

## **APPENDIX "A"**

### **Routine Tasks**

1. Classrooms, Preparation Areas, and Laboratories.
2. Auditorium, Library, Offices, and Conference Rooms
3. Custodial and Storage Closets, and Mechanical Spaces.
4. Restrooms, Locker Rooms, and Shower Rooms.
5. Gymnasium.
6. Entrances, Lobbies, Hallways, Corridors, and Stairwells.
7. Cafeterias, Lunchrooms, Multi-Purpose Room, and Lounges. 8.

### **Special Building Instructions**

Standard Custodial Procedures are to be developed by the Contractor and submitted to the Division's Representative for review (see section 1-23), to insure that these tasks are effectively completed in accordance with the specifications of both the custodial products/ equipment being used and the surface/ building component on which it is being used.

Daily Custodial Routines (or schedules) are to be developed by the Contractor and submitted to the Division representative for review (see section 1-23), to insure that these tasks are uniformly and effectively completed in accordance with these specifications MSDS sheets are to be properly displayed. All other Right-To-Know procedures are to be strictly followed (see section 1-23).

It is to the mutual best interest of both the School and the Contractor to keep the entrance areas free of dirt and litter; it is not necessary to clean dirt from inside a building that is not allowed to enter.

"Spot Wet Mop" means to mop floor with a minimum of furniture moving/removal.

"Wet Mop Entire Floor" means to move/remove all the furniture and clean the entire area.

Markerboards, chalkboards and trays and erasers are to be cleaned twice a week, where applicable.

**1. Classrooms, Preparation Areas, and Laboratories.**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY <sup>AS</sup>  
REQUIRED**

Dry Mop Floor ✕

Spot Wet Mop ✕✕ Wet Mop Entire Floor ✕

Scrub & Re-coat Floor ✕ Spray, Buff & Polish ✕ Wash Tables/Desks/Chairs ✕

Remove Graffiti from Desks ✕ Empty Pencil Sharpener(s) ✕

Empty Trash/Recycle Containers ✕

Clean/Dust Windowsills, Baseboard, & Moldings ✕

Wash Chalk Boards/ Trays **Twice/ Wk**

Clean Windows, Interior **Twice/Wk**

Clean Door(s)(1)Glass & Hardware (interior&exterior) Spot Wash Walls, Remove Graffiti ✕  
✕

Clean/ Dust Window Blinds **Twice/ Mo.** Clean/ Dust Fan Blades **Twice/ Mo.** Clean

Vents ✕ Clean Trash Cans ✕ Clean Lights ✕

Clean Sinks & Sanitize ✕

Fountains

Clean Shelving & Built-in Furniture ✕

Complete High Dusting ✕

Clean Classroom Lavatories \*\*\* \*\* \*\* \*\* \*\* See #4. "Restrooms, Locker Rooms, and Shower Rooms"

**CARPETED SPACE (ALTERNATE)**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

Vacuum Floor ✕

Spot Clean ✕

Extract Entire Floor ✕ (l) Clean using a Disinfecting Detergent

**2. Auditoriums, Libraries, Offices, and Conference Rooms:**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

Dry Mop Floor ✕ Spot Wet Mop ✕ Wet Mop

Entire Floor ✕

Scrub & Re-coat Floor ✕ Spray, Buff & Polish Twice/Mo. Wash Tables/Desks/Chairs ✕

Remove Graffiti from Desks ✕ Empty Pencil Sharpener(s) ✕

Empty ✕

Trash/Recycle

Containers

Wash Chalk Boards/ Trays ✕

Clean Windows, Interior ✕

Clean Door(s) Glass & Hardware (interior & exterior) Spot Wash Walls, Remove Graffiti ✕

✕

Clean/ Dust Window Blinds Twice/ Mo. Clean/ Dust Fan Blades Twice/ Mo. Clean

Vents ✕ Clean Trash Cans ✕ Clean Lights ✕ Clean Sinks ✕

Built-in Furniture ✕ Dusting Shelving & Cleaning

✕

Spot Clean Upholstered Furniture

Complete High Dusting ✕

Clean Interior Lavatories \*\* \*\* \* \* \* \* See #4. "Restrooms, Locker Rooms, and Shower Rooms"

**CARPETED SPACE (ALTERNATE)**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

Vacuum Floor ✕

Spot Clean ✕

Extract Entire Floor \*\*

\*\* Once during the winter break, in addition to the Summer cleaning, at a minimum. **iii**

Clean using a Disinfecting Detergent

**3. Custodial and Storage Closets, and available Mechanical Spaces:**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

Clean, Dry & Odor Free

Dry Mop Floor

Spot Wet Mop

Wet Mop Entire Floor

Scrub & Re-coat Floor  Remove Graffiti  Empty Pencil Sharpener(s)

Empty Trash/Recycle Containers (maintenance to reduce odor)

Clean Mops and Equipment (maintenance to

Clean Windows, Interior

Clean Door(s) Glass & Hardware (interior & exterior)

Spot Wash Walls, Remove Graffiti

Clean Vents

Clean Trash Cans  Clean Lights  Clean Sinks

Complete High Dusting

Clean Interior Lavatories     \*\*    \*\*    \*\*    \*\*    \*\* See #4. "Restrooms, Locker Rooms and

Shower Rooms"

**4. Restrooms, Locker Rooms, and Shower Rooms:**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

Dry Mop Floor  Wet Mop Entire Floor

Clean and Sanitize all Fixtures

Scrub & Re-coat Floor  Remove Graffiti

Empty Trash/Recycle Containers Clean and Re-fill

Soap & Paper Dispensers

X

X

Clean Mirrors X

Clean Windows, Interior X

Clean Door(s) Glass Soap, Stains, & Graffiti

& Hardware (interior i

& exterior) Spot X X

Wash

Walls; Remove

(walls & stalls) X Clean All Vertical Surfaces

Machine Scrub/ Power Stalls; Remove

Wash/ Disinfect Floors Residue, Soap Scum & Shower Room

Scrub/ Power Wash/ Marks X

Disinfect Walls & X

(exteriors) X

Clean & Scrub Lockers

Clean Vents X Clean Trash Cans X

Clean Lights X Complete High Dusting X

(1) Clean using a Disinfecting Detergent

**5. Gymnasium:**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS REQUIRED**

**GYMNASIUM**

Dry Mop Floor using mop 3X

treated with approved

solution Wet Mop Spills/Spots X

(cold/ damp mop & dry)

Extend Bleachers, Damp

**In-Door**

**X**

Mop

**Season**

Floorboards & Isles, Damp Wipe X

Seats (1)

Fixtures ~~X~~  
Clean and Sanitize all Fountain/

Remove Graffiti ~~X~~ Empty Trash/Recycle Containers ~~X~~

Clean Windows, Interior ~~X~~  
Clean Door(s) Glass & ~~X~~  
Hardware (interior &  
exterior) Clean & Scrub ~~X~~  
Vertical  
Surfaces (walls & stalls)

Clean Vents ~~X~~

Clean Trash Cans ~~X~~

Clean Lights (accessible) ~~X~~ Complete High Dusting ~~X~~

(l) Clean using a Disinfecting Detergent

**6. Entrances, Lobbies, Hallways, Corridors, and Stairwells:**

(See "Periodic Cleaning" Appendix "B")

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS  
REQUIRED**

Dry Mop Floor **3X**

Spot Wet Mop ~~X-X~~ Wet Mop Entire Floor ~~X~~

Scrub & Re-coat Floor ~~X~~

Clean Walk-off Mats  
(incl. Exterior)

Clean, Scrub, Extract Walk-off Mats (incl. ~~X-X~~  
Exterior)

~~X~~

Sweep Ext. Entrance Area ~~X~~

Spray, Buff & Polish **Twice/Mo.**

Clean/ Sanitize ~~X~~

Water Fountains

Empty ~~X~~

Trash/Recycle

Containers

Clean/Scrub Trash Cans ~~X~~ Clean Windows, Interior

~~X~~

Clean Door(s) Glass & Balusters & Base

Hardware (interior & exterior) Spot Wash ~~X~~

Walls, Remove Graffiti ~~X~~

Dust Mop/ Spot Clean ~~X~~

Stair Treads, ~~X~~

Risers, Landings, ~~X~~

Railings, Balusters &

Base Wet Mop/ Scrub ~~X~~

Stair Treads, ~~X~~

Risers, Landings, Railings,

Clean Vents ~~X~~ Clean Lights ~~X~~ Complete High Dusting ~~X~~ Clean using a Disinfecting Detergent

**CARPETED SPACE (ALTERNATE)**

(See "Periodic Cleaning" Appendix "B")

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS**

Vacuum Floor ~~X~~

Extract Stairway/Landings ~~X~~  
**REQUIRED**

Spot Clean ~~X~~

Extract Entire Floor ~~X~~

**7. Cafeterias, Lunchrooms, Multi-Purpose Rooms, and Lounges:**

**ROUTINE CLEANING DAILY WEEKLY MONTHLY AS**  
**REQUIRED**

Dry Mop Floor ~~X~~

Spot Wet Mop ~~X~~ Wet Mop Entire Floor ~~X~~

Spray, Buff & Polish Clean Lunch Tables After ea.  
Lunch  
Period

**Twice/Mo**

Scrub & Re-coat Floor ~~X~~

Empty Containers

Trash/Recycle ~~X~~

Clean/ Scrub Trash Cans  Clean Windows,Interior

Clean Door(s) Glass & Hardware (interior & exterior)

Spot Wash Walls, Remove Graffiti

Clean/ Scrub Walls, Base & Moldings

Clean Vents  Clean Lights

Clean Sinks & Sanitize Fountains

(1)

Complete High Dusting  Clean Interior Lavatories \*\*\* \*\* \*\* \*

\*\* See #4, "Restrooms, Locker Rooms, and Shower Rooms" (1) Clean using a Disinfecting Detergent

### CARPETEDSPACE

#### ROUTINE CLEANING DAILY WEEKLY MONTHLY AS

Vacuum Floor  Extract Entire Floor   
Spot Clean  REQUIRED

### APPENDIX "B"

#### Periodic Cleaning

1. Contractor is to develop and submit to the Division Representative for approval, a "Hard Surface Floor Care Plan" for the building, for surfaces such as: Terrazzo, VCT, VAT, and Tile. The plan to include:
  - a) A schedule showing the classroom floors being stripped and finished yearly so that all classroom floors are completely stripped and refinished. b) A schedule showing that main Entrances, Lobbies, and Hallway floors are stripped and re-finished annually and scrubbed and re-coated an yearly, as weather and building use may dictate.
  - c) A schedule showing a minimum of half of the other less traveled Hallways and Passageway floors stripped and re-finished annually and all scrubbed and re-coated at least one (1) additional time during the year, as weather and



building use may dictate. This is in no way to limit the Contractor's responsibility to strip and refinish any floor that is in such a condition that refinishing is required.

d) Custodial procedure(s) used to execute the plan.

2. Contractor to develop and submit to the Division Representative for approval, a "Carpeted Floor Care Plan" for each building. The plan to include:

- a) A schedule showing that Entrances, Lobbies, and main Hallway floors are properly extracted each summer and an additional three (3) time a year at a minimum, as weather and building use may dictate.
- b) A schedule showing all of the other Hallways and Passageway floors being properly extracted during the summer and at least one (1) additional time during the year, as weather and building use may dictate. This is in no way to limit the Contractor's responsibility to extract any carpeted floor that is in such a condition that it is required.
- c) Custodial procedure(s) used to execute the plan.

### **APPENDIX "C"**

#### **Annual (summer) Cleaning**

The schedule for all summer cleaning shall be coordinated with the building representative and the Division Representative. The schedule is to be constructed in such a way as not to interfere with building summer activities and bearing in mind the fact that maintenance and renovation may be occurring in various sections of the building at the same time.

Where possible, spaces are to be cleaned after such maintenance/ renovations are completed.

In addition to thoroughly and carefully completing all the tasks outlined in Routine Cleaning (Appendix "A") and Periodic Cleaning (Appendix "B"), the following is to be completed:

1. Clean and wash all interior and exterior surfaces of all lockers with disinfecting detergent, remove all graffiti.
2. Clean, wash, scrub, power wash, and disinfect the floors, walls and stalls of all restrooms, locker rooms, and shower rooms; removing all stains, soap scum, graffiti, and other marks and dirt.
3. Clean auditorium and stage, properly clean and finish and/or extract the floor. Clean and/or extract seating; removing all marks and graffiti.
4. Clean and wash the interior and exterior of all light fixtures and lenses. Task will require "high-lift" equipment in certain areas. Damage, if any, must be reported to the Division Representative, in writing.
5. Clean and wash all desks, inside and out, exterior surfaces of all file cabinets, tables, and bookcases. Vacuum and extract upholstered furniture; polish wooden furniture. Remove

all graffiti, gum, and other foreign substances.

6. Clean and wash all walls, top to bottom. Clean and wash all switch plates, ledges, sills, wall clocks, intercoms, woodwork, chalkboards and trays, and all baseboards and moldings.
7. Clean and wash, inside and out, all windows. It is the Contractor's responsibility to remove and replace all grills, screens and other such items necessary to complete this task. The window sills and other spaces between these features are to be washed at this time. Damage, if any, is to be reported to the Division Representative, in writing.
8. Clean and wash all doors, sills, frames, glazing, and hardware.
9. Clean and wash all radiator & univent covers.
10. Clean from all ceilings: pins, pencils, paperclips, gum, candy, tape and paper, and all other foreign substances. Do not remove or disturb ceiling tiles.
11. Clean and wash all wall and ceiling fans, HVAC vents and diffusers.
12. Remove, clean and wash all blinds and shades, top to bottom, inside and out. Damage, if any, is to be reported to the Division Representative, in writing.
13. All other washing, cleaning, and coating procedures necessary to return the building to a clean, safe and inviting condition ready for Division use as an educational facility.

CERTIFICATION OF CONTRACTOR/EMPLOYEE

Full Name of Contractor: \_\_\_\_\_

Full Name of Employee: \_\_\_\_\_

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies as follows :

- (i) that I have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child
- (ii) that I have  have not  been convicted of a crime of moral turpitude.
- (iii) If further certify that I have not been convicted of a felony or have a record which would reflect a history of violence or any other actions that could be conceived as being unsuitable to be around students.
- (iv) If applicable, as a Contractor, I certify that all of my employees are in compliance with the requirements of Section 22.1-296 of the Code of Virginia.

I further understand that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor.

If you checked the box indicating that you have been convicted of a crime of moral turpitude, list the nature of the crime and the date and court of conviction below:

Nature of Crime Date Court of Conviction

Date: \_\_\_\_\_

Signature of Contractor/Employee