

ATTACHMENT A
CUSTODIAL SERVICE SPECIFICATIONS

Following are the specifications for custodial services for both Douglas City Hall, 101 N. 4th Street, and the Public Works office and shop building at 420 W. Grant Street, Douglas, Wyoming. The City of Douglas is responsible to supply all janitorial products, such as garbage receptacles and liners, paper products for dispensers, soaps for dispensers and dishwashing needs, and vacuum cleaner bags and belts.

Three times per week:

1. Empty wastebaskets and replace liners;
2. Clean and vacuum all public areas, including countertops and tables;
3. Clean break rooms and restrooms, including clean and disinfect commodes, sinks and other fixtures; mop and sanitize floors and stalls; fill paper towels, toilet paper, soap and toilet seat covers; clean vanity mirrors.

Twice per week:

1. Clean glass entrance doors, exterior and interior;
2. Sweep outside entryway;
3. Sweep and mop tile/linoleum floors (after hours).

Weekly:

1. Dust office furniture;
2. Vacuum all areas and stairways;
3. Disinfect telephones;
4. Clean interior panel glass;
5. Clean and disinfect counter tops in all areas;
6. Clean, disinfect and polish drinking fountains.

Quarterly (after hours):

1. Deep clean all floors;
2. Dust window blinds;
3. Vacuum edges of carpeting, clean baseboards, window ledges, room corners (cobwebs), walls;
4. Vacuum upholstered furniture;
5. Clean all vinyl chairs;
6. Vacuum and dust Council Chambers;
7. Spot clean all chairs;
8. Spot clean carpeting.

Annually

1. Vacuum air conditioning and heating vents;
2. Clean light fixtures;
- ~~3. Wax all tile/linoleum floors;~~
4. Clean external windows (NEW).