

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **LAKEVIEW RENOVATIONS, INC., d/b/a NORTH AMERICAN PROPERTY SERVICES, INC.**, (the “Contractor”), a Nevada corporation registered to do business in Colorado, whose address is 6400 S. Fiddlers Green Circle, Suite 1710, Englewood, Colorado 80111.

WITNESSETH:

WHEREAS, the City and the Contractor previously entered into an Agreement dated December 15, 2009 for custodial services as needed (the “Agreement”); and

WHEREAS, the City desires to amend the Agreement to extend the term, revise the scope of work, and otherwise amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and obligations herein set forth, the parties agree as follows:

1. The amended Attachment 1 of Exhibit A is attached hereto and incorporated herein as Attachment 1-A and all references to “Attachment 1” are hereby amended to read “Attachment 1-A”.

2. Section 4.01 of the Agreement is amended to read in its entirety as follows:

“4.01 Term. The term of this Agreement shall commence on January 1, 2010, and expire, unless sooner terminated, on December 31, 2014. In no event shall the full term of this Agreement, including all authorized renewal terms, extend beyond four (4) years from the Effective Date.”

3. Section 5.19 of the Agreement is amended to read in its entirety as follows:

“5.19 No Employment of Illegal Aliens to Perform Work Under the Agreement:

(a) This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

(b) The Contractor certifies that:

(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.

(2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

(c) The Contractor also agrees and represents that:

(1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.

(4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Contractor to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

(5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.

(6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.

(d) The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.”

4. A new section is added to the Agreement and reads as follows:

“5.29 Electronic Signatures and Electronic Records: Contractor consents to the use of electronic signatures by the City. The Agreement, and any other

documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.”

5. Except as amended herein, the Agreement is revived, reaffirmed, and ratified in each and every particular.

[SIGNATURE PAGE FOLLOWS]

Contract Control Number:

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By _____

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By _____

By _____

By _____



Contract Control Number: GENRL-CE05006-01

Contractor Name: NORTH AMERICAN PROPERTY SERVICES INC

By: 

Name: GENERWOOD ELKIND
(please print)

Title: V.P.
(please print)

ATTEST: [if required]

By: 

Name: TORREY C. FORESTER
(please print)

Title: DIRECTOR OF OPERATIONS
(please print)



ATTACHMENT 1-A

PLAN OF EXECUTION AND SCHEDULE OF WORK

[TO BE INSERTED BY AGENCY]

BUILDING LOBBY-PUBLIC AREAS

ELEVATORS

PUBLIC AREAS

RESTROOMS

FLOORS

STAIRWELLS

JANITORS CLOSETS AND STORAGE ROOMS

SERVICE AREAS (1ST FLOOR SERVICE CORRIDORS AND LOADING DOCK)

PARKING GARAGE ELEVATORS

PARKING GARAGE

HALLWAYS TO STORAGE AREAS

CARPET CLEANING

LUNCHROOM/BREAK ROOMS

DAY PORTERS/LOBBY ATTENDANTS

WELLNESS CENTER

COMPUTER ROOMS

JUSTICE CENTER DAY PORTERS

BUILDING ATRIUM - PUBLIC AREAS (Including corridors to all exits.)

Nightly

1. Carpeted Floors - All carpeted floors will be vacuumed nightly. Vacuuming in this area includes nightly edging along baseboards, furniture and moving trash cans. All fixtures are to be replaced to their original position when vacuuming is complete. Carpet will be spot cleaned where necessary to remove any foreign matter.
2. Uncarpeted Floors (Including Surveillance Room and Fire Command Center)
 - a) The building lobby corridor floors shall be maintained as follows:
 1. The floor should be spot mopped, as required, with a "Green Clean" product to remove accidental floor stains and foot trafficked soils (i.e. Dirt, ice melt materials, etc.)
 2. Scrub the entire floor with walk behind scup machine using plain water.
 3. The mop heads must be kept in a clean and dry condition. This may necessitate machine washing, but definitely requires daily cleaning.
 4. The mop bucket must be kept in a clean condition. This requires daily cleaning as well.
 - b. All other hard-surfaced floors are to be dustmopped to remove all loose dirt and grit, and then wet mopped with clear water. Scuff marks will be removed. All mop marks and water splashes will be removed from walls, baseboards and fixtures. All fixtures are to be replaced to their original location when mopping is completed.
3. Walls and Doors - All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills, using only clean water on painted metal surfaces, and using an approved non-abrasive cleaner for other painted surfaces. When soap or cleaner is used, the walls will be rinsed with clear water and dried. Walls shall have a clean and uniform appearance when completed.
4. Lobby Glass - All glass doors and windows will be wiped clean, using an approved glass cleaner, and all glass will be left in a bright condition free of streaks, smudges and dust. All glass doors will be wiped clean on both sides, using an approved glass cleaner, and all glass will be left in a bright condition free of streaks, smudges and dust.

5. Miscellaneous Metalwork - All metalwork, such as door hardware and frames, metal lettering, etc. will be wiped clean and left in a bright condition, free of all streaks, smudges and dust. No oil based cleaning products are to be used.
6. Elevator Doors, Jambs and Tracks - Elevator doors and jambs will be wiped down and left free of all dust and streaks. Elevator tracks will be wiped clean and all dirt and debris removed from door tracks. Spills and smudges will be removed so that the tracks are left in a bright, clean condition.
7. Walk-Off Mats - Vacuum and wipe vinyl edges with a damp clothe.
8. Trash Ums - Remove all trash to the designated refuse area and replace liners. Remove all debris and wipe clean as necessary. Materials to be furnished by Bidder.
9. Dusting - All horizontal surfaces, including furniture tops and ledges within reach are to be dusted nightly using untreated dust cloths.
10. Sidewalk Sweeping - All sidewalk surfaces located around the building lobby entrances shall be swept nightly (weather permitting) to remove any trash and/or debris that may accumulate.

B) Weekly

1. Uncarpeted Floors - Hard surfaced floors are to be dustmopped and spray buffed as needed to maintain uniformly bright appearance, with particular attention to edges, corners and behind doors. All spills and stains will be removed with damp mop or cloth and baseboards will be wiped down with damp cloth.

C) Monthly

1. High Dusting - Dust all horizontal surfaces that are not accessible to normal daily dusting.

D) Quarterly

2. Air Diffusers - All air diffusers will be thoroughly washed and wiped clean.
2. Uncarpeted Floors - All hard-surfaced floors are to be stripped, removing all wax or other coatings, down to bare, clean and dry floor surface, removing any marks or stains. Floors will then be refinished and polished, and left in a uniformly bright, clean condition. All wax spills and splashes will be completely removed from walls, baseboards, walls, doors and frames.

ELEVATORS

A) Nightly

1. Floors - All hard-surfaced floors will be damp mopped, using particular care to clean in corners and along edges.
2. Tracks - All dirt and debris will be removed from elevator tracks and spills and smudges will be removed so that the tracks are left in a uniformly bright, clean condition.
3. Walls, Ceiling and Metalwork - All marks, streaks and smudges will be removed from the ceiling; all walls, doors and jambs will be wiped down and polished to a uniformly clean bright appearance. All door jambs will be wiped clean using only clean water on painted surfaces.

B) Monthly

1. Floors - All hard-surfaced floors will be stripped and damp mopped, using particular care to clean in corners and along edges, and dried. An approved sealer/surface treatment will be applied as necessary, but no less than monthly.
2. Light Fixtures - All recessed ceiling light fixtures will be wiped clean to a uniformly clean and bright appearance. Surrounding ceiling surface will be wiped clean.

PUBLIC AREAS (Including but not limited to elevator lobbies and corridors above the ground floor)

A) Nightly

1. Carpeted Floors - All carpeted floors will be vacuumed nightly moving furniture and accessories. All movable fixtures will be replaced to their original position when vacuuming is complete. Baseboards will be wiped clean with a dust cloth after vacuuming. Carpet will be spot cleaned where necessary.
2. Uncarpeted Floors - Hard surfaced floors are to be dustmopped and spray buffed as needed to maintain uniformly bright appearance, with particular attention to edges, corners and behind doors. All spills and stains will be removed with damp mop or cloth, and baseboards will be wiped down with a cloth.
3. Walls and Doors - All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills, using only clean water, or mild cleaning agent where necessary. When soap or cleaner is used, the walls will be rinsed with clear water and dried. No abrasive cleaner will be used. Door edges and jambs will be dusted where necessary. Completed doors and jambs will have a uniformly clean appearance. This includes all telephone and electrical room doors.
4. Glass Doors and Partitions - All glass doors and partitions will be spot cleaned to remove any finger marks, smudges and stains and will be left in a uniformly bright, clean condition.
5. Miscellaneous Metalwork - All metalwork, such as door hardware and frames, signs, etc. will be wiped clean and left in a bright condition, free of all streaks, smudges and dust.
6. Elevator Doors, Jambs and Tracks - Elevator doors and jambs will be wiped down and left free of all dust and streaks. Elevator tracks will be wiped clean and all dirt and debris removed from door tracks. Spills and smudges will be removed so that the tracks are left in a bright, clean condition.
7. Dusting - All horizontal surfaces, including furniture tops and ledges within reach are to be dusted nightly, using untreated dust clothes. All surfaces are to be left in a clean, dust-free condition. Spot clean as necessary.
8. Furniture and Miscellaneous - All furniture is to be wiped using an untreated dust cloth, paying particular attention to legs and surfaces near the floor. Vinyl or leather surfaces are to be dusted and spot cleaned where necessary, cloth to be vacuumed as necessary.

9. Drinking Fountains - Clean all water fountains with a germicidal cleaner and polish. Particular care shall be taken to remove all mineral deposits using an approved non-abrasive cleaner. All cleaned and disinfected surfaces will be rinsed with clean water and wiped spot free.

B) Weekly

1. Uncarpeted Floors - All hard-surfaced floors will be wet mopped, dried and spray buffed. All wax and marks will be removed from baseboards. Floors and baseboards are to be left in a uniformly bright, clean condition.
2. Glass Partitions and Doors - All interior glass (excluding perimeter windows) will be thoroughly cleaned and left in a uniformly bright, clean condition.

C) Monthly

1. Uncarpeted Floors - All hard-surfaced floors are to be stripped, removing all wax or other coatings, down to a bare, clean and dry floor surface, removing any marks or stains. Floors will then be refinished with an approved polish/sealant and polished, and left in a uniformly bright, clean condition. All wax spills and splashes will be completely removed from walls, baseboards, doors and frames.
2. High Dusting - Dust all horizontal surfaces that are not accessible to normal daily dusting. This will include but not be limited to all air diffusers and other horizontal surfaces.
3. Air Diffusers - All air diffusers will be thoroughly washed and dried and left in clean condition.

D) Annually

1. Light Lenses - All light lenses will be washed clean and dried as often as necessary, but not less than once a year.

RESTROOMS (to include main lobby restrooms, and P-1)

A) Nightly

1. Floors and Tile - Floors will be swept clean and wet mopped, using a germicidal detergent approved by Property Manager. The floors will then be mopped dry and all watermarks and stains wiped from walls and metal partitions.
2. Metal Fixtures - Wash and polish all mirrors, bright work, towel dispensers, receptacles and any other metal accessories. Bidder shall use only non-abrasive, non-acidic material to avoid damage to metal fixtures.
3. Walls and Doors - All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills, using only clean water, or mild cleaning agent where necessary. When soap or cleaner is used, the walls will be rinsed with clear water and dried. No abrasive cleaner will be used. Door edges and jambs will be dusted where necessary. Completed doors and jambs will have a uniformly clean appearance. This includes all telephone and electrical room doors.
4. Ceramic Fixtures - Scour, wash and disinfect all basins, including faucet handles, bowls and underside of toilets and urinals with Property Manager approved germicidal detergent solution, including tile walls near urinals. Special care must be taken to inspect and clean areas of difficult access, such as the underside of toilet bowl rings and urinals to prevent building up of deposits. Wash both sides of all toilet seats with approved germicidal solution and wipe dry. Toilet seats to be left in an upright position.
5. Walls and Metal Partitions - Dust tops of all partitions and ledges, and hardware connecting partitions.
6. Sanitary Napkin Disposal Containers - Wipe clean all sanitary napkin disposal containers with a germicidal cleaner.
7. General - It is the intention of this specification to keep lavatories thoroughly clean and not to use disinfectant to mask odors. Odorless disinfectants shall be used. Remove all waste paper and refuse including soiled sanitary napkins, to designated area in the building and dispose of same. All waste paper and sanitary napkin receptacles are to be thoroughly cleaned and washed and new liners installed. Fill toilet tissue holders, toilet seat cover dispensers, soap, towel dispensers and sanitary napkin vending dispensers and maintain the operation of same.

B) Weekly

1. Waste Containers - Wash all waste containers and sanitary napkin containers with a germicidal cleaner.
2. Main Lobby and Annex Restroom Floors - Will be machine scrubbed using a germicidal solution, detergent and water. After scrubbing, floors will be rinsed with clear water and dried.

C) Monthly

1. Floors - All restroom floors will be machine scrubbed, using a germicidal solution, detergent and water. After scrubbing, floors will be rinsed with clear water and dried. All watermarks will be removed from walls, partitions and fixtures.
2. Walls, Metal Partitions, Washable Ceiling and Ceiling Grills - Wash with water and germicidal solution. Wipe dry and polish to a uniformly bright clean condition.
3. Metal Fixtures (Under Sinks) - Wash and polish all bright work. Bidder shall use only non-abrasive, non-acidic material to avoid damage to metal fixtures. Wash with water and germicidal solution. Wipe dry and polish to a uniformly bright clean condition.

FLOORS

A) Nightly

1. Carpeted Floors - All carpeted floors will be vacuumed nightly moving all light furniture and accessories. All fixtures shall be replaced to their original position when vacuuming is complete. Vacuum under all desks and large furniture where possible.
2. Uncarpeted Floors - Hard surfaced floors are to be wet mopped moving all light furniture and accessories. All fixtures shall be replaced to their original position. Mop under all desks and large furniture where possible. Spot clean where necessary to remove spills and smudges and spray buff as necessary.
3. Dusting - Using an untreated dust cloth, wipe all furniture tops, partitions, legs and sides. Wipe clean telephone and other accessories. Dust wipe all horizontal surfaces within reach, including window ledges, baseboards, ledges, molding, sills on glass, cabinets and partitions. **Papers and other items left on desktops will not be moved and computers are not to be touched.**
4. Furniture and Accessories - Spot clean all furniture, file cabinets, telephones and accessories to remove streaks, stains, spills and finger marks. Empty all waste baskets and replace liners where necessary but at least once per week.
5. Walls and Doors - All walls, doors and jambs, window mullions, and glass partitions will be spot cleaned to remove streaks, smudges, finger marks, spills and stains, paying particular attention to walls around switchplates and door jambs and doors around knobs and opening edges. Use only clean water or mild cleaning agent where necessary.
6. Trash Removal - All trash and other debris marked with the sign "Trash" will be removed from the premises and deposited in the trash compactor located at the loading dock. Replace trash liners as necessary but not less than once per week.
7. Recycle Removal - All recycle materials will be emptied in main containers in recycle room.
8. Kitchen/Coffee Bars/Vending Areas - Damp wipe counter tops and exterior surfaces of kitchen appliances including tops of refrigerators and waste disposal containers. Damp wipe interior of microwave ovens. Spot clean to remove all finger marks from all painted surfaces and millwork.

B) Weekly

1. Carpeted Floors - All carpeted floors will be detail vacuumed, paying particular attention to corners, behind doors and around furniture legs and bases. Baseboards will be wiped with an untreated dust cloth.
2. Uncarpeted Floors - All hard-surfaced floors will be wet mopped, dried and spray buffed. All wax, marks, and splashes will be removed from baseboards. Floors and baseboards to be left in a uniformly bright, clean condition.
3. Furniture - Wipe with untreated dust cloth all chair legs and rungs, and furniture legs and other areas of furniture and accessories not dusted during nightly dusting. Brush out all upholstered chairs.
4. Dusting - Using an untreated dust cloth, wipe all suite signs, wall hangings, files and shelves. Damp wipe telephone. **Do not move items on shelves.**

C) Monthly

1. Uncarpeted Floors - All hard-surfaced floors will be spray buffed with an electric rotary buffing machine as necessary. All wax marks will be removed from walls, baseboards, walls, doors and frames.
2. High Dusting - Dust all horizontal surfaces that are not accessible to normal daily dusting. This will include but not be limited to all blinds, air diffusers and other horizontal surfaces.
3. Glass Partitions and Doors - All glass partitions and doors will be thoroughly washed, dried and polished, leaving a uniformly clean, bright condition. All watermarks and stains will be wiped from adjoining surfaces.
4. Furniture - Vacuum upholstered furniture, wipe all vinyl or leather furniture with a damp cloth to remove spills and smudges.
5. Chair Mats - Wipe both sides of all chair mats with a damp cloth to remove dirt, spills, and smudges.

D) Quarterly

1. Uncarpeted Floors - All hard-surfaced floors are to be stripped, removing all wax or other coatings, down to a bare, clean and dry floor surface, removing any marks or stains. Floors will then be refinished with an approved polish/sealant and polished, and left in a uniformly bright, clean

condition. All wax spills and splashes will be completely removed from walls, baseboards, walls, doors and frames.

2. Waste Baskets - Thoroughly wash waste baskets inside and out, dry, replace liner, and replace to their original location.

3. Blinds - Vacuum blinds

E) Semi-Annually

1. Air Diffusers - Thoroughly wash and dry all air diffusers and grills as often as necessary, but no less often than semi-annually.

2. Blinds - Damp wipe all blinds twice per year.

STAIRWELLS

A) Nightly

1. Stairs and Landings - All uncarpeted stairs and landings will be swept with a treated dust mop daily and spot cleaned as necessary, to remove all spills, stains and litter.
2. Spot Cleaning - All doors, jambs and walls will be spot cleaned daily to remove all finger marks, smudges and stains.

B) Weekly

1. Dusting - All risers, handrails, baseboards, light fixtures, signage and all horizontal ledges and surfaces will be wiped with a dust cloth.
2. Stairs and Landings - All stairs and landings will be wet mopped. All mop marks and water splashes will be removed from walls, doors and jambs when mopping is completed.
3. Walls/Painted Surfaces - All walls, ledges and painted surfaces will be wiped down with a clean damp cloth.

C) Monthly

1. Dusting - All door jambs, door closers shall be wiped with a dust cloth.

D) Quarterly

1. High Dusting - All high dusting, closers and other surfaces not reached during normal dusting operations, will be dusted or cleaned as necessary, but not less often than every three (3) months.

JANITORS CLOSETS

All janitors closets, mop sinks and work areas provided by Property Manager for use of Bidder will be kept in a neat, clean and orderly condition at all times. Any water leaks or damage to these areas must be reported to building management immediately.

Mop sinks and the area immediately adjacent will be thoroughly cleaned immediately after each use. Before leaving the premises each night, all of the service areas will be dustmopped, and spot cleaned, where necessary, and dusted. Concrete and/or tile floors will be dust mopped nightly and wet mopped weekly. All doors and walls will be spot cleaned nightly.

SERVICE AREAS (Including dock, tunnel, and hallways to storage units)

A) Weekly

1. Floors - Floors are to be dustmopped to remove all loose dirt and grit and then wet mopped with clear water. All mop marks and water splashes will be removed from walls, baseboards and fixtures. Fixtures will be replaced in their original location when wet mopping is completed.
2. Walls and Doors - All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills.
3. Freight Elevator Doors, Jambs and Tracks - Elevator doors and jambs will be wiped down and left free of all dust and streaks. Elevator tracks will be wiped clean and all dirt and debris removed from door tracks. Spills and smudges will be removed so that the tracks are left in a bright, clean condition.
4. Dusting - All horizontal surfaces, including furniture tops and ledges within reach are to be dusted nightly, using untreated dust clothes. All surfaces are to be left in a clean, dust-free condition.

B) Monthly

1. High Dusting - Dust all horizontal surfaces that are not accessible to normal daily dusting.
2. Air Diffusers - All air diffusers and light fixtures will be thoroughly washed and wiped clean.

PARKING GARAGE ELEVATORS

A) Nightly

1. Floors - All hard-surfaced floors will be dust mopped to remove all loose dirt and grit and then damp mopped, using particular care to clean in corners and along edges.
2. Tracks - All dirt and debris will be removed from elevator tracks and spills and smudges will be removed so that the tracks are left in a uniformly bright, clean condition.
3. Walls, Ceilings and Metalwork - All marks, streaks and smudges will be removed. The ceiling, all walls, doors and jambs will be wiped down and polished to a uniformly clean bright appearance. All door jambs will be wiped clean using only clean water on painted surfaces.

B) Weekly

1. Light Fixtures - All recessed ceiling light fixtures will be wiped clean to a uniformly clean and bright appearance.

PARKING GARAGE

A) Nightly

1. Stairs and Landings - All stairs and landings will be swept with a treated dust mop daily and spot cleaned as necessary, to remove all spills and stains and litter.
2. Spot Cleaning - All doors, jambs and walls will be spot cleaned daily to remove all finger marks, smudges and stains.

B) Weekly

1. Stairs and Landings - All stairs and landings will be wet mopped. All mop marks and water splashes will be removed from walls, doors and jambs when mopping is completed.

C) Monthly

1. High Dusting - All high dusting, including but not limited to door closers, and other surfaces not reached during normal dusting operations, will be dusted or cleaned as necessary, but not less often than every three (3) months.

HALLWAYS TO STORAGE AREAS

A) Weekly

1. Floors – Sweep and wet mop all hard surfaced floors.
2. Walls and Doors – All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills. Completed doors and jambs will have a uniformly clean appearance.

CARPET CLEANING

Carpet cleaning performed by contractor is \$.13 per square foot performed on demand on an as needed basis across the Facility Management Division portfolio. Each (5 total) facility manager will schedule all carpet cleaning needs directly with contractor.

LUNCHROOM/BREAK ROOM

All refrigerators in the break rooms and lunchroom will be cleaned the last Sunday of each month. Building occupants will be informed of schedule so that all containers can be removed from the refrigerators.

Microwaves are to be cleaned with soapy water on a weekly basis.

Floors will be swept and wet mopped nightly, buffed weekly and stripped and waxed monthly.

DAY PORTERS

TWO DAY PORTERS ARE TO BE SUPPLIED FOR WEBB BUILDING.

ONE DAY PORTER IS TO BE SUPPLIED FOR MY BUILDING

ONE DAY PORTER IS TO BE SUPPLIED FOR PERMIT CENTER.

A) Daily

1. Cigarette/Trash Urns - Remove all trash to the designated refuse area and replace liners as necessary from exterior trash urns.
2. Trash - Police grounds and pick up all trash periodically throughout the day, with two rounds first thing in the morning and after lunch.
3. Elevator Doors, Jambs and Tracks - Elevator doors and jambs will be wiped down and left free of all dust and streaks. Elevator tracks will be wiped clean and all dirt and debris removed from door tracks. Spills and smudges will be removed so that the tracks are left in a bright, clean condition.
4. Lobby Glass - All glass doors, windows and directory board glass will be wiped clean, twice daily, using an approved glass cleaner, and all glass will be left in a bright condition free of streaks, smudges and dust. All glass doors will be wiped clean on both sides, using an approved glass cleaner, and all glass will be left in a bright condition free of streaks, smudges and dust.
5. Uncarpeted Floors - Mop up all spills as necessary. Make sure wet floor signs are posted until floor is dry. Mop floors and post signs as required during rain and snow to insure safe conditions.
6. Artwork - Dust all artwork at accessible level with a clean dry cloth. Wipe all outside artwork with a clean wet cloth.
8. Rest Rooms -
 - a. Replenish all supplies as needed.
 - b. Inspect all restrooms twice daily, mid-morning before lunch and early afternoon after lunch.
 - c. Wipe down all countertops and chrome.

- d. Empty all trash.
 - e. Clean all toilets.
 - f. Wellness Center (See Special Section)
9. Entrance Doors - Sweep all foyers, clean thresholds and spot clean interior and exterior glass doors.

10. Plaza Clean-up

- a. Clean trash out of all tree grates.
- b. Sweep street gutters around building.
- c. Sweep up ice melt.

11. Recycling

All recycling in large containers at the freight elevator lobbies, in the break rooms, and in the lunch room will be emptied in the collection containers on the first floor in the afternoon before the end of the shift.

12. Parking Garage

Day Porters will be responsible for removing all trash and walking the three levels of the parking garage to sweep up any trash. This will be done twice a week.

WELLNESS CENTER

A) Nightly

1. Fitness Equipment - Clean with a wet cloth.
 - Approximately 30 cardiovascular pieces.
 - Approximately 25 weight training pieces

1. Clean locker rooms - Wash all nine showers, toilets and urinals with a germicidal detergent solution, including the tile walls near urinals. Dust tops of all partitions and ledges, and hardware connecting partitions. All walls, doors and jambs will be spot cleaned to remove all finger marks, smudges and spills, using only clean water, or mild cleaning agent where necessary. When soap or cleaner is used, the walls will be rinsed with clear water and dried. Door edges and jambs will be dusted where necessary. Wash and polish all mirrors, bright work, towel dispensers, receptacles and any other metal accessories. Bidder shall use only non-abrasive, non-acidic material to avoid damage to metal fixtures. Floors will be swept clean and wet mopped using a germicidal detergent. The floors will then be mopped dry and all watermarks and stains wiped from walls and metal partitions. Remove all waste paper and refuse including soiled sanitary napkins, to designated area in the building and dispose of same. All waste paper and sanitary napkin receptacles are to be thoroughly cleaned and washed and new liners installed. Fill toilet tissue holders, soap, towel dispensers and sanitary napkin vending dispensers and maintain the operation of same.

2. Carpeted Floors - Vacuum carpet in exercise areas, hallways, offices and locker rooms.

4. Rubber Flooring - Sweep flooring in weight area.

5. Dusting - All horizontal surfaces, including furniture tops and ledges within reach are to be dusted nightly, using untreated dust clothes. All surfaces are to be left in a clean, dust-free condition. Spot clean as necessary.

6. Glass and Metalwork - Clean all glass, hardware, frames, signs, etc. and leave in a bright condition, free of all streaks, smudges and dust.

B) Weekly

Dust all televisions in fitness area, mop rubber flooring in weight area, dust tops of 150 lockers, steam clean showers. Machine scrub locker room floors using a germicidal solution, detergent and water. After scrubbing, floors will be rinsed with clear water and dried.

C) Monthly

Shampoo all carpet, clean mirrors in fitness area, brush chairs in office as needed, wipe out inside of all lockers.

COMPUTER ROOMS/LABS

A) Nightly

1. Uncarpeted Floors - Hard surfaced floors are to be dust mopped moving all light furniture and accessories. All fixtures to be replaced to their original position. Mop under all desks and large furniture where possible. Spot clean where necessary to remove spills and smudges.
2. Dusting - Using an untreated dust cloth, dust wipe all horizontal surfaces within reach, including window ledges, baseboards, ledges, molding and sills on partitions. Papers left on desk tops will not be moved.
3. Furniture and Accessories - Spot clean all furniture, file cabinets, telephones and accessories to remove streaks, stains, spills and finger marks. Empty all waste baskets and replace liners where necessary but at least once per week.
4. Walls and Doors - All walls, doors and jambs, window mullions, and glass partitions will be spot cleaned to remove streaks, smudges, finger marks, spills and stains, paying particular attention to walls around switch plates and door jambs and doors around knobs and opening edges.
5. Trash Removal - All trash and other debris marked with the sign "Trash" will be removed from the premises and deposited in the trash compactor located at the loading dock. Replace trash liners as necessary, but not less than once per week.

B) Weekly

1. Dusting - Using an untreated dust cloth, wipe all signs, wall hangings, signage, files and shelves. Damp wipe telephone.

C) Monthly

1. High Dusting - Dust all horizontal surfaces that are not accessible to normal daily dusting. This will include but not be limited to all blinds, air diffusers and other horizontal surfaces.
2. Glass Partitions and Doors - All glass partitions and doors will be thoroughly washed, dried and polished, leaving a uniformly clean, bright condition. All watermarks and stains will be wiped from adjoining surfaces.
3. Furniture - Vacuum upholstered furniture, wipe all vinyl or leather furniture with a damp cloth to remove spills and smudges.

4. Waste Baskets - As requested by Property Manager or tenant but not less than monthly, thoroughly wash waste baskets inside and out, dry, replace liner, and replace to their original location.

E) Semi-Annually

1. Air Diffusers - Thoroughly wash and dry all air diffusers and grills as often as necessary, but no less often than semi-annually.

**Justice Center
Custodial Supervisor
M – F, 7:00 a.m. – 3:00 p.m.**

Lindsey-Flanigan Courthouse Check Overnight log and Building in general for any emergency issues to address prior to Public opening

7:00 a.m. – 7:15 a.m.

Van Cise-Simonet Detention Center Check building in general for any emergency issues to address:

7:15 a.m. – 7:45 a.m.

- Make contact with all staff to line out duties, special projects for the day
- Check in with DSD, HSS and FM to get any updates for the day

Van Cise-Simonet Detention Center Elevators (2):

7:45 a.m. – 8:00 a.m.

- Check and clean public elevators

Stairwell #1, 3 and 4:

8:00 a.m. – 9:30 a.m.

- Sweep and wet mop landings from basement to 5th floor

Office Duties - Track and/or Order / Receive Custodial Supplies, Restock:

9:45 a.m. – 10:00 a.m.

- Receive / Inventory custodial supplies
- Order custodial supplies
- Restock feminine products in all public and back of house women's restrooms

Women's Public Restrooms (8) – basement through 5th floor:

10:00 a.m. – 12:00 p.m.

- Clean sinks
- Clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle and tampon dispenser
- Clean toilets
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Empty sanitary trash and replace liners in stalls
- Empty trash receptacles
- Sweep (wet mop, if necessary)
- Stock toilet paper, paper towels & Soap
- Wipe down interior and exterior handles on restroom door

Lunch 12:00 p.m. – 12:30 p.m.

Vending Areas:

12:30 p.m. – 1:00 p.m.

- Clean vending areas on floors 1-5
- Wipe down and place benches in vending areas on floor 1-5

DUI Area:

1:00 p.m. – 1:30 p.m. (approximate time based on entry and exit) *

- Check cleanliness of DUI area

* The DUI area is a Secure Area and entry is through sally port doors controlled by DSD Central Command. Wait time for entry and exit through secure doors can be anywhere from 10 – 20 minutes each time.

Back of House Admin Areas –1st Floor:

1:45 p.m. – 2:30 p.m.

Galley's (2):

- Clean sinks
- Wipe down, clean and polish faucets
- Empty trash receptacles
- Wipe down counter tops and table tops
- Dust and wet mop
- Stock paper towels

Restrooms (4):

- Clean sink
- Clean and polish faucet
- Wipe down counter
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Empty sanitary trash and replace liners
- Empty trash
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Stock Supplies and Remove Trash:

2:30 p.m. – 2:45 p.m.

- Take supplies from Custodial Supply Room in Lindsey-Flanigan Courthouse through non-secure tunnel to stock supplies in Detention Center supply closet
- Move trash dumpster from Custodial Supply Room in Lindsey-Flanigan Courthouse through non-secure tunnel to Detention Center Dock.

Van Cise-Simonet Detention Center Check:

2:45 p.m. – 3:00 p.m.

- Check progress of Detention Center Day Porter

Miscellaneous Daily:

- Responsible for responding to any tenant calls, engineering calls or cleaning emergencies
- Responsible for responding to any public calls or cleaning emergencies
- Responsible for monitoring progress and activities of Day Porters in both buildings
- Responsible for monitoring cleanliness of both buildings
- Responsible for customer relations with building tenants and FM staff
- Handle time off requests / train replacement staff / communicate with night supervisor
- Pass along any work orders, lights out, wall damage, other facilities issues to FM
- Meet with FM for special projects, instructions
- Check in with tenant contacts, court clerks, jury commissioner, DSD
- Escort vendors for dock deliveries
- Respond to any FM requests as needed
- Help with furniture moves
- Help with event set-ups
- Coordinate any special projects

*** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

Lindsey-Flanigan Courthouse
Day Porter #1
M – F, 7:00 a.m. – 3:00 p.m.

Judge's Garage:

7:00 a.m. – 7:30 a.m.

- Sweep
- Clean and vacuum basement elevator lobby
- Clean interior and exterior glass in elevator lobby

Exterior:

7:30 a.m. – 7:45 a.m.

- Wipe down smoker poles (8)
- Take outside and place 8 smoker poles throughout plaza on Elati and in rear on Fox

Exterior Plaza Area:

7:45 a.m. – 8:00 a.m.

- Sweep Plaza Area and remove leaves, debris and all cigarette butts
- Pick up trash in plaza, flower beds and around exterior of building
- Clean in and around Oppenheimer Art piece

Exterior Grounds:

8:00 a.m. – 8:30 a.m.

- Sweep sidewalks and curbs surrounding building to remove leaves, debris and all cigarette butts

Exterior Plaza Area and Employee Entrance of Detention Center:

8:30 a.m. – 9:00 a.m.

- Sweep sidewalks and curbs surrounding building to remove leaves, debris and all cigarette butts

Exterior Grounds:

9:00 a.m. – 9:30 a.m.

- Clean Side Plaza tables and chairs (10 tables with 4 surrounding chairs)
- Pick up trash, wipe down and clean trash receptacles

Break 9:30 a.m. – 9:45 a.m.

Lindsey-Flanigan Courthouse
Day Porter #1
M – F, 7:00 a.m. – 3:00 p.m.

Lobby Area:

9:45 a.m. – 10:00 a.m.

- Dust mop
- Remove black scuff marks from floor

Elati Street Entrance:

10:00 a.m. – 11:00 a.m.

- Clean glass doors (16) with squeegee (interior and exterior) and wipe down door handles
- Wipe down interior windows (88) and window sills from main entrance to Stair #1

Fox Street Entrance:

11:00 a.m. – 11:30 a.m.

- Clean glass doors (10) with squeegee (interior and exterior) and wipe down door handles
- Wipe down interior windows (30) and window sills
- Clean glass panels (17) with squeegee over bridge walkway

Jury Assembly Room:

11:30 a.m. – 12:00 p.m.

- Straighten chairs and benches
- Pick up and empty trash

Jury Assembly Room Vending Area:

- Empty trash receptacles
- Wipe down and clean coffee area
- Sweep and wet mop

Lunch 12:00 p.m. – 12:30 p.m.

County and District Court Offices, Rooms 125, 135 AND 160 and Judge's Elevator Lobbies:

12:30 p.m. – 1:30 p.m.

- Clean glass doors (5) with squeegee (interior and exterior) and wipe down door handles
- Clean windows (26) and window sills surrounding offices
- Spot clean interior and exterior glass in Judge's elevator lobbies – floors 1-5

Break 1:30 p.m. – 1:45 p.m.

Lindsey-Flanigan Courthouse

Day Porter #1

M – F, 7:00 a.m. – 3:00 p.m.

Floating Staircase:

1:45 p.m. – 2:30 p.m.

- Clean glass from 1st floor to 5th floor

Elati Street Entrance:

2:30 p.m. – 2:45 p.m.

- Clean and wipe down glass doors (16) to remove fingerprints – interior and exterior

Fox Street Entrance:

2:45 p.m. – 3:00 p.m.

- Clean and wipe down glass doors (10) to remove fingerprints – interior and exterior

Miscellaneous:

- Supply deliveries must be moved from Detention Center Dock through non-secure tunnel to Custodial Supply Room approximately every other week.

**** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

Lindsey-Flanigan Courthouse
Day Porter #2
M – F, 7:00 a.m. – 3:00 p.m.

Stairwell #2:

7:00 a.m. – 7:30 a.m.

- Sweep and wet mop landings from basement to 5th floor

Public Trash and Recycling:

7:30 a.m. – 8:00 a.m.

- Pick up trash from public areas on floors 1-5
- Pick up recycling from public areas on floors 1-5
- Wipe down both trash and recycling receptacles on floors 1-5

Admin Recycling (Tuesday and Thursday):

8:00 a.m. – 9:30 a.m.

- Pick up rolling recycling bins from Detention Center Dock, roll through non-secure tunnel and return to each floor in the Lindsey-Flanigan Courthouse – 3 bins per floor, 5 floors (15) in addition to basement and DSD area (3).

Glass Panels (Monday, Wednesday and Friday):

8:00 a.m. – 9:30 a.m.

- Clean glass panels (13) between floating staircase and vending area – 2nd floor (floor to ceiling)
- Clean glass panels (13) between floating staircase and vending area – 3rd floor (waist high)
- Clean glass panels (13) between floating staircase and vending area – 4th floor (waist high)
- Clean glass panels (13) between floating staircase and vending area – 5th floor (waist high)
- Clean glass panels (8) between lobby area and hallway to Jury Assembly Room – both sides

Break 9:30 a.m. – 9:45 a.m.

First Floor:

9:45 a.m. – 10:00 a.m.

- Dust mop
- Remove black scuff marks from floor throughout entire 1st floor

Lindsey-Flanigan Courthouse

Day Porter #2

M – F, 7:00 a.m. – 3:00 p.m.

Men's Public Restrooms (6) – basement through 5th floor:

10:00 a.m. – 11:30 a.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Sweep (wet mop, if necessary)
- Stock toilet paper, paper towels & Soap
- Wipe down interior and exterior handles on restroom door

Jury Assembly Room Men's Restroom:

11:30 a.m. – 12:00 p.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Sweep (wet mop, if necessary)
- Stock toilet paper, paper towels & Soap
- Wipe down interior and exterior handles on restroom door

Lunch 12:00 p.m. – 12:30 p.m.

Freight Landings:

12:30 p.m. – 1:30 p.m.

- Sweep and wet mop landings from basement to 5th floor

Break 1:30 p.m. – 1:45 p.m.

Lindsey-Flanigan Courthouse
Day Porter #2
M – F, 7:00 a.m. – 3:00 p.m.

Back of House Admin Areas –1st Floor:
1:45 p.m. – 2:30 p.m.

Galley's (2):

- Clean sinks
- Wipe down, clean and polish faucets
- Empty trash receptacles
- Wipe down counter tops and table tops
- Dust and wet mop
- Stock paper towels

Restrooms (4):

- Clean sink
- Clean and polish faucet
- Wipe down counter
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Empty sanitary trash and replace liners
- Empty trash
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Freight and Public Elevators:
2:30 p.m. – 3:00 p.m.

- Check and clean freight elevator (1)
- Check and clean public elevators (5)
- Dust mop and wet mop all elevators (6)
- Clean glass in all elevators (6)
- Wipe down and polish interior and exterior elevator doors (6) – floors 1-5

Miscellaneous:

- Supply deliveries must be moved from Detention Center Dock through non-secure tunnel to Custodial Supply Room approximately every other week.

**** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

Van Cise-Simonet Detention Center
Day Porter #1
M – F, 6:00 a.m. – 2:00 p.m.

Sheriff Lobby Information Desk area:

6:00 a.m. – 6:15 a.m.

- Pick up and empty trash receptacles
- Dust and wipe down desk and cabinets
- Wipe down counter
- Clean glass around desk area
- Sweep and wet mop

City Attorney Victim Advocate:

6:15 a.m. – 6:30 a.m.

- Pick up and empty trash
- Dust and wipe down five (5) work stations & all cabinets
- Vacuum

Private Restroom (within area):

- Clean sink
- Clean and polish faucet
- Wipe down counters
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilet
- Empty trash
- Wipe down stall door, walls and handles
- Wipe down and polish dispensers in stall
- Empty sanitary trash and replace liner
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Lobby Area:

6:30 a.m. – 7:30 a.m.

- Pick up and empty all trash receptacles
- Dust mop & wet mop

Main Entrance:

7:30 a.m. – 7:40 a.m.

- Clean glass doors (8) with squeegee (interior and exterior) and wipe down door handles
- Wipe down interior vestibule windows (26) and window sills
- Vacuum, dust mop and clean

Van Cise-Simonet Detention Center

Day Porter #1

M – F, 6:00 a.m. – 2:00 p.m.

Court Rooms 2100 AND 2300:

7:40 a.m. – 8:00 a.m.

- Empty trash receptacles
- Dust Judge's bench and clerk's area
- Dust Attorney Desks
- Dust podiums
- Dust and clean public benches
- Clean A.V. equipment and stands
- Clean glass between court room and holding area
- Vacuum

Four Conference Rooms (2 within each court room):

- Empty trash receptacles
- Dust table and chairs
- Vacuum

Break 8:00 a.m. – 8:15 a.m.

Sheriff Men's and Women's Restrooms (2):

8:15 a.m. – 8:45 a.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Empty sanitary trash and replace liners in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & Soap
- Wipe down interior and exterior handles on restroom door

Van Cise-Simonet Detention Center
Day Porter #1
M – F, 6:00 a.m. – 2:00 p.m.

Lobby Area Men's and Women's Restrooms (2):
8:45 a.m. – 9:15 a.m.

- Clean sinks
- Clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilets and urinals
- Empty trash
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Empty sanitary trash and replace liners in stalls
- Dust mop and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

2nd floor Men's & Women's Restrooms:
9:15 a.m. – 9:45 a.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Empty sanitary trash and replace liners in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Van Cise-Simonet Detention Center

Day Porter #1

M – F, 6:00 a.m. – 2:00 p.m.

2nd Floor Back of House Admin Area (2100 AND 2300):

9:45 a.m. – 11:30 a.m.

- Pick up and empty trash
- Dust and wipe down workstation desks and cabinets
- Vacuum

Two Back of House Admin Area Galley's (2100 AND 2300):

- Clean sinks
- Wipe down, clean and polish faucets
- Empty trash receptacles
- Wipe down counter tops and table tops
- Dust mop and wet mop
- Stock paper towels

Lunch 11:30 a.m. – 12:00 p.m.

DUI Area:

12:00 p.m. – 1:00 p.m. (approximate time based on entry and exit) *

- Pick up and empty trash
- Dust and wipe down desks
- Dust and clean cabinets
- Sweep and wet mop

Restrooms inside holding cells (4)*:

- Clean sinks
- Wipe down, clean and polish faucets
- Clean toilets
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- MONDAY & WEDNESDAY: Pick up rolling recycling bins and drop off at dock area

* The DUI area is a Secure Area and entry is through sally port doors controlled by DSD Central Command. Wait time for entry and exit through secure doors can be anywhere from 10 – 20 minutes each time.

Break 1:00 p.m. – 1:15 p.m.

Van Cise-Simonet Detention Center

Day Porter #1

M – F, 6:00 a.m. – 2:00 p.m.

Exterior:

1:15 p.m. – 1:45 p.m.

- Empty trash receptacles
- Sweep Plaza Area and remove leaves, debris and all cigarette butts
- Pick up trash in plaza, flower beds and around exterior of building
- Sweep sidewalks and curbs surrounding building to remove leaves, debris and all cigarette butts

Lobby Area:

1:45 p.m. – 2:00 p.m.

- Check lobby area – dust mop, clean and empty trash as needed
- Clean and wipe down glass doors (8) to remove fingerprints – interior and exterior

**** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

Van Cise-Simonet Detention Center
Day Porter #2
M – Th, 11:00 a.m. – 5:00 p.m.

Main Entrance:

11:00 a.m. – 11:40 a.m.

- Clean glass doors (8) with squeegee (interior and exterior) and wipe down door handles
- Wipe down interior vestibule windows (26) and window sills
- Vacuum, dust mop and clean

Lobby Area:

11:40 a.m. – 12:00 p.m.

- Clean and disinfect 25 visitor booths – cubical walls, phones and computers in each booth
- Clean 26 interior lobby windows and sills
- Wipe down 45 white plastic chairs and 8 sets of 8-seat black benches

DSD Admin Office Area:

12:00 p.m. – 1:00 p.m.

- Pick up and empty trash
- Dust and wipe down desks in 10 offices, 6 workstations, 2 conference rooms and 2 copy rooms
- Dust and clean cabinets in 10 offices, 6 workstations, 2 conference rooms and 2 copy rooms
- Vacuum
- Sweep and mop kitchen area
- MONDAY & WEDNESDAY: Pick up rolling recycling bins and drop off at dock area

Break 1:00 p.m. – 1:15 p.m.

Van Cise-Simonet Detention Center
Day Porter #2
M – Th, 11:00 a.m. – 5:00 p.m.

Bonding Office:

1:15 p.m. – 2:15 p.m.

- Pick up and empty trash
- Dust and wipe down work stations & all cabinets
- Clean glass around desk area
- Sweep and wet mop

Kitchen Area:

- Clean sink
- Wipe down, clean and polish faucet
- Wipe down counters
- Empty trash receptacles
- Wipe down counter tops and table tops
- Sweep and wet mop
- Stock paper towels

Private Restroom (within area):

- Clean sink
- Clean and polish faucet
- Wipe down counters
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilet
- Empty sanitary trash and replace liner
- Wipe down stall door, walls and handles
- Wipe down and polish dispensers in stall
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Atrium Area:

2:15 p.m. – 2:30 p.m.

- Dust mop and wet mop stairs from 1st floor atrium up to 2nd floor
- Clean and polish railings

Van Cise-Simonet Detention Center

Day Porter #2

M – Th, 11:00 a.m. – 5:00 p.m.

Sheriff Men's and Women's Restrooms (2):

2:30 p.m. – 3:00 p.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Empty sanitary trash and replace liners in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & Soap
- Wipe down interior and exterior handles on restroom door

Lobby Area Men's and Women's Restrooms (2):

3:00 p.m. – 3:30 p.m.

- Clean sinks
- Clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilets and urinals
- Empty and replace trash liners in stalls
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Empty trash
- Dust mop and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

2nd floor Men's & Women's Restrooms:

3:30 p.m. – 4:00 p.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Empty sanitary trash and replace liners in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Van Cise-Simonet Detention Center
Day Porter #2
M – Th, 11:00 a.m. – 5:00 p.m.

Basement Area:

4:00 p.m. – 4:45 p.m.

- Dust mop and wet mop basement hallways
- Dust mop and wet mop non-secure tunnel from Detention Center to Courthouse (approximately 1,400 square feet)

Basement Offices (2):

- Pick up and empty trash
- Dust and wipe down work stations & all cabinets
- Sweep and wet mop

Basement Restroom:

- Clean sink
- Clean and polish faucet
- Clean mirror
- Clean toilet
- Empty trash
- Empty sanitary trash and replace liners
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Lobby Area

4:45 p.m. – 5:00 p.m.

- Check lobby area – dust mop, clean and empty trash as needed
- Clean and wipe down glass doors (8) to remove fingerprints – interior and exterior

**** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

Van Cise-Simonet Detention Center
Day Porter #3
F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Saturday and Sunday, 7:00 a.m. – 3:00 p.m.

Sheriff Lobby Information Desk area:

7:00 a.m. – 7:15 a.m.

- Pick up and empty trash receptacles
- Dust and wipe down desk and cabinets
- Wipe down counter
- Clean glass around desk area
- Sweep and wet mop

Lobby Area:

7:15 a.m. – 8:30 a.m.

- Pick up and empty all trash receptacles
- Dust mop & wet mop

Lobby Area Men's and Women's Restrooms (2):

8:30 a.m. – 9:00 a.m.

- Clean sinks
- Clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilets and urinals
- Empty sanitary trash and replace liners in stalls
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Break 9:00 a.m. – 9:15 a.m.

Van Cise-Simonet Detention Center
Day Porter #3
F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Court Rooms 2100 AND 2300:

9:15 a.m. – 10:00 a.m.

- Empty trash receptacles
- Dust Judge's bench and clerk's area
- Dust Attorney Desks
- Dust podiums
- Dust and clean public benches
- Clean A.V. equipment and stands
- Clean glass between court room and holding area
- Vacuum
- **MONDAY & WEDNESDAY:** Pick up rolling recycling bins and drop off at dock area

Four Conference Rooms (2 within each court room):

- Empty trash receptacles
- Dust table and chairs
- Vacuum

DUI Area:

10:00 a.m. – 11:00 a.m. (approximate time based on entry and exit)*

- Pick up and empty trash
- Dust and wipe down desks
- Dust and clean cabinets
- Sweep and wet mop

Restrooms inside holding cells (4)*:

- Clean sinks
- Wipe down, clean and polish faucets
- Clean toilets
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- **MONDAY & WEDNESDAY:** Pick up rolling recycling bins and drop off at dock area

*** The DUI area is a Secure Area and entry is through sally port doors controlled by DSD Central Command. Wait time for entry and exit through secure doors can be anywhere from 10 – 20 minutes each time.**

Van Cise-Simonet Detention Center

Day Porter #3

F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Bonding Office:

11:00 a.m. – 12:00 a.m.

- Pick up and empty trash
- Dust and wipe down work stations & all cabinets
- Clean glass around desk area
- Sweep and wet mop

Kitchen Area:

- Clean sink
- Wipe down, clean and polish faucet
- Wipe down counters
- Empty trash receptacles
- Wipe down counter tops and table tops
- Sweep and wet mop
- Stock paper towels

Private Restroom (within area):

- Clean sink
- Clean and polish faucet
- Wipe down counters
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilet
- Empty sanitary trash and replace liner
- Wipe down stall door, walls and handles
- Wipe down and polish dispensers in stall
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Lunch 12:00 p.m. – 12:30 p.m.

Van Cise-Simonet Detention Center
Day Porter #3
F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

2nd floor Men's & Women's Restrooms:
12:30 p.m. – 1:00 p.m.

- Clean sinks
- Wipe down, clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down and polish trash receptacle
- Clean toilets and urinals
- Wipe down stall doors, walls and handles
- Empty sanitary trash and replace liners in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

2nd Floor Back of House Judge's Restrooms (2100 AND 2300):
1:00 p.m. – 1:30 p.m.

- Clean sink
- Wipe down, clean and polish faucet
- Clean mirror
- Wipe down and polish trash receptacle
- Clean toilet
- Empty sanitary trash and replace liners
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handle on restroom door

Break 1:30 p.m. – 1:45 p.m.

2nd Floor and Lobby Area:
1:45 p.m. – 3:00 p.m.

- Spray & buff 2nd floor and lobby floors (alternate days)
- Check lobby area – sweep, clean and empty trash as needed
- Dust mop and wet mop (alternate days)
- Clean and wipe down glass doors (8) to remove fingerprints – interior and exterior

Van Cise-Simonet Detention Center
Day Porter #3
F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Friday, 12:00 p.m. – 5:00 p.m.

DSD Admin Office Area:

12:00 p.m. – 1:00 p.m.

- Pick up and empty trash
- Dust and wipe down desks in 10 offices, 6 workstations, 2 conference rooms and 2 copy rooms
- Dust and clean cabinets in 10 offices, 6 workstations, 2 conference rooms and 2 copy rooms
- Vacuum
- Sweep and mop kitchen area

DUI Area:

1:00 p.m. – 2:00 p.m. (approximate time based on entry and exit)*

- Pick up and empty trash
- Dust and wipe down desks
- Dust and clean cabinets
- Sweep and wet mop

Restrooms inside holding cells (4)*:

- Clean sinks
- Wipe down, clean and polish faucets
- Clean toilets
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- MONDAY & WEDNESDAY: Pick up rolling recycling bins and drop off at dock area

*** The DUI area is a Secure Area and entry is through sally port doors controlled by DSD Central Command. Wait time for entry and exit through secure doors can be anywhere from 10 – 20 minutes each time.**

Break 2:00 p.m. – 2:15 p.m.

Van Cise-Simonet Detention Center

Day Porter #3

F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Bonding Office:

2:15 p.m. – 3:15 p.m.

- Pick up and empty trash
- Dust and wipe down work stations & all cabinets
- Clean glass around desk area
- Sweep and wet mop

Kitchen Area:

- Clean sink
- Wipe down, clean and polish faucet
- Wipe down counters
- Empty trash receptacles
- Wipe down counter tops and table tops
- Sweep and wet mop
- Stock paper towels

Private Restroom (within area):

- Clean sink
- Clean and polish faucet
- Wipe down counters
- Clean mirror
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilet
- Empty sanitary trash and replace liner
- Wipe down stall door, walls and handles
- Wipe down and polish dispensers in stall
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Exterior:

3:15 p.m. – 3:45 p.m.

- Empty trash receptacles
- Sweep Plaza Area and remove leaves, debris and all cigarette butts
- Pick up trash in plaza, flower beds and around exterior of building
- Sweep sidewalks and curbs surrounding building to remove leaves, debris and all cigarette butts

Van Cise-Simonet Detention Center

Day Porter #3

F, 12:00 p.m. – 5:00 p.m. and Sat/Sun, 7:00 a.m. – 3:00 p.m.

Lobby Area Men's and Women's Restrooms (2):

3:45 p.m. – 4:15 p.m.

- Clean sinks
- Clean and polish faucets
- Wipe down counters
- Clean mirrors
- Wipe down, clean and polish trash receptacle and tampon dispenser
- Clean toilets and urinals
- Empty sanitary trash and replace liners in stalls
- Wipe down stall doors, walls and handles
- Wipe down and polish dispensers in stalls
- Empty trash
- Sweep and wet mop
- Stock toilet paper, paper towels & soap
- Wipe down interior and exterior handles on restroom door

Mechanical Equipment Rooms (approximately 26,000 square feet):

4:15 p.m. – 4:45 p.m.

- Dust mop and wet mop Mechanical Equipment Room 1
- Dust mop and wet mop Mechanical Equipment Room 2
- Dust mop and wet mop Mechanical Equipment Room 3

Lobby Area:

4:45 p.m. – 5:00 p.m.


- Check lobby area – sweep, clean and empty trash as needed
- Clean and wipe down glass doors (8) to remove fingerprints – interior and exterior

**** When there is inclement weather, mats must be laid out throughout vestibules and lobby areas. Wet floor signs must be set in any and all high risk areas. Day Porter is also responsible to maintain the lobby – check and mop the floors – in addition to above listed duties.**

MANPOWER

MY Building: 10 Cleaners (3.5 hours a day) 1 day porter (8 hours per day)
Webb Building: 43 Cleaners (3.5 hours a day) 2 day porters (8 hours per day)
Permit Building: 4 Cleaners (3.5 hours a day) 1 day porter (8 hours per day)
Justice Center: 22 Cleaners (3.5 hours a day) 2 day porters (8 hours per day)
Fire Headquarters: 1 Cleaner (3.5 hours per day)
5440 Roslyn Building: 6 Cleaners (3.5 hours per day)
South Cherry Creek
Transfer Station: 1 Cleaner (1.5 hours per day)
South Osage Transfer: 1 Cleaner (1.5 hours per day)
Arie Tayler Building: 3 Cleaners (3.0 hours per day)
Election Commission: 2 Cleaner (3.5 hours per day)
10 Galapago: 2 Cleaners (2.5 hours per day)
Animal Shelter: 1 Cleaner (1.5 hours per day)
Solid Waste Offices: 1 Cleaner (2.0 Hours per day)
Traffic Ops/Shooting: 2 Cleaners (3.5 hours per day)
New Crime lab: 4 Cleaners (3.5 hours per day)
Eastside Building: 4 Cleaners (3.0 hours per day)
New Animal Shelter: 3 Cleaners (3.0 hours per day)

SUPPLY REQUIRMENTS FOR EACH BUILDING



RTD CREW BATH/SCALE REMOVER

RTD STRIDE CITRUS CLEANER

RTD ALPHA-HP

JOHNSON CARPET SHAMPOO

EMERALS JOHNSON DIVERSEY MULTI SURFACE CREAM

TILE & GROUT REJUVENATOR

BETCO GREEN EARTH

WAXIE GREEN MILD-ACID BATH & GROUT CLEANER

JOHNSON END BAC II

WATERLESS URINAL SEALING LIQUID

KOHLER WATERLESS URINAL CLEANER

AQUARIA FLOOR FINISH



FREEDOM SPEED STRIPPER



JANITORIAL SERVICES AT CITY FACILITIES
COST SAVINGS PROPOSALS

RFP BID (ref. Pricing section of submitted bid)

Night-time cleaning

Scope of Work – Full Service

Day Porter Staff – 8 full-time day porters; 2 part-time day porters

Pros:

Clean buildings

No tenant complaints

Ease of transition into new contract

No labor turnover

Maintain janitorial portion of LEED certification for Webb Bldg.

Cons:

None

COST SAVINGS PROPOSAL ONE

Night-time cleaning

Scope of Work – Skip cleaning per the SOW below this cover

Day Porter Staff – 8 full-time day porters; 2 part-time day porters

Pros:

Reduced price

Daily janitorial coverage

Restrooms cleaned daily

No significant change in building appearance

Maintain janitorial portion of LEED certification for Webb Bldg.

Cons:

Tenant inconvenience

COST SAVINGS PROPOSAL TWO

Day-time cleaning

Scope of Work – Full Service

Day Porter Staff – 8 full time day porters; 2 part-time Day Porters

Pros:

Full Service

Energy Savings

Reduced day porter cost

Maintain janitorial portion of LEED certification for Webb Bldg.

Cons:

Tenant interruption during cleaning process

COST SAVINGS PROPOSAL THREE

Day-time cleaning

Scope of Work – Skip cleaning per the SOW below this cover

Day Porter Staff – 8 full time day porters; 2 part-time day porters

Pros:

Energy Savings

Reduced Day Porter Cost

Daily Janitorial Coverage

Restrooms Cleaned Every Day

Maintain janitorial portion of LEED certification for Webb Bldg.

Cons:

Tenant interruption during cleaning process