

**AGREEMENT FOR MUNICIPAL BUILDINGS MAINTENANCE AND CLEANING SERVICE  
CONTRACT CITY OF PATASKALA, OHIO**

This Agreement for Municipal Buildings Maintenance and Cleaning Service Contract (the "Agreement") is made and concluded this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Pataskala, a municipal corporation located in Licking County, and State of Ohio (the "City of Pataskala" or "City"), and \_\_\_\_\_ (the "Contractor").

**WITNESSETH:** That for the consideration of the payments and mutual promises set forth here, Contractor and City Agree:

1. This Agreement includes and incorporates as if fully written here all of the following documents which are collectively referred to as the Contract Documents:
  - A. INVITATION TO BID
  - B. INSTRUCTIONS TO BIDDERS
  - C. BIDDER QUALIFICATION STATEMENT
  - D. BID PROPOSAL FORM
  - E. CORPORATE AFFIDAVIT (To be completed if the Contractor is a Corporation)
  - F. DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT
  - G. AGREEMENT FOR MUNICIPAL BUILDINGS MAINTENANCE AND CLEANING SERVICE  
CONTRACT CITY OF PATASKALA, OHIO
  - H. GENERAL CONDITIONS
  - I. TECHNICAL SPECIFICATIONS
  - J. BID GUARANTY
  - K. CONTRACT BOND (or combined Bid Guaranty and Contract Bond as applicable)

The Contractor agrees to provide the maintenance and cleaning services described in the Contract Documents for the fees set forth in the Bid Proposal Form. The Contractor also agrees to all of the terms and conditions set forth in the Contract Documents. In the event of any conflict or inconsistency between the provisions of this Agreement and any of the other Contract Documents or if any questions regarding the true construction or meaning of the documents arise, the same shall be decided by the City and such decision shall be binding and conclusive upon the Contractor.

2. **Contract Term:** The Agreement is for a term of two-years beginning on June 17, 2019 and ending on June 16, 2021. Upon the mutual agreement of the parties, the term of this agreement may be extended for additional one-year terms.
3. **Payment for Services Provided:** Payment for work fully performed is contingent upon the written approval of the City Finance Director or designee. The City shall pay the invoice within 30 days of such approval.
4. **Non-Employment Relationship:** The City and the Contractor are independent parties. Nothing

contained in this Agreement shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. The Contractor understands and agrees that its employees are not entitled to employee benefits, including but not limited to worker's compensation and employment insurance coverage, and disability from the City. The Contractor shall be solely responsible for any and all applicable taxes.

5. **Amendments**: This Agreement may not be altered or amended, except by written agreement of the parties.
6. **Entire Agreement**: It is expressly understood and agreed that this Agreement states the entire agreement between the parties and that the parties are not and shall not be bound by any stipulations, representations, agreement or promises, oral or otherwise, not printed or inserted in this Agreement or attached as Exhibits hereto.
7. **Validity**: The invalidity of one or more of the phrases, sentences, and clauses contained in this Agreement shall not affect the remaining portions so long as the material purposes of this Agreement can be determined and effectuated.
8. **Ohio Law and Courts**: This Agreement shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Ohio and the parties irrevocably submit in any suit, action or proceeding arising out of this Agreement to the jurisdiction of the Court of Common Pleas for Licking County, Ohio.
9. **Defense and Indemnification**: The Contractor agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the City, its officials (elected and appointed) as well as its employees, representatives, and agents from and against all claims, suits, demands, causes of action, judgments, proceedings, damages, losses, costs, and/or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to its performance of the Work. The Contractor also agrees to pay any and all attorney's fees incurred by the City, its officials (elected and appointed) as well as its employees, representatives, and agents in enforcing any of the Contractor's defense or indemnification obligations. In all claims against the City, its officials (elected and appointed) as well as its employees, representatives, and agents by any employee of the Contractor, or anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by the Contractor under Workers' Compensation Acts, disability benefit acts, or other employee benefits acts.
10. **Compliance with Laws**: The Contractor shall comply with all federal, state, and local laws and regulations governing the Work and this Agreement, including without limitation health, safety, and environmental requirements.
11. **Insurance**: The Contractor shall carry and keep in force during the term of this Agreement insurance as more specifically described in the General Conditions, with a company or companies authorized to do business in Ohio.

12. **No Assignment**: The Contractor shall not subcontract, transfer, or assign its obligations under this Agreement or any portion thereof without prior written consent of the City.
13. **Taxes and Fees**: Contractor is subject to and responsible for paying fees to obtain all applicable licenses, permits, and other permissions necessary to perform its obligations under this Contract. Contractor is responsible for paying federal, state, and local taxes. Contractor agrees to withhold all City income taxes due or payable under the provisions of Income Tax Ordinance (Chapter 171 of the City of Pataskala Codified Ordinances), for qualifying wages, salaries, and commissions paid to its employees and further agrees that any of its sub-contractors shall be required to agree to withhold any such City income taxes due under this chapter for services performed under this Contract.
14. **Supervision**: The Contractor shall assign a competent Project Supervisor. At the City's request, the Contractor shall replace the Project Supervisor, provided that the request is reasonable. The City's Representative shall not be responsible for the acts or omissions of the Project Supervisor or his assistants.
15. **Suspension for Convenience**: The City may, without cause, order the Contractor to suspend, delay, or interrupt the Work in whole or in part for such period of time as the City may determine.
16. **Termination for Convenience**: The city may terminate the contract at any time by giving written notice to Contractor and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. The notice may be mailed, hand-delivered, or sent electronically. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the Contractor shall, at the option of the city, become its property. If the contract is terminated due to the fault of the Contractor, termination of contract for cause relative to termination shall apply. Upon receipt of a written notice from the City terminating this Agreement without cause and for the City's convenience, the Contractor shall: (i) immediately cease performing the Work, unless otherwise directed by the City, in which case the Contractor shall take the action directed by the City, (ii) take all reasonable and necessary action to protect and preserve the Work, and (iii) unless otherwise directed by the City, terminate all agreements with Subcontractors and suppliers. If this Agreement is terminated without cause and for the City's convenience and there exists no event of the Contractor's default, as defined in this Agreement, the City will pay the Contractor only for Work performed under this Agreement up to the date the notice of termination is received by the Contractor at the rates for Work performed under this Agreement.
17. **Termination of Contract for Cause**: If, through any cause, the provider shall fail to fulfill in a timely manner and proper manner its obligations or if the provider shall violate any of the covenants, agreements or stipulations of the contract, the city shall thereupon have the right to terminate the contract by giving written notice to the provider of such termination and specifying the effective date of termination. The notice may be mailed, hand-delivered, or sent electronically. In that event, and as of the time notice is given by the city, all finished or unfinished services, reports or other materials prepared by the provider shall, at the option of the city, become its property, and the provider shall be entitled to receive compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the provider shall not be relieved of liability to the city for damage

sustained by the city by virtue of breach of the contract by the provider and the city may withhold any payments to the provider for the purpose of set off until such time as the exact amount of damages due the city from the provider is determined.

18. **Execution:** This Agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement and shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile) to each of the parties.

**IN WITNESS WHEREOF**, the City of Pataskala, by its duly authorized representative, and the Contractor, by its duly authorized representative, have hereunto subscribed their names this \_\_\_\_\_, 2019.

**City of Pataskala, Ohio**

**CONTRACTOR**

\_\_\_\_\_  
Benjamin J. King  
City Administrator

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Approved as to form only:

\_\_\_\_\_  
Brian M. Zets, City of  
Pataskala Law Director

**CERTIFICATE OF AVAILABILITY OF FUNDS**

The undersigned, Director of Finance for the City of Pataskala, Ohio, Licking County, Ohio, hereby certifies in connection with the Agreement to which this Certificate is attached that the amount required to meet the obligations under the contract has been lawfully appropriated for the purpose, and is in the treasury or in process of collection to the credit of an appropriate fund, free from any outstanding obligation or encumbrance as required by Ohio Revised Code §5705.01 to §5705.47.

\_\_\_\_\_

Date

\_\_\_\_\_

James M. Nicholson  
Finance Director

## **XI. GENERAL CONDITIONS**

### **A. CONTACTS**

1. The City Administrator or designee shall be the successful bidder's direct contact and periodic conferences will be held with the department head responsible for each building to review the status of work progress at the site. Written status reports may also be required.

### **B. EMPLOYEES**

1. The successful bidder shall employ only honest and responsible employees, skilled in the tasks assigned to them. The successful bidder shall be responsible for all conduct of their employees. The successful bidder shall furnish the City of Pataskala with a list of names, addresses, and ages of employees working in the buildings in which services are requested. The City may require police verification on each of the successful bidder's employees working on City property as to the absence of any record reflecting moral, felony, drug, or other types of arrest that would be detrimental to the City or its residents using said buildings. The minimum acceptable police background check shall be from the community in which the employee resides. Evidence of such check shall be obtained and delivered to the City Administrator or designee at the Bidder's cost.
2. In addition to the national background check referenced in the "Instructions to Bidders" section herein, the City may also conduct its own background checks through the BCI, FBI or other such agency.
3. The City Administrator or Designee may require the successful bidder to dismiss from the worksite such employee or employees as he/she deems incompetent, careless, insubordinate, or otherwise objectionable.

### **C. DAMAGE**

1. The successful bidder shall be fully and directly responsible for any and all damage to buildings and their contents caused by Contractor, its employees, or subcontractors including but not limited to theft attributable, directly or indirectly, in whole or in part, to its employees and/or as a result of doors and/or windows left unlocked by successful bidder's personnel. Bidder shall complete all work in a thoroughly professional and workmanlike manner in strict accordance with the Contract Documents. The successful bidder shall confine his/her activities to those areas necessary to complete the work and shall take all necessary steps to avoid damage to adjacent surfaces. Bidder shall repair or replace any areas that are damaged during the course of the work to the satisfaction of and no cost to the City.

### **D. WORK**

1. The City of Pataskala reserves the right to establish the order of priority for completion of the various services and to delete any portion of the service upon notification of the successful bidder. The hours of service are to be generally as follows; however, the final determination of the hours of service shall be arranged with the City Administrator or designee.
  - a) City Hall: Five (5) nights per week at a time to be designated by the City Administrator or Designee.
  - b) Police Station: Three (3) to Five (5) nights per week at a time to be designated by the Police

Chief or designee.

- c) Old Town Hall: Three (3) nights per week at a time to be designated by the City Administrator or designee.
- d) Sterling Theatre: The City's Police station houses the historic Sterling Theatre on the 3<sup>rd</sup> floor. Proposals should include the cost to clean the theatre, and would consist of sweeping/mopping floors, remove and empty trash, and wipe/clean seats. Services would only be necessary after scheduled events and only upon request.

#### **E. DEFENSE AND INDEMNIFICATION**

- 1. The successful bidder will be required, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the City and its agents and employees from and against any and all liabilities, suits, judgments, proceedings, claims, damages, losses or expenses, including attorney's fees and costs, arising out of or relating, directly or indirectly, to its performance of the Agreement. The successful bidder will also be required to pay any and all attorney's fees incurred by the City, its agents, or its employees in enforcing any of the successful bidder's defense or indemnification obligations. In any and all claims against the City or any of its agents or employees by any employee of the successful bidder or anyone directly or indirectly employed by the successful bidder, or anyone for whose acts the successful bidder is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by the successful bidder under Workers' Compensation Acts, disability benefit acts, or other employee benefits acts.

#### **F. LOCATION AND DESCRIPTION**

- 1. Effective for the duration of this contract, the City reserves the right to hire a new City employee to provide custodial services at any of the above referenced municipal buildings. Should the City add any custodial staff to its workforce, the City will provide three (3) weeks' notice before terminating cleaning service at any of these buildings. The City reserves the right to terminate cleaning service at one or more buildings and this shall have no impact on the service or cost of service at the remaining buildings. The buildings listed are public buildings that the public visits on a regular basis and are expected to be maintained in a clean and presentable condition at all times. The City expects strict adherence with the specifications and the highest standard of cleanliness. The City will not tolerate less than satisfactory performance.

#### **G. COORDINATION WITH OTHERS**

- 1. During the progress of the work, the City, or others may be engaged in performing work within the buildings. The successful bidder shall coordinate the work to be done under this Invitation to Bid with the work of others, in such a manner as the City Administrator or designee shall approve or direct.

#### **H. PUBLIC SAFEGUARDS**

- 1. The successful bidder agrees to conduct the work at all times in such a manner that the general public shall not inconvenience needlessly nor shall it be wholly obstructed at any point.

## **I. OBLIGATIONS OF THE SUCCESSFUL BIDDER**

1. The successful bidder shall, at his own expense, provide all manner of supervision, labor, materials, apparatus, scaffolding, appliances, tools, machinery, transportation, and whatever else may be required of every description necessary to do and complete the work, and shall be solely answerable for the same and for the safe, proper, and lawful construction, maintenance, and use thereof. The successful bidder shall employ only competent workers and shall provide experienced supervisors.

## **J. OCCUPATIONAL SAFETY AND HEALTH ACT**

1. The applicable sections of the Occupational Safety and Health Act of 1970 (Williams- Steiger Act) shall apply and be made a part of this Invitation to Bid.

## **K. PERMITS, LAWS, CODES, AND ORDINANCES**

1. The successful bidder shall keep himself fully informed of all existing and current codes, ordinances, and regulations and Municipal, County, State, or National laws in any way limiting or controlling the actions or operations of those engaged in the services bid on or affecting the materials supplied to or by them.

## **L. WATER SUPPLY AND ELECTRICAL ENERGY**

1. The successful bidder may use the City's facilities to obtain the electrical energy and water supply necessary for cleaning purposes.

## **M. INSURANCE REQUIREMENTS**

1. The successful bidder shall, at its sole expense and cost, obtain and keep in force during the entire duration of the work that is the subject of this Invitation to Bid insurance coverage covering the successful bidder and all of its agents, employees and other subcontractors against claims for injuries or losses to persons or property that are alleged to have arisen, directly or indirectly, in connection with the successful bidder's performance of the work. The "City of Pataskala, its employees, elected and appointed officials and agents" shall be named as Additional Insureds on a primary and non- contributory basis to the successful bidder's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section of the successful bidder's Certificate of Insurance. Insurance companies must be licensed by the State of Ohio; the City reserves the right to approve all carriers. Full disclosure of any nonstandard exclusion is required for all required coverages. Additionally, the successful bidder shall maintain at least:
  - a) Broad form commercial general liability coverage naming the "City of New Pataskala" as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: \$1,000,000 Combined Single Limit (C.S.L.)
  - b) Automobile Liability coverage, including coverage for owned, hired, or borrowed autos: \$1,000,000 C.S.L.
  - c) Workers' Compensation Coverage (per Ohio law) and Employer's Liability Coverage: coverage A at statutory limits and coverage B at limits of 100,000/500,000/100,000; OR "Certificate of Solvency" issued by Ohio Workers' Compensation Commission for self-



insurers.

2. If any portion of the successful bidder's insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Agreement, and the Certificate of Insurance shall state that the coverage is claims-made and also the retroactive date, if any.
3. The successful bidder shall direct its insurance carrier to provide the City with a Certificate of Insurance PRIOR TO commencing work. The Certificate shall specifically state that the City shall receive thirty (30) days advance written notice of cancellation or non-renewal, via registered U.S. mail, addressed to Director of Finance, City of Pataskala, 621 West Broad Street, Suite 2F, Pataskala, Ohio 43062. The Certificate shall evidence all required coverage. These insurance requirements are the City's general requirements. The successful bidder's insurance requirements are subject to final negotiations.

## **XII. TECHNICAL SPECIFICATIONS**

### **A. GENERAL CLEANING**

1. **Facilities Included:** Proposal applies to City Hall, the Police Department and Old Town Hall facilities. All areas of the buildings except storage and otherwise secured areas shall be covered by this Invitation to Bid. Fire apparatus rooms shall not be considered storage areas.
2. **Cleaning Schedule:** Contactor shall perform full cleaning service at the City Hall, the Police Department and Old Town facilities, on each of the number of days identified in Section XII.B below, at a time to be designated by the City Manager or designee. All weekly tasks shall be completed on the same day of the week during each week, semi-annual tasks shall be completed once during the first six months. The successful bidder shall notify the City Administrator or designee of the date on which he initially performed each task in order to establish anniversary dates to be used as a base in scheduling future performance of these tasks.
3. **Additional Work:** As the City of Pataskala deems necessary, additional municipal facilities may be included into this contract. Should this occur during the duration of this contract, pricing and scheduling of cleaning for each facility will be negotiated on an individual basis.
4. **Task Completion Log:** The successful bidder shall be required to complete and submit a task completion check list to the person in charge of each building and to the City Manager or designee for all weekly, monthly semi-annual and annual tasks.
5. **Tasks Not Performed:** Should a listed daily or weekly task not be completed on schedule, then the monthly payment shall be pro-rated for those daily or weekly tasks actually completed.
6. **City-Provided Materials:** The City will supply trash liners, liquid soap, toilet paper, and paper towels for all municipal buildings. The successful bidder will be responsible to install trash liners, the liquid soap, toilet paper and paper towels in each building as needed.
7. **Existing Environment:** Contractor shall not assume that the level of cleanliness that presently exists in each of the public buildings meets these specifications or is satisfactory to Pataskala. The successful bidder shall be required to assure that it meets all provisions of these specifications entirely and that it provides the City with clean and presentable buildings.
8. **Sanitation Standards:** To ensure a healthy and safe municipal facility environment in which to

work, all cleaning procedures must adhere to the highest standards as they relate to the health and well-being of all building occupants.

9. **Cleaning Chemical Applications:** Contractor must make every effort to use proven environmentally safe cleaning products, polishes, floor stripper, floor finishes, etc. All products for all applications must be provided (listed and indexed) for review by the City Administrator or designee before they are introduced into any municipal building.
10. **Labor, Supplies and Equipment to Be Supplied by Successful Bidder:** Provide all necessary labor, cleaning supplies, and cleaning equipment, in order to properly clean and maintain the municipal facilities.
11. **Cleaning Schedules:** A cleaning schedule must be provided by the successful bidder for daily cleaning operations (see personnel information below). Cleaning schedules shall accommodate and not interfere with the building usage, schedule of any activities, community activities, etc. which may use any part of the municipal facility during daytime and night time hours.
12. **Cleaning Complaints:** If a cleaning complaint cannot be resolved and cleaning procedures do not meet Pataskala's cleaning standards, there will be a deduction from the monthly invoice at the discretion of the City Administrator or designee. The City Administrator or designee will contact the cleaning successful bidder with the pertinent information and he will be given sufficient time to resolve any issues.
13. **Personnel Information:** Personnel list, reference checks, names, addresses, and phone numbers must be provided with revisions as they occur. The personnel list must show the facility to which they are assigned, responsibility, and daily hours of work. No new personnel shall be permitted to enter any City building without prior notice to the City and without first having provided the City with a criminal background check as referenced herein.
14. **Building Supervisor:** The successful bidder shall assign a supervisor to be assigned to Pataskala's municipal buildings to oversee all cleaning procedures and must be supervising during cleaning hours. Additional responsibilities will be to maintain a daily "check cleaning log" and to provide a monthly cleaning survey to the City Manager or designee or as directed. The Building Supervisor must meet with the City Manager or designee at least once a month to discuss cleaning status and any issues of concern. The Building Supervisor assigned to each municipal facility is responsible for all cleaning procedures.
15. **Record of Activity:** The Building Supervisor must be able to communicate verbally and in writing in English regarding all cleaning responsibilities. Log Book Procedures – A log book must be provided and used daily by the cleaning successful bidder at each building in order to sign in and out, record start and end of work shift, description of cleaning issues and response to cleaning issues.
16. **MSDS Procedures:** An MSDS book must be provided and maintained for all listed products used at each municipal facility and wall mounted in each custodial closet. A district wide Master Copy must be provided to the City Manager or designee and must be updated as required.
17. **Vacuuming Procedures:** All carpeted flooring must be vacuumed daily, preferably with a HEPA-quality vacuum. Filters must be changed as needed. Cleaning personnel must be properly trained in the usage and maintenance of all equipment.
18. **Carpet Extraction Procedures:** Early-Spring (March/April) and again late-Fall

(October/November) carpeting must be steam extracted and disinfected. A minimum of 200 degrees F. must be maintained at the nozzle and carpets must be thoroughly dried within twelve (12) hours. Prior to commencing this work, the City Administrator or designee must approve a schedule for each building.

19. **Resilient Flooring Procedures:** Following floor care cleaning approved by the manufacturer. Note: all offices, lobby areas, corridors, and entrances must maintain a minimum of 3 coats of floor finish containing 20%-25% solids when dry. Floors must be ultra-high speed burnishable.

## B. FACILITY-SPECIFIC CLEANING WORK & FREQUENCY

### City Hall – 621 W. Broad Street

General Cleaning	Frequency
Clean interior and exterior entrance and partition glass, remove smudges	5 times per week
Service exterior waste receptacles and smoking urns	5 times per week
Empty waste receptacles and replace liners	5 times per week
Wipe outside of waste receptacles and surrounding wall	As Needed
Sanitize door handles, frames, and light switches	5 times per week
Dust horizontal surfaces of desks, credenzas, tables, filing cabinets etc.	5 times per week
Clean and sanitize drinking fountains/coolers	5 times per week
Clean and sanitize telephones and office equipment	5 times per week
Clean/disinfect hand railing in lobby	5 times per week
Check elevator for cleanliness and clean as needed	5 times per week
Dust Everything in Council Chambers	5 times per week
Clean glass fronts of Finance, Clerk of Courts, Administration and Planning & Zoning	1 time per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

Floor Maintenance	Frequency
Vacuum entry mats	5 times per week
Vacuum all carpeted areas	5 times per week
Vacuum/sweep all hard surface areas	5 times per week
Spot clean carpet for spills/stains	As Needed
Mop all hard surface floors with germicidal cleaner using dual-bucket, color coded system	5 times per week
Carpeted areas to be cleaned using steam extraction or other appropriate method	2 times per year
Tile/resilient flooring to be striped and waxed (two coats) where appropriate	Annually

Kitchen/Break Area	Frequency
Empty waste receptacles and replace liners	5 times per week
Clean and disinfect sink, counters, tables and chairs	5 times per week
Clean and disinfect exterior of appliances	5 times per week
Wipe outside of waste receptacles and surrounding wall	5 times per week
Clean microwave's interior and exterior	5 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	5 times per week

<b>Kitchen/Break Area</b>	<b>Frequency</b>
Restock paper and soap products	5 times per week
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>Restrooms</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	5 times per week
Wipe outside of waste receptacles and surrounding wall	5 times per week
Clean and polish dispensers, fixtures and mirrors	5 times per week
Clean and sanitize sinks, toilets and urinals	5 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	5 times per week
Restock paper and soap products	5 times per week
Clean and sanitize sanitary napkin dispensers	5 times per week
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

**Police Station – 623 W. Broad Street**

<b>General Cleaning – Public Areas</b>	<b>Frequency</b>
Clean interior and exterior entrance and partition glass and remove smudges	5 times per week
Service exterior waste receptacles and smoking urns	5 times per week
Empty waste receptacles and replace liners	5 times per week
Wipe outside of waste receptacles and surrounding wall	As Needed
Sanitize door handles, frames, and light switches	5 times per week
Dust horizontal surfaces of desks, credenzas, tables, filing cabinets etc.	5 times per week
Clean and sanitize drinking fountains/coolers	5 times per week
Clean and sanitize telephones and office equipment	5 times per week
Clean/disinfect hand railing in lobby	5 times per week
Vacuum training room carpet	1 time per week
Wipe down tables in training room	1 time per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>General Cleaning – Non-Public (Office) Areas</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	3 times per week
Wipe outside of waste receptacles and surrounding wall	As Needed
Sanitize door handles, frames, and light switches	3 times per week
Dust horizontal surfaces of desks, credenzas, tables, filing cabinets etc.	3 times per week
Clean and sanitize drinking fountains/coolers	3 times per week
Clean and sanitize telephones and office equipment	3 times per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>Floor Maintenance – Public Areas</b>	<b>Frequency</b>
Vacuum entry mats	5 times per week
Vacuum all carpeted areas	5 times per week
Vacuum/sweep all hard surface areas	5 times per week
Spot clean carpet for spills/stains	As Needed
Mop all hard surface floors with germicidal cleaner using dual-bucket, color coded system	5 times per week
Carpeted areas to be cleaned using steam extraction or other appropriate method	2 times per year
Tile/resilient flooring to be striped and waxed (two coats) where appropriate	Annually

<b>Floor Maintenance – Non-Public (Office) Areas</b>	<b>Frequency</b>
Vacuum all carpeted areas	3 times per week
Vacuum/sweep all hard surface areas	3 times per week
Spot clean carpet for spills/stains	As Needed
Mop all hard surface floors with germicidal cleaner using dual-bucket, color coded system	3 times per week
Carpeted areas to be cleaned using steam extraction or other appropriate method	2 times per year
Tile/resilient flooring to be striped and waxed (two coats) where appropriate	Annually

<b>Kitchen/Break Area</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	5 times per week
Clean and disinfect sink, counters, tables and chairs	5 times per week
Clean and disinfect exterior of appliances	5 times per week
Wipe outside of waste receptacles and surrounding wall	5 times per week
Clean microwave's interior and exterior	5 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	5 times per week
Restock paper and soap products	5 times per week
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>Public Restrooms</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	5 times per week
Wipe outside of waste receptacles and surrounding wall	5 times per week
Clean and polish dispensers, fixtures and mirrors	5 times per week
Clean and sanitize sinks, toilets and urinals	5 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	5 times per week
Restock paper and soap products	5 times per week
Clean and sanitize sanitary napkin dispensers	5 times per week

<b>Locker Rooms</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	3 times per week
Wipe outside of waste receptacles and surrounding wall	3 times per week
Clean and polish dispensers, fixtures and mirrors	3 times per week
Clean and sanitize sinks, toilets and urinals	3 times per week

<b>Locker Rooms</b>	<b>Frequency</b>
Mop floors with germicidal cleaner using dual-bucket, color coded system	3 times per week
Restock paper and soap products	3 times per week
Clean and sanitize locker room showers	3 time per week
Clean and sanitize sanitary napkin dispensers	3 times per week

<b>Detention Facilities</b>	<b>Frequency</b>
Clean unoccupied cells as needed	1 time per week
Clean and sanitize sinks, toilets and urinals	1 time per week
Mop all floors with germicidal cleaner using dual-bucket, color coded system	1 time per week
Restock paper and soap products	1 time per week
Wipe all cleared desks, office furniture and other horizontal surfaces with disinfectant or polish depending upon surface type	1 time per week
Spot clean removing fingerprints, dirt smudges, etc. from all doors, frames and light switches	1 time per week
Empty waste receptacles and replace liners	1 time per week

**Old Town Hall – 430 South Main Street**

<b>General Cleaning</b>	<b>Frequency</b>
Clean interior and exterior entrance and partition glass, remove smudges	3 times per week
Service exterior waste receptacles and smoking urns	3 times per week
Empty waste receptacles and replace liners	3 times per week
Wipe outside of waste receptacles and surrounding wall	As Needed
Sanitize door handles, frames, and light switches	3 times per week
Dust horizontal surfaces of desks, credenzas, tables, filing cabinets etc.	3 times per week
Clean and sanitize drinking fountains/coolers	3 times per week
Clean and sanitize telephones and office equipment	3 times per week
Clean/disinfect hand railing in lobby	3 times per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>Floor Maintenance</b>	<b>Frequency</b>
Vacuum entry mats	3 times per week
Vacuum all carpeted areas	3 times per week
Vacuum/sweep all hard surface areas	3 times per week
Spot clean carpet for spills/stains	As Needed
Mop all hard surface floors with germicidal cleaner using dual-bucket, color coded system	3 times per week
Carpeted areas to be cleaned using steam extraction or other appropriate method	2 times per year
Tile/resilient flooring to be striped and waxed (two coats) where appropriate	Annually

<b>Kitchen/Break Area</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	3 times per week

<b>Kitchen/Break Area</b>	<b>Frequency</b>
Clean and disinfect sink, counters, tables and chairs	3 times per week
Clean and disinfect exterior of appliances	3 times per week
Wipe outside of waste receptacles and surrounding wall	3 times per week
Clean microwave's interior and exterior	3 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	3 times per week
Restock paper and soap products	3 times per week
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust all blinds, ledges and window sills	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

<b>Restrooms</b>	<b>Frequency</b>
Empty waste receptacles and replace liners	3 times per week
Wipe outside of waste receptacles and surrounding wall	3 times per week
Clean and polish dispensers, fixtures and mirrors	3 times per week
Clean and sanitize sinks, toilets and urinals	3 times per week
Mop floors with germicidal cleaner using dual-bucket, color coded system	3 times per week
Restock paper and soap products	3 times per week
Clean and sanitize sanitary napkin dispensers	3 times per week
Dust high/low incorners, walls and baseboards for cobwebs	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month