Check stock consumables two times per night	w5
clean walls and partitions	w2
Men and Ladies Locker Room	
Wipe down top of Lockers, clean in sections	m1
Wipe down shower tile walls	w2
Deep scrub shower floor	w1
Dust and wipe down Horizontal Surfaces	
Clean Customer Service Counters top of file cabinets	m2
Dust horizontal surfaces below 8 feet (excl. work surface)	m1
Dust horizontal surfaces above 8 feet	y2
Kitchen Counters and Sinks	w1
Vertical Surfaces	
Spot clean walls	m1
Exterior	
Empty trash cans and clean cigarette urns outside exterior doors	w3
Gun Range-Wipe down wall, hepa vacuum and wet mop floor	w2
Provide cleaning Service Police Maintenance Garage	w4
Provide cleaning service to Radio Shop	w4
Building Elevators	
damp mop	w1
clean walls and doors	w1

Description	Frequency
vacuum and dust at ceiling vents	m1
clean tracks	m1
Stairwells	
Sweep	w1
damp mop	w1
clean handrails	m1
Change lamps	
below 10 feet (24 hour cycle time)	As needed
below 15 feet (24 hour cycle time)	As needed

W# Number of days weekly that service is provided.
M# Number of times monthly that service is provided.
Y# Number of times yearly that service is provided.

**EXHIBIT C
COMPENSATION**

1 COMPENSATION SUMMARY

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- 1.1 City shall compensate Contractor for Janitorial Services according to the following Schedule:

Public Works (PWS)				
	Janitorial Service level	Monthly Rate	Annual Rate	3 year total
City Hall	Includes all labor, equipment maintenance & equipment replacement costs if applicable	\$64,661.824	\$775,941.89	\$2,327,825.67
Community Centers, Libraries & General Buildings	Includes all labor, equipment, material, supplies & consumable costs	\$122,112.498	\$1,465,349.97	\$4,396,049.91
Police Department	Includes all labor, equipment maintenance & equipment replacement costs if applicable	\$36,803.853	\$441,646.24	\$1,324,938.72
Total		\$223,578.175	\$2,682,938.10	\$8,048,814.30
Contingency Amount (provided for supplemental work if required)				\$804,881.70
TOTAL MAXIMUM COMPENSATION				\$8,853,696.00

- 1.2 In the event the City requires supplemental services, Contractor shall provide a written quotation that includes all costs to complete the supplemental service requested and shall obtain approval before start of work using the Supplemental Work Order Form in Exhibit F. Upon receiving City's written approval to proceed with the supplemental service, Contractor shall perform the supplemental service at a time mutually agreed upon by Contractor and according to the hourly rates and percentage markup on costs as specified below. All work and supplies, material & heavy equipment used must be documented using the Supplement Work Order form. Payments for supplemental work shall be based on the Sections below.

Supplemental Services:	Hourly Rate	Percentage (%) Markup on Cost
Skilled labor rate (includes the use of standard equipment)	\$22.45	
Unskilled labor rate (includes the use of standard equipment)	\$20.41	
Reimbursable expense: Cleaning supplies,		6%

materials and consumables		
Reimbursable expense: Heavy duty equipment		6%

- 1.3** All Payments are based upon City's acceptance of Contractor's performance of janitorial services as evidenced by successful completion of each Deliverable per the scope of services and schedule of performance. City shall have no obligation to pay unless Contractor has successfully completed and City has approved the services for which payment is due.
- 1.1** The maximum amount of compensation to be paid to Contractor, including both payment for janitorial services and eligible reimbursable expenses, and including the maximum dollar amount set aside for supplemental services shall not exceed Eight Million Eight Hundred Fifty Three Thousand Six Hundred Ninety-Six Dollars and no cents (**\$8,853,696**). No supplemental services will be performed unless both parties sign a Supplemental Work Order Form outlining the services requested and the compensation agreed for such services.
- 1.2 Monthly Invoice**
- Contractor shall submit to City a monthly invoice electronically using an Excel format within fifteen (15) working days of the last day of each month, in arrears, for payment for services performed and any eligible reimbursable expenses pursuant to this Agreement. The monthly invoice shall at minimum include the following data fields: invoice number; service site address; date and time of service per site; services provided per site; quantities of products (material, supplies and consumables) used per site; unit cost, subtotals and total cost used per site. City shall review the monthly invoice submitted by Contractor and within ten (10) working days of receipt of the invoice, City shall notify Contractor of any discrepancies or deficiencies in said invoice.
- 1.3 Payment to Contractor**
- Except as otherwise provided in this Agreement, City shall make monthly payments within ten (10) business days of City's approval of Contractor's invoice. If City makes any payments or incurs any costs for which City is entitled to reimbursement from any payment otherwise due to Contractor from City, City may deduct such reimbursement from any payment otherwise due to Contractor from City. City shall submit to Contractor written documentation in support of such deduction upon Contractor's request. In the event City does not deduct such reimbursement from Contractor's payment but submits to Contractor an invoice for reimbursement, Contractor shall reimburse City within thirty (30) days of receipt of such invoice.
- 1.4 Pricing**
- Pricing shall be firm fixed for the initial three year period of the agreement. During this period, Contractor's pricing may not increase.
- 1.5 Price Adjustments**
- In the event that City makes Adds or Deletes to the Schedule of Services City and Contractor shall execute an Addendum in using Form C-1 documenting the changes. The

Monthly Price shall be adjusted accordingly. In the event the City elects to exercise its option for annual renewals, price adjustments may be considered by the City if Contractor can demonstrate to the satisfaction of the City that a price increase is justified. Any increase shall not exceed 3% annually.

2 | **LIQUIDATED DAMAGES**

2.1 THE PARTIES HERETO AGREE THAT IT WOULD BE IMPRACTICAL AND EXTREMELY DIFFICULT TO DETERMINE THE ACTUAL DAMAGE TO THE CITY IF CONTRACTOR WERE TO TERMINATE THIS AGREEMENT PRIOR TO EXPIRATION OR OTHERWISE BREACH. IN ADDITION TO THE SERVICES PROVIDED, CITY EXPECTS TO RECEIVE OTHER BENEFIT FROM CONTRACTOR'S SERVICES. THE PARTIES MUTUALLY AGREE THAT LIQUIDATED DAMAGES SET FORTH IN BELOW ARE ACCEPTABLE TO EACH PARTY AND ARE A REASONABLE ESTIMATE OF CITY'S LOSS IF CONTRACTOR FAILS TO COMPLETE SERVICES IN ACCORDANCE WITH THE SCHEDULE OF PERFORMANCE AND/OR FAILS TO MEET THE PERFORMANCE STANDARDS. CITY'S ACCEPTANCE OF ANY LIQUIDATED DAMAGES AS A RESULT OF A PERFORMANCE STANDARD BREACH SHALL NOT PREVENT CITY FROM EXERCISING ANY OTHER RIGHT OR REMEDY FOR DEFAULT AVAILABLE TO CITY UNDER THIS AGREEMENT.

2.1.1 Liquidated Damages (LDs) shall be incurred if Contractor fails to meet the performance standards and specifications as set forth in Exhibits A-1, A-2 and A-3, Scope of Services and Exhibits B-1, B-2 and B-3, Schedule of performance. The City will allow three (3) verified complaints for below standard cleaning service of any City facilities per month. (A "verified complaint" shall mean an observation of a cleaning deficiency by or confirmed by City Staff.) If a fourth verified complaint occurs, \$250 will be deducted from the monthly price under the contract. Each additional complaint will result in an additional assessment of \$150 per complaint to be deducted until the end of the month.

- a.** If the service deficiency is in an area that is accessible to the general public, or is reported by a building occupant, user or customer, Contractor shall correct the service problem within one (1) hour of notification. If the nature of service problem is such that it cannot reasonably be corrected within one (1) hour, as determined by the City, or if the service deficiency is in an area not accessible to the general public, Contractor shall correct the deficiency within eight (8) hours of notification. Failure to correct the service problem within the applicable time frame will result in one additional verified complaint.
- b.** Contractor shall correct all items identified as deficiencies in City's daily and weekly inspections within 24 hours of notification. Failure to resolve the items in the report within 24 hours will result in one additional verified complaint per item for each 24 hour period that the items remain unresolved.
- c.** Contractor's on duty supervisor(s) shall respond to calls from City staff within 10 minutes. Each failure to respond within this timeframe will result in one additional verified complaint.

3 | **Additional Charges under this Agreement:**

- 3.1 \$100 charge per occasion when Contractor or Contractor's employees trigger an alarm.
- 3.2 \$10 charge for each badge replacement.
- 3.3 \$5,000 charge imposed for failing to return all keys.

BY PLACING THEIR INITIALS BELOW, CITY AND CONTRACTOR ACKNOWLEDGE THAT THE AMOUNTS SET FORTH ABOVE HAVE BEEN AGREED UPON AS THE PARTIES' REASONABLE ESTIMATE OF CITY'S DAMAGES.

"CITY"

"CONTRACTOR"

By: _____

By: _____

CITY HALL/WING/ROTUNDA DETAILED PRICING FORM

Line	City Hall	Address	Sq. Ft.	Freq. Per Wk.	Yearly
1	Parking Level	200 E. Santa Clara St	28771	5	\$40,860.60
2	Tower- Floor 1	200 E. Santa Clara St	35611	5	\$50,574.72
3	Tower- Floor 2	200 E. Santa Clara St	32409	5	\$46,027.32
4	Tower- Floor 3	200 E. Santa Clara St	30987	5	\$44,007.72
5	Tower- Floor 4	200 E. Santa Clara St	20904	5	\$29,687.88
6	Tower- Floor 5	200 E. Santa Clara St	20960	5	\$29,767.44
7	Tower- Floor 6	200 E. Santa Clara St	20910	5	\$29,696.40
8	Tower- Floor 7	200 E. Santa Clara St	20647	5	\$29,322.84
9	Tower- Floor 8	200 E. Santa Clara St	20647	5	\$29,322.84
10	Tower- Floor 9	200 E. Santa Clara St	20647	5	\$29,322.84
11	Tower- Floor 10	200 E. Santa Clara St	20647	5	\$29,322.84
12	Tower- Floor 11	200 E. Santa Clara St	20647	5	\$29,322.84
13	Tower- Floor 12	200 E. Santa Clara St	20651	5	\$29,328.60
14	Tower- Floor 13	200 E. Santa Clara St	20651	5	\$29,328.60
15	Tower- Floor 14	200 E. Santa Clara St	20651	5	\$29,328.60
16	Tower- Floor 15	200 E. Santa Clara St	19703	5	\$27,982.20
17	Tower- Floor 16	200 E. Santa Clara St	21222	5	\$30,139.44

Line	City Hall	Address	Sq. Ft.	Freq. Per Wk.	Yearly
18	Tower- Floor 17	200 E. Santa Clara St	21222	5	\$30,139.44
19	Tower- Floor 18	200 E. Santa Clara St	21222	5	\$30,139.44
20	Wing- Floor 1	200 E. Santa Clara St	33171	5	\$47,109.48
21	Wing- Floor 2	200 E. Santa Clara St	34215	5	\$48,592.20
22	Wing- Floor 3	200 E. Santa Clara St	25405	5	\$36,080.16
23	Rotunda - Floor 1	200 E. Santa Clara St	9574	5	\$13,596.96
24	Rotunda - Floor 2	200 E. Santa Clara St	3743	5	\$5,315.76
25	Rotunda - Floor 3	200 E. Santa Clara St	1144	5	\$1,624.73
26	Total City Hall/Wing/Rotunda		546361		\$775,941.89

COMMUNITY CENTERS, LIBRARIES & GENERAL BUILDINGS DETAILED PRICING FORM

EAST COMMUNITY CENTERS DETAILED PRICING FORM						
Line	Facility	Address	Sq. Ft.	Visitors/yr	Service days	Yearly Cost \$
1	Alum Rock Youth Center	137 North White Road	14,650	24,724	5	\$18,849.48
2	Alum Rock Maintenance	15350 Penintencia Creek Rd	1,066	2,080	2	\$2,513.26
3	Alum Rock Park Center	16240 Alum Rock Ave	1,964	40,000	2	\$5,026.53
4	Alviso Police Community Center	1060 Taylor St.	897	100	3	\$1,884.95
5	Batten House	1300 Senter Road	800	100	2	\$2,513.26
6	Berryessa Community Center	3050 Berryessa Ave.	12,099	80,213	4	\$20,106.11
7	Capital Park Center	2500 Peter Pan Ave	1,730	1,700	2	\$3,769.90
8	Carriage House Restrooms	645 S. King Road	1,072	1,750	2	\$2,513.26
9	Central Service Yard A	1661 Senter Road	51,266	40,500	2	\$40,212.22
10	Central Service Yard B	1661 Senter Road	2,574	4,000	4	\$6,283.16
11	Central Service Yard F	1661 Senter Road	2,911	7,500	4	\$6,283.16
12	Central Service Yard G	1661 Senter Road	11,498	30,000	4	\$20,106.11
13	Emma Prusch Park Center	647 S. King Rd	7,273	6,000	4	\$15,079.58
14	Fair Swim Center	1300 Bucchus Dr	2,701	11,000	2	\$5,026.53
15	Fire Co-Ordinater Office & SJFD Stores	528 Tully Rd	687	300	3	\$3,769.90
16	George Shirakawa Community	2072 Lucretia	10,438	60,000	3	\$9,424.74

EAST COMMUNITY CENTERS DETAILED PRICING FORM

Line	Facility	Address	Sq. Ft.	Visitors/yr	Service days	Yearly Cost \$
	Center					
17	Hank Lopez Community Center	1694 Adrain Way	8,981	48,675	3	\$9,424.74
18	Happy Hallow Picnic Basket	1300 Senter Road	3,781	60,000	5	\$13,613.41
19	Happy Hallow Park and Zoo	1300 Senter Road	2,072	100,000	3	\$9,738.77
20	Le Fevere House	645 King Road	1,894	515	4	\$5,026.53
21	Leininger Community Center	1300 Senter Road	9,300	36,000	4	\$12,566.32
22	Maybury Corporation Yard	1404 Mabury Road	23,296	44,600	3	\$15,079.58
23	Mayfair Community Center	2039 Kammerer Ave.	13,988	76,068	6	\$33,929.06
24	Mckinley Facility	651 Macredes Avenue	3,517	3,480	5	\$9,424.74
25	Noble House	14630 Noble Ave.	1,411	2,000	3	\$1,884.95
26	Noble House Portables	3466 Grossmont Dr.	2,000	4,000	3	\$5,654.84
27	Northside Community Center	488 N. Sixth St.	12,701	60,000	5	\$18,849.48
28	Orlinder Community Center	848 E. William St.	5,245	20,000	2	\$5,026.53
29	Overfelt Garden House	368 Educational Park Dr	1,376	14,000	2	\$3,769.90
30	Pal Fitness Center	680 S. 34th St.	3,564	1,500	3	\$3,769.90
31	Pal Athletic League	680 S. 34th St.	3,737	1,200	4	\$7,539.79
32	Parking Garage DOT	50 N. 4th St	2,922	1,800	4	\$8,796.42
33	Roosevelt Community Center	901 E. Santa Clara St.	22,643	61,146	5	\$40,212.22
34	Tab Program at Pal	S. 34th St	2,033	5,000	5	\$3,141.58

EAST COMMUNITY CENTERS DETAILED PRICING FORM

Line	Facility	Address	Sq. Ft.	Visitors/yr	Service days	Yearly Cost \$
35	Sun Yat-Sen Hall	Educational Park Dr	988	65,000	3	\$3,769.90
36	Spartan Keys Center	570 Keys Suite 118	2,200	2,000	2	\$3,769.91
37	Total (East-Community Centers)		251,275	916,951		\$378,350.72

SOUTH COMMUNITY CENTERS DETAILED PRICING FORM

Line	Facility	Address	Sq/Ft.	Visitors/yr	Service Days	Yearly Cost \$
1	Almaden Winery 1st Floor	5730 Chambertin Dr.	8,182	1,000	3	\$7,539.79
2	Almaden Winery 2nd Floor	5730 Chambertin Dr.	6,048	1,000	3	\$5,654.84
3	Almaden Community Center	6445 Camden Ave	39,612	184,862	5	\$50,265.28
4	Almaden Lake Corporation Yard	6099 Winfield	2,880	5,460	2	\$3,769.90
5	Bret Harte Youth Center	750 Bret Harte Drive	2,072	5,000	2	\$3,769.90
6	Camden Lifetime & Community Center	3369 Union Ave.	48,239	76,263	5	\$81,681.08
7	Edenvale Community Center	330 Bramhnan Lane	15,619	30,000	5	\$18,849.48
8	Evergreen Community Center	4860 San Felipe Rd.	8,612	84,861	4	\$20,106.11
9	Gilroy One Stop	7800 Arroyo Cir.	8,779	22,500	5	\$15,707.90
10	Hoffman Via Monte	1180 Gallup Dr.	750	2000	1	\$1,256.63
11	Kirk Community Center	1601 Foxworthy Ave.	16,379	20,000	3	\$15,079.58
12	Lake Cunningham Corporation Yard	Capitol Expwy/Cunningham Ave.	3,267	6,500	2	\$2,513.26
13	Millbrook Community Center	3200 Millbrook Dr.	3,700	12,063	2	\$5,026.53

SOUTH COMMUNITY CENTERS DETAILED PRICING FORM

14	Muni Water Operations & Maint.	3025 Tuers Road	2,873	5,100	4	\$7,539.79
15	Muni Water Trailers	3025 Tuers Road	2,651	4,500	2	\$2,513.26
16	Municipal Water system	3025 Tuers Road	9,833	4,800	5	\$12,566.32
17	Paul Moore Park Building	1423 Myrtle Ave.	1,489	2,000	2	\$2,513.26
18	Police Community Service Center	947 Blossom Hill Road	1,813	100	3	\$3,769.90
19	Police Stables	2525 Kenoga Dr.	3,340	200	2	\$3,769.90
20	Santee Community Service Center	1313 Audobon Ave.	2,956	5,000	3	\$3,769.90
21	Santee Community Service Ctr. Annex	1313 Audobon Ave.	1,600	5,000	3	\$3,769.90
22	Sherman Oaks Community Center	1800 A Fruitdale Ave.	1,271	30,000	3	\$5,654.84
23	Seven trees Community Center	3590 Cas Drive	32,555	295,000	5	\$43,982.12
24	South Corporation Yard	4420 Monterey Rd.	6,514	20,400	2	\$7,539.79
25	Southside Community Center	5585 Cottle Rd	15,078	105,560	5	\$37,698.96
26	Willows Senior Center	1806 A Fruitdale Ave.	16,232	110,230	5	\$25,132.65

SOUTH COMMUNITY CENTERS DETAILED PRICING FORM

27	Total (South-Community Centers)		270,844	1,047,399		\$391,440.87
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WEST COMMUNITY CENTERS DETAILED PRICING FORM

Line	FACILITY	Address	Sq/Ft	Visitors/ yr or staff	Service Days	Yearly Cost \$
1	Alma Teen Center	130 W. Alma Ave.	2,708	10,000	4	\$5,026.53
2	Alma Senior Center	136 W. Alma Ave.	2,632	28,194	4	\$7,539.79
3	Anti Graffiti Office	501 Vine St.	1,652	1820 staff	2	\$2,513.26
4	Calabazas Recreation Building	1207 Blaney Ave.	1,816	1,537	2	\$3,769.90
5	Cypress Senior Center	403 Cypress Ave.	10,967	45,039	4	\$20,106.11
6	Fire Training, Maint. Shop & Trailer	245 S Montgomery St.	10,602	16,000	5	\$12,566.32
7	Gardner Community center	520 W. Virginia St.	10,371	47,156	4	\$17,592.85
8	Guadalupe River Park Visitor Ctr.	W. Santa Cara & River St.	692	1000	6	\$7,539.79
9	OCA Offices	365 South Market Street	5,811	2,700	3	\$5,654.84
10	Police Crime Prevention Warehouse	1588 B Monterey Road	5,475	1,000	3	\$7,539.79
11	Police Forrest Ave. Office	2172 Forest Ave.	6,994	4,500	2	\$5,026.53
12	Police Training Division	1302 North 4th St.	15,586	2,400	5	\$15,707.90
13	Starbird Community Center	1050 Boynton Ave	2,709	7,930	2	\$3,769.90
14	West Community Policing Center	3707 Williams Rd.	9,161	4,000	2	\$8,796.42
15	Washington Youth Center	701 Vine St.	17,428	80,000	4	\$20,106.11
16	West Corporation Yard	5090 Williams Road	2,020	13840 staff	3	\$5,654.85
17	TOTAL (West Community Centers)		167,951	296,456		\$148,910.89

OTHER GENERAL BLDGS DETAILED PRICING FORM

Line	Facility	Address	Sq. Ft.	Visitors/yr	Service Days	Yearly Costs \$
1	SJ Museum of Art	110 S. Market Street	17,169	95,000 combined	7	\$30,171.73
2	SJ Museum of Art Annex	110 S. Market Street	45,000		7	\$70,371.40
3	Animal Shelter	2750 Monterey Rd.	18,702	55,000	5	\$50,265.28
4	TOTAL (Other General Buildings)		110,027	192,000		\$150,808.41

LIBRARIES DETAILED PRICING FORM						
Line	Facility	Address	Sq. Ft.	Visitors Per Year	Service Days (T,W,TH,F,SA)	Yearly Costs \$
EAST						
1	Alviso Library/ Community Center	5050 N. First St.	4,674	110,360	5	\$9,424.74
2	Berryessa Library	3311 Noble Ave.	25,599	472,534	5	\$25,132.64
3	East S.J. Carnegie Library	1102 E. Santa Clara St.	8,295	142,154	5	\$15,707.90
4	Joyce Ellington Library	491 Empire Street	13,631	188,663	5	\$18,849.48
5	Dr. Roberto Cruz Library	3090 Alum Rock AV	25,558	393,277	5	\$25,132.64
6	Hillview Library	2255 Ocala Ave.	20,151	251,898	5	\$25,132.64
7	Subtotal		97,908	1,558,886		\$119,380.04
SOUTH						
8	Almaden Library	6445 Camden Ave.	23,690	331,019	5	\$25,132.64
9	Cambrian Library	1780 Hillsdale Ave.	22,098	339,022	5	\$25,132.64
10	Edenvale Library	101 Branham Lane	20,435	376,116	5	\$25,132.64
11	Evergreen Library	3635 Aborn Rd.	19,151	420,700	5	\$21,991.06
12	Santa Teresa Library	290 International Ct.	19,469	269,009	5	\$25,132.64
13	Tully Library	880 Tully Rd.	24,362	530,179	5	\$25,132.64
14	Vineland Library	1450 Blossom Hill Rd.	23,461	255,860	5	\$25,132.64
15	Pearl Library	4270 Pearl Ave.	12,159	219,384	5	\$18,849.48
16	Subtotal		164,825	2,741,289		\$191,636.38
WEST						
17	Biblioteca Latino Americana	921 S. First St.	14,354	159,643	5	\$18,849.48
18	Rose Garden Library	1580 Naglee Ave	18,740	213,032	5	\$21,991.06
19	West Valley Library	1243 San Tomas Aquino Rd.	21,172	351,690	5	\$25,132.64
20	Willow Glen Library	1157 Minnesota Ave.	11,237	210,439	5	\$18,849.48
21	Subtotal (lines 17 - 20)		65,503	934,804		\$84,822.66
22	TOTAL (Libraries)		328,236			\$395,839.08

SJPD DETAILED PRICING FROM					
Line	Facility	Address	Sq. Ft.	Service Days	Yearly Costs \$
	Police Department Buildings				
1	Police Administration Bldg. & Annex	201 W. Mission Street	90,006	7	\$246,839.66
2	Police Communication Bldg.	855 N. San Pedro Street	64,050	7	\$175,655.84
3	Municipal Garage	825 N. San Pedro Street		7	
4	Special Operation Bldg.	171 W. Mission Street	6775	5	\$18,580.30
5	Vehicle Repair Shop	825 N. San Pedro Street	208	7	\$570.44
6	TOTAL (Police Department)		161,039		\$441,646.24

FORM C-1

CONTRACT ADDENDUM for JANITORIAL SERVICES

The following Locations/Services Levels are hereby modified:

Line	Location	Address	Sq. Ft.	Freq.			ADD/DELETE
				Per Wk.	Monthly	Yearly	

GCA SERVICES GROUP, INC., A DELAWARE CORPORATION

City of San José
a municipal corporation

By: _____
Name: Richard Sanchez
Title: Sr. Regional Vice President

By: _____
Name: Mark Giovannetti
Title: Purchasing Officer
Date: _____

**EXHIBIT D
INSURANCE REQUIREMENTS**

Contractor, at Contractor's sole cost and expense, shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the services hereunder by Contractor, its agents, representatives, employees or subcontractors.

A. A. **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. The coverage described in Insurance Services Office Commercial General Liability coverage ("occurrence") Form Number CG 0001 including products and completed operations, Fire Legal Liability; and
2. The coverage described in Insurance Services Office Form Number CA 0001 covering Automobile Liability. Coverage shall include all owned, non-owned and hired automobiles; and
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance; and
4. Crime Coverage

There shall be no endorsement reducing the scope of coverage required above unless approved by the City's Risk Manager.

B. **Minimum Limits of Insurance**

CONTRACTOR shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit, Fire Legal Liability \$100,000; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the California Labor and Employers Liability limits of \$1,000,000 per accident; and
4. Crime Coverage

- A Combination Crime policy with minimum limits not less than \$50,000 for
 - Form A: Employee Dishonesty
 - Form B: Forgery or Alteration
 - Form C: Theft, Disappearance, Destruction Inside/Outside Premises
 - Form D: Robbery and Safe Burglary Inside/Outside Premises

C. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to, and approved by CITY OF SAN JOSE's. At the option of CITY OF SAN JOSE, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY OF SAN JOSE, its officer, employees, agents and contractors; or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the CITY OF SAN JOSE.

D. **Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

a. The CITY OF SAN JOSE, its officials, employees, agents and contractors are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, CONTRACTOR; products and completed operations of CONTRACTOR; premises owned, leased or used by CONTRACTOR; and automobiles owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to The CITY OF SAN JOSE, its officers, employees, agents and contractors.

b. CONTRACTOR's insurance coverage shall be primary insurance as respects CITY OF SAN JOSE, its officials, employees, agents and contractors. Any insurance or self-insurance maintained by CITY OF SAN JOSE, its officials, employees, agents or contractors shall be excess of CONTRACTOR's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies by CONTRACTOR shall not affect coverage provided CITY OF SAN JOSE, the CITY, their officials, employees, agents, or contractors.

d. Coverage shall state that CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. Coverage shall contain waiver of subrogation in favor of the City of San Jose, its officers, employees, agents and contractors

2. Workers' Compensation and Employers' Liability

Coverage shall contain waiver of subrogation in favor of the City of San Jose, its officers, employees, agents and contractors

3. All Coverages

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to CITY OF SAN JOSE, except that ten (10) days' prior written notice shall apply in the event of cancellation for non-payment of premium.

E. **Acceptability of Insurers**

Insurance is to be placed with insurers acceptable to CITY's Risk Manager.

F. **Verification of Coverage**

CONTRACTOR shall furnish CITY OF SAN JOSE with certificates of insurance and with original endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Proof of insurance shall be either emailed in pdf format to: Riskmgmt@sanjoseca.gov, or mailed to the following postal address (or any subsequent email or postal address as may be directed in writing by the Risk Manager):

City of San Jose - Human Resources
Risk Management
200 East Santa Clara St., 2nd Floor - Wing
San Jose, CA 95113-1905

G. **Sub-Contractors**

CONTRACTOR shall include all sub-contractors as insured under its policies or shall obtain separate certificates and endorsements for each sub-contractor.

EXHIBIT E



LABOR COMPLIANCE ADDENDUM

AGREEMENT TITLE:	CITY JANITORIAL SERVICES
CONTRACTOR Name and Address:	

This Labor Compliance Addendum (“Addendum”) applies to services provided at all City of San Jose (“City”) facilities other than the Norman Y. Mineta San Jose International Airport.

By executing this Addendum, Contractor acknowledges and agrees that the work performed pursuant to the above referenced Agreement or Service Order is subject to all applicable provisions.

Payment of Minimum Compensation to Employees. Contractor shall be obligated to pay not less than the General Prevailing Wage Rate and/or Living Wage Rate as indicated in the attached **City Living Wage Determination**.

A. Prevailing Wage Requirements. California Labor Code and/ or Resolutions of the San Jose City Council require the payment of not less than the general prevailing rate of per diem wages and rates for holiday and overtime and adherence to all labor standards and regulations. The General Prevailing Wage Rates may be adjusted throughout the term of this Agreement. Notwithstanding any other provision of this Agreement, Contractor shall not be entitled to any adjustment in compensation rates in the event there are adjustments to the General Prevailing Wage Rates.

B. Living Wage Requirements. Any person employed by Contractor or subcontractor or City financial recipient or any sub recipient whose compensation is attributable to the City’s financial assistance, who meets the following requirements is considered a covered employee. The employee: 1) is not a person who provides volunteer services, that are uncompensated except for reimbursement of expenses such as meals, parking or transportation; 2) spends at least half of his or her time on work for the City [4 hours a day or 20 hours a week]; 3) is at least eighteen (18) years of age; and 4) is not in training for the period of training specified under training standards approved by the City.

C. Reports. Contractor shall file a completed and executed copy of this Addendum with the Department of Finance. Upon award the Department of Finance shall provide the Contractor with compliance documents to be completed and returned (with supporting documentation) to the Office of Equality Assurance. **These documents must be returned within 10 days of receipt.** Contractor shall not perform on site work on this contract until labor compliance documents are filed. Contractor shall also report additional information, including certified payrolls, as requested by Director of Equality Assurance to assure adherence to the Prevailing Wage and/or Living Wage Policy.

D. Coexistence with Any Other Employee Rights. These provisions shall not be construed to limit an employee’s ability to bring any legal action for violation of any rights of the employee.

E. Audit Rights. All records or documents required to be kept pursuant to this Agreement to verify compliance with the Wage Requirement shall be made available for audit at no cost to City, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such records or documents shall be provided to City for audit at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be available at Contractor's address indicated for receipt of notices in this Contract.

F Enforcement.

1. General. Contractor acknowledges it has read and understands that, pursuant to the terms and conditions of this Agreement, it is required to comply with the Wage Requirement and to submit certain documentation to the City establishing its compliance with such requirement. ("Documentation Provision.") Contractor further acknowledges the City has determined that the Wage Requirement promotes each of the following (collectively "Goals"):

- a. It protects City job opportunities and stimulates the City's economy by reducing the incentive to recruit and pay a substandard wage to labor from distant, cheap-labor areas.
- b. It benefits the public through the superior efficiency of well-paid employees, whereas the payment of inadequate compensation tends to negatively affect the quality of services to the City by fostering high turnover and instability in the workplace.
- c. Paying workers a wage that enables them not to live in poverty is beneficial to the health and welfare of all citizens of San Jose because it increases the ability of such workers to attain sustenance, decreases the amount of poverty and reduces the amount of taxpayer funded social services in San Jose.
- d. It increases competition by promoting a more level playing field among contractors with regard to the wages paid to workers.

2. Remedies for Contractor's Breach of Prevailing Wage/Living Wage Provisions.

- a. **WITHHOLDING OF PAYMENT:** Contractor agrees that the Documentation Provision is critical to the City's ability to monitor Contractor's compliance with the Wage Requirement and to ultimately achieve the Goals. Contractor further agrees its breach of the Documentation Provision results in the need for additional enforcement action to verify compliance with the Wage Requirement. In light of the critical importance of the Documentation Provision, the City and Contractor agree that Contractor's compliance with this Provision, as well as the Wage Requirement, is an express condition of City's obligation to make each payment due to the Contractor pursuant to this Agreement. **THE CITY IS NOT OBLIGATED TO MAKE ANY PAYMENT DUE THE CONTRACTOR UNTIL CONTRACTOR HAS PERFORMED ALL OF ITS OBLIGATIONS UNDER THESE PROVISIONS. THIS PROVISION MEANS THAT CITY CAN WITHHOLD ALL OR PART OF A PAYMENT TO CONTRACTOR UNTIL ALL REQUIRED DOCUMENTATION IS SUBMITTED.** Any payment by the City despite Contractor's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of the Wage Requirement or the Documentation Provision.
- b. **RESTITUTION:** Require the employer to pay any amounts underpaid in violation of the required payments and City's administrative costs and liquidated damages and, in the case of financial assistance, to refund any sums disbursed by the City.

- c. **SUSPENSION OR TERMINATION:** Suspend and/or terminate Agreement for cause;
- d. **DEBARMENT:** Debar Contractor or subcontractor from future City contracts and/or deem the recipient ineligible for future financial assistance.
- e. **LIQUIDATED DAMAGES FOR BREACH OF WAGE PROVISION:** Contractor agrees its breach of the Wage Requirement would cause the City damage by undermining the Goals, and City's damage would not be remedied by Contractor's payment of restitution to the workers who were paid a substandard wage. Contractor further agrees that such damage would increase the greater the number of employees not paid the applicable prevailing wage and the longer the amount of time over which such wages were not paid. The City and Contractor mutually agree that making a precise determination of the amount of City's damages as a result of Contractor's breach of the Wage Requirement would be impracticable and/or extremely difficult. **THEREFORE, THE PARTIES AGREE THAT, IN THE EVENT OF SUCH A BREACH, CONTRACTOR SHALL PAY TO THE CITY AS LIQUIDATED DAMAGES THE SUM OF THREE (3) TIMES THE DIFFERENCE BETWEEN THE ACTUAL AMOUNT OF WAGES PAID AND THE AMOUNT OF WAGES THAT SHOULD HAVE BEEN PAID.**

City

Contractor

By _____
 Name: Mark Giovannetti
 Title: Purchasing Officer
 Date: _____

By _____
 Name: _____
 Title: _____
 Date: _____



CITY WAGE DETERMINATION

SCOPE: Janitorial Services at City Hall (Tower, Rotunda & Wing), Police Department, City Libraries, City Community Centers, City Parks, Citywide Public Art Locations and the Water Pollution Control Plant

ISSUANCE

DATE: October 6, 2011

Work	Classification	Basic Hourly Pay Rate	Medical Benefit	Total Hourly Pay
Janitorial	Janitor/Custodian	\$13.59	\$1.25	\$14.84*

*The City of San Jose has adopted the City's Living Wage Rate as its Prevailing wage Rate for janitorial services.

The full amount of the total hourly wage must be paid directly to the worker unless the Contractor is making payments to a medical benefit plan.

Hours and Days of Work

(Industrial Welfare Commission Order No. 16-2001)

Employees shall not be employed more than eight (8) hours in any workday or more than 40 hours in any workweek unless the employee receives one and one-half (1 ½) times such employee's regular rate of pay for all hours worked over 40 hours in the workweek. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek is permissible provided the employee is compensated for such overtime at not less than:

- (a) One and one-half (1 ½) times the employee's regular rate of pay for all hours worked in excess of eight (8) hours up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek; and
- (b) Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7th) consecutive day of work in a workweek.

RATES WILL BE SUBJECT TO ADJUSTMENT ON THE ANNIVERSARY DATE OF THE AGREEMENT

Exhibit E-1
WAGE REQUIREMENTS

Pursuant to City of San Jose Living Wage Policy, Contractor and any Subcontractor shall be obligated to pay not less than living wage as indicated in this Exhibit.

I. CITY COUNCIL WAGE POLICY

A. Living Wage Policy

Under City Council Resolution No. 68900, contractors who are awarded certain City service and labor contracts are required to pay a minimum level of compensation to covered employees who work on these projects.

Living wages shall mean the wages paid under a collective bargaining agreement between the Contractor and a recognized union representing employees who will perform services pursuant to the Agreement.

If the wage rates set forth in the collective bargaining agreement fall below the then current Living Wage Rate set by the City of San Jose, the required rate of pay shall be the City's Living Wage Rate unless the collective bargaining agreement expressly provides that the agreement shall supersede the requirements of the Living Wage Policy.

If there is no collective bargaining agreement as described above, not less than the following Living Wage Rate must be paid to covered employees performing work identified in the applicable wage determination issued by the City of San Jose's Office of Equality Assurance.

1. If health insurance benefits are provided, a wage of not less than **Thirteen Dollars and Fifty-Nine Cents (\$13.59)** per hour.
2. If health insurance benefits are not provided, a wage of not less than **Fourteen Dollars and Eighty-Four Cents (\$14.84)** per hour.

These wage rates are subject to annual adjustment by City on the anniversary date of the City service/labor contract.

B. Prevailing Wage Policy

California Labor Code and/or Resolutions of the City of San Jose require the payment of not less than the general rate of per diem wages and rates for holiday and overtime and adherence to all labor standards and regulations.

Prevailing Wages established by the California Department of Industrial Relations shall be the General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1. The General Prevailing Wage Rates may be adjusted throughout the term of this Agreement.

Prevailing Wages established by the City of San Jose shall mean the wages paid under a collective bargaining agreement between the Contractor and a recognized union representing workers who perform services pursuant to this agreement; or

If there is no collective bargaining agreement as described above, not less than the prevailing rate of per diem wages for the employee craft/classification as determined by the City of San Jose's Office of Equality Assurance.

The City's Prevailing Wage will be subject to annual adjustment on the anniversary date of the agreement. Adjustment will be based on the U.S. Department of Labor/Bureau of Labor Statistics Consumer Price Index, All Items, for all Urban Consumers [CPI-U] for San Francisco-Oakland-San Jose.

C. Reports

The Office of Equality Assurance will monitor the payment of living wages by requiring the Contractor and all Subcontractors to file a LABOR COMPLIANCE WORKFORCE STATEMENT and LABOR COMPLIANCE FRINGE BENEFIT STATEMENT with supporting documentation. The Contractor and Subcontractors shall also report such other additional information, including certified payrolls, as requested by the Director of Equality Assurance to ensure adherence to the Living Wage Policy. The above referenced documents shall be submitted within 10 days of execution of this Agreement to the address below.

City of San Jose
Office of Equality Assurance
200 East Santa Clara Street
Fifth Floor
San Jose, CA 95113
Phone: 408-535-8430

II. LIVING WAGE POLICY PROVISIONS

On November 17, 1989, by Resolution No. 68554 and amended on June 8, 1999 by Resolution No. 68900, the San Jose City Council adopted its Living Wage Policy to meet the employment and economic development needs of low wage workers by mandating:

1. A minimum level of compensation for workers employed by contractors and subcontractors who are awarded certain City of San Jose service and labor contracts with an expenditure in excess of \$20,000 and recipients who receive direct monetary financial assistance from the City in the amount of \$100,000 or more in any twelve month period, excluding non-profit corporations;

2. The provision of health insurance benefits or the ability to afford health insurance;
3. Retention of employees when certain new contractors take over a continuing City service;
4. An environment of labor peace; and
5. Employee Work Environment Evaluation (Third Tier Review)

A. WAGE REQUIREMENTS

1. Covered Employees Defined:

For the purpose of this provision, Covered Employees means any person employed by the Contractor or Subcontractor who meets the following conditions:

- a) The person does not provide volunteer services that are uncompensated except for reimbursement of expenses such as meals, parking or transportation;
- b) The person expends at least half of his/her time on work for the City;
- c) The person is at least eighteen (18) years of age; and
- d) The person is not in training for the period of training specified under training standards approved by the City of San Jose.

B. EMPLOYEE RETENTION REQUIREMENTS

Employee retention is applicable to the Contractor and all Subcontractors under the Agreement in two respects: (1) the Contractor will be obligated to adhere to these requirements in hiring; and (2) the Contractor will also be obligated to cooperate with the City in transitioning to a new contractor at the end of the term of the Agreement. In addition to the requirements set forth herein, the requirements of California Labor Code Section 1060 et seq. shall apply to the extent that they are more stringent or supplemental.

The following definition applies:

1. Qualified Retention Employee Defined

Qualified Retention Employee means any person employed by the predecessor contractor or any subcontractor to the predecessor contractor who meets the following requirements:

- a) The person provides direct labor or service on the Agreement;

- b) The person is not an “exempt” employee under the Fair Labor Standards Act (FSLA); and
- c) The person has been employed on the City contract by the predecessor service contractor or subcontractor for at least four months prior to the date of the new Agreement.

C. EMPLOYMENT OF QUALIFIED RETENTION EMPLOYEES

The Contractor shall offer continued employment to all Qualified Retention Employees who are interested in such continued employment.

The City’s Office of Equality Assurance will provide the Contractor with information regarding which employees of the predecessor contractor are Qualified Retention Employees to the extent such information is available to the City of San Jose.

Notwithstanding anything to the contrary in this provision, the Contractor may deem an employee not to be a Qualified Retention Employee if, and only if:

- 1. The employee has been convicted of a crime that is related to the job or to his/her job performance; or
- 2. The Contractor can demonstrate to the City that the employee presents a significant danger to customers, co-workers or City staff.

In the event that the Contractor does not have enough positions available to hire all Qualified Retention Employees desiring continued employment, the Contractor shall hire Qualified Retention Employees by seniority within each employment classification. For any positions that become available during the initial ninety (90) day period of the Agreement, the Contractor shall hire Qualified Retention Employees by seniority within each employment classification.

- 1. Retention Requirements
 - a) Qualified Retention Employees hired by the Contractor may not be discharged without cause during the initial ninety (90) day period of their employment.
 - b) The Contractor shall offer continued employment to each Qualified Retention Employee who received a satisfactory performance evaluation at the end of the initial ninety (90) day period of employment. Such employment shall be offered under the same terms and conditions established by the Contractor for all of its employees.
- 2. Third Party Beneficiary

Qualified Retention Employees are third party beneficiaries of this Agreement which means that the employee has the right to enforce the

provisions of the Agreement independent of the City's right to enforce the provisions of the Agreement. The third party rights will become effective when the Agreement becomes effective.

3. Obligations Upon Termination

Upon termination of this Agreement, Contractor shall fully cooperate with all City requests regarding contacts with Contractor's employees to enable a transition in the workforce to a new Contractor.

D. LABOR PEACE ASSURANCE

Contractor's Labor Peace assurances shall be as described in the Employee Work Environment and Labor Peace Questionnaire submitted with Contractor's Proposal.

E. ENFORCEMENT

1. General

Contractor acknowledges it has read and understands that, pursuant to the terms and conditions of the Agreement, it is required to pay workers a living wage ("Wage Provision") and to submit certain documentation to the City establishing its compliance with such requirement ("Documentation Provision"). Contractor further acknowledges the City has determined that the Wage Provision promotes each of the following (collectively "Goals"):

- a) It protects City job opportunities and stimulates the City's economy by reducing the incentive to recruit and pay a substandard wage to labor from distant, cheap-labor areas.
- b) It benefits the public through the superior efficiency of well-paid employees, whereas the payment of inadequate compensation tends to negatively affect the quality of services to the City by fostering high turnover and instability in the workplace.
- c) Paying workers a wage that enables them not to live in poverty is beneficial to the health and welfare of all citizens of San Jose because it increases the ability of such workers to attain sustenance, decreases the amount of poverty and reduces the amount of taxpayer funded social services in San Jose.
- d) It increases competition by promoting a more level playing field among contractors with regard to the wages paid to workers.

2. Remedies for Contractor's Breach of Prevailing Wage/Living Wage Provisions

- a) **Withholding Of Payment:** Contractor agrees that the Documentation Provision is critical to the City's ability to monitor Contractor's compliance with the Wage Requirement and to

ultimately achieve the Goals. Contractor further agrees its breach of the Documentation Provision results in the need for additional enforcement action to verify compliance with the Wage Requirement. In light of the critical importance of the Documentation Provision, the City and Contractor agree that Contractor's compliance with this Provision, as well as the Wage Requirement, is an express condition of City's obligation to make each payment due to the Contractor pursuant to this Agreement. The City is not obligated to make any payment due the Contractor until Contractor has performed all of its obligations under these Provisions. This Provision means that City can withhold all or part of a payment to Contractor until all required documentation is submitted. Any payment by the City despite Contractor's failure to fully perform its obligations under these provisions shall not be deemed to be a waiver of any other term or condition contained in this Agreement or a waiver of the right to withhold payment for any subsequent breach of the Wage Provision or the Documentation Provision.

- b) **Restitution:** Contractor agrees that in the event of a breach of its obligations it will pay any amounts underpaid in violation of the required payments and City's administrative costs and liquidated damages and, in the case of financial assistance, to refund any sums disbursed by the City.
- c) **Liquidated Damages For Breach Of Wage Provision:** Contractor agrees its breach of the Wage Requirement would cause the City damage by undermining the Goals, and City's damage would not be remedied by Contractor's payment of restitution to the workers who were paid a substandard wage. Contractor further agrees that such damage would increase the greater the number of employees not paid the applicable prevailing/living wage and the longer the amount of time over which such wages were not paid. The City and Contractor mutually agree that making a precise determination of the amount of City's damages as a result of Contractor's breach of the Wage Requirement would be impractical and/or extremely difficult. Therefore, the parties agree that, in the event of such a breach, Contractor shall pay to the City as liquidated damages the sum of three (3) times the difference between the actual amount of wages paid and the amount of wages that should have been paid.
- d) **Additional Remedies:** Contractor agrees that in addition to the remedies set forth above City retains the right to suspend or terminate the Agreement for cause and to debar Contractor or subcontractors from future City contracts and/or deem the recipient ineligible for future financial assistance.

F. AUDIT RIGHTS

All records or documents required to be kept pursuant to this Agreement to verify compliance with the Wage Provision shall be made available for audit at no cost to City, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such records or documents shall be provided to City for audit at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records or documents shall be available at Contractor's address indicated for receipt of notices in this Contract.

G. COEXISTENCE WITH ANY OTHER EMPLOYEE RIGHTS

These provisions shall not be construed to limit an employee's ability to bring any legal action for violation of any rights of the employee.

**EXHIBIT E-2
LABOR PEACE**

EXHIBIT F
NOTICE OF EXERCISE OF OPTION TO EXTEND AGREEMENT

AGREEMENT TITLE:	
CONTRACTOR Name and Address:	
DATE:	

Pursuant to Section 3.2 of the Agreement referenced above, the City of San Jose hereby exercises its option to extend the term under the following provisions:

OPTION NO.	
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NEW OPTION TERM

Begin date:	
End date:	

CHANGES IN RATE OF COMPENSATION

Percentage rate increase:	
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Pursuant to Exhibit C, Compensation, pricing shall remain fixed for the first three years of the Agreement. In subsequent option years of the Agreement, compensation increases may be considered, but not exceed 3% annually.

MAXIMUM COMPENSATION for New Option Term:	
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For the option term exercised by this Notice, City shall pay Contractor an amount not to exceed the amount set forth above for Contractor's services and reimbursable expenses, if any. The undersigned signing on behalf of the City of San Jose hereby certifies that an unexpended appropriation is available for the term exercised by this Notice, and that funds are available as of the date of this signature.

<p>CITY OF SAN JOSE a municipal corporation</p> <p>By _____ Name: Mark Giovannetti Title: Purchasing Officer Date:</p>



EXHIBIT G

SUPPLEMENTAL WORK ORDER FORM FOR JANITORIAL SERVICES

Date: _____

Pre-approval required before start of work: _____
 (Project Manager Print Name)

Skilled Labor ≥ Prevailing Wage Record					
Date	Time: From/To	Hours	Hourly Pay Rate	Amount	DESCRIPTION OF WORK
Total Amount Due				\$	

Unskilled Labor ≥ Living Wage Record					
Date	Time: From/To	Hours	Hourly Pay Rate	Amount	DESCRIPTION OF WORK
Total amount due:				\$	

Supplies, Materials, & Heavy Duty Equipment				
QTY	Description	Unit Price	Percent (%) Markup on Cost	Amount
			6%	
Total Supplies, Materials & Heavy Duty Equipment:			6%	\$

Total Skilled Labor	
Total Unskilled Labor	
Total Supplies, Materials & Heavy Duty Equipment	
Grand Total	\$

 CITY PROJECT MANAGER SIGNATURE

 GCA PROJECT MANAGER SIGNATURE