

## SCOPE OF SERVICES

The custodial services at the Memorial Building shall conform to all City ordinances and the following specifications or better.

The following minimum scope of services is required:

A. Lobby Area:

1. Clean public restroom daily (see Restrooms below)
2. Vacuum all hallway rugs daily
3. Mop and clean hallways and stairs (3 levels) daily
4. Wet mop hallways and stairs daily
5. Wash all stair railings weekly
6. Dust all baseboards as needed or at least once a month
7. Wash front door windows inside and out daily
8. Sweep front sidewalk daily
9. Shovel snow on the back steps as needed
10. Clean Elevator including wipe down control panel daily
11. Clean Lights as needed or at least once a month

B. Restrooms:

1. Clean sink and stools daily
2. Scrub floors daily
3. Empty waste receptacles daily
4. Wash all door handles daily
5. Keep toilet tissue and towel holders full
6. Keep deodorant blocks in holder
7. Wash doors as needed or at least once a week

C. City Hall Offices, Medium Conference Room and Lower Floor Offices:

1. Clean restrooms daily (see Restrooms above)
2. Empty waste receptacles daily
3. Wash waste receptacles as needed
4. Vacuum floor daily
5. Dust all areas at least once a week
6. Dust baseboards as needed or at least once a month
7. Wash all windows and windows in all doors daily
8. Clean blinds as needed or at least once a month
9. Lemon oil woodwork semi annually

10. Wipe computer screens daily
11. Clean around paper shredder daily

D. Council Chambers:

1. Vacuum Council Chambers
2. Keep all tables polished before meetings
3. Vacuum and wipe off chairs as needed or at least once a month

E. Police Department and their Office Spaces (Clean at least three times a week)

1. Scrub and vacuum all floors
2. Dust work surfaces, counters, and cabinets
3. Empty garbage and recycling containers:
  - i. Garbage can at booking room
  - ii. Garbage can at desk drawer
  - iii. Garbage can at conference room
  - iv. Garbage can at conference room drawer
  - v. Recycling box at conference room
4. Clean Restroom (see Restroom above)
5. Clean windows in the front office and conference room inside and out at least once a month
6. Dust blinds in front office and conference room as needed or at least once a month
7. Dust baseboards in all areas