

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GL AF 4660.2A

GREAT LAKES REGION

6/28/91

SUBJ: JANITORIAL, GROUNDSKEEPING, AND MINOR MAINTENANCE RESPONSIBILITIES AND
CONTRACT PROCEDURES

1. PURPOSE. This order establishes procedures for submitting initial requests or renewal requests for janitorial, groundskeeping, and minor maintenance (i.e., elevator) contracts.
2. DISTRIBUTION. This order is distributed to branch level and above in the Airway Facilities, Air Traffic and Logistics Divisions in the Great Lakes Regional Office and to all Airway Facilities and Air Traffic Field Offices and Airway Facilities Sectors.
3. DISCUSSION. Traditionally, janitorial, groundskeeping, and minor maintenance specifications have contained some requirements which have resulted in excessive contract costs, unnecessary custodial services, and nonproductive use of employee's time. It is imperative that all requirements for services be thoroughly reviewed in order to provide a contract incorporating realistic standards, procedures, and methods.
4. DEFINITIONS. The following definitions are established to aid in the preparation, review, and approval of janitorial and minor maintenance requirements:
 - a. Janitorial Service Specifications. Written requirements for maintaining clean facilities within or immediately adjacent to buildings; does not include grass cutting and trimming, except in courtyards to entrances of major facilities (i.e., ARTCC's Level and IV/V Towers).
 - b. Contracting Officer. A person in the Logistics Division (Acquisition Management Branch, AGL-55) or the Airway Facilities Sector Logistics Management Specialist (LMS) responsible for the negotiation/bid/award/performance of a janitorial, groundskeeping, or minor maintenance contract.
 - c. Contracting Officer's Representative (COR). The local FAA representative will be charged with monitoring and participation in the administration of janitorial or minor maintenance contracts and who acts for and in accordance with instructions from the contracting officer. The COR is selected by the AFS Manager with the concurrence of the Contracting Officer.
 - d. Contract. A formally executed agreement, enforceable by law, with an individual, commercial firm, or Federal agency for providing janitorial and/or maintenance services as described by performance specifications.

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A-X(AT/LG)-2

Initiated By: AGL-423

e. Performance Specifications. Written requirements which include work functions to be performed, schedule of work, frequency of specific work functions, etc., attached to and included as a part of the contract.

f. Minor Maintenance Service (Janitorial not included). Includes electrowriter maintenance, copier maintenance, elevator maintenance, controller chair maintenance, etc.

g. Miscellaneous Unscheduled Labor. Included are tasks which may be seasonal and/or repetitive, such as snow removal or grass cutting, where no specific contract or binding agreement has been entered into.

h. Groundskeeping Contract. Contract for major ground maintenance which includes grass cutting, shrub trimming, fertilizing, watering, etc.

i. Remote Facility. A facility such as a VORTAC which is MORE THAN 20 MINUTES driving time from the local sector field office(s).

j. Local Facility. All facilities not identified as a remote facility.

k. Procurement Data Package. A package prepared by AF sector personnel consisting of the necessary documents, and data which will enable the approval or disapproval of a potential contract; it will be used in the preparation of a bid package by the Contracting Officer for approved services (i.e., Procurement Requests, Statements of Work, performance specifications, list of prospective bidders, cost estimates, name of Contracting Officer's Representative, diagrams of area, etc.).

5. PROCUREMENT PROCEDURES. Costs of janitorial, groundskeeping, or minor maintenance contracts that exceed \$25,000 per year shall require a formal contract. Costs of \$25,000 or less may be obtained either by formal contract or small purchase procedures. This is at the discretion of the Acquisition Management Branch. Scavenger service that is \$1,000 per year or less shall be obtained locally and paid monthly, via imprest fund, or by a Standard Form 44 (SF-44) not more than quarterly.

a. Procurement Request Package Submission. This package shall be prepared by the AF sector 120 days prior to the proposed contract starting date for existing facilities. In cases of newly commissioned ATCT's expanded facilities' or new administrative quarters, notify the Contracting Officer through the Airway Facilities Division by memo as soon as possible prior to date service is desired. Follow-up with a procurement package through the Resource and Planning Branch, AGL-420, as soon as the desired service requirements are known.

b. Imprest Fund. With Acquisition Management, AGL-55, approval, the imprest fund may be used for payment rather than SF-44, purchase order or contract for janitorial services and minor maintenance if the cost is estimated to be less than \$250 per service. The use of imprest fund will normally be approved on GL Form 4405-1 and payment made upon completion of the service or at least monthly.

c. Standard Form 44 (SF-44). With Acquisition Management, AGL-55, approval, an SF-44 rather than a purchase order or contract may be issued for janitorial services and minor maintenance if the cost is estimated to be less than \$2,500 per year. The use of SF-44 will normally be approved on GL Form 4450-1 and payment made at least quarterly.

6. RESPONSIBILITIES.

a. Airway Facilities Sector Office. The local Airway Facilities manager/supervisor shall prepare work specifications and requirements for all Air Traffic and Airway Facilities space where janitorial service is needed. These specifications shall include the specific work to be accomplished, time of day work may be done, frequency of work functions, etc. The work specifications should be properly constructed to minimize future modifications to the contracts. The data package should include the following:

(1) Procurement Request, FAA Form 4400-19, and attachments shall include:

(a) Type of service desired (janitorial, etc.).

(b) Annual cost estimate. (If contact is a renewal, the previous year's cost plus 10% should be the basis for an estimate. Also indicate if AGL-55 will meet to exercise an option.)

(c) Diagram with break-out data of areas (groundskeeping only); submit updated area plot with identifiable areas and type of service required in each sub-area.

(d) Estimated man-hours required.

(e) Square footage of all areas to be covered under contract.

(f) Justification indicating required needs and impact to your operation/service if not provided.

(2) Performance Specifications. This should include;

(a) Tasks to be performed.

(b) Time work is to be performed.

(c) Frequency of work tasks.

(d) Identification of area which shall have 5-DAY maintenance verses 7-DAY maintenance requirements or any different requirement.

(e) Type of floor covering in each area identified above (carpet, tile, etc.), if applicable.

(f) Methods/specifications relative to task. For example;

1. Do not use cleaning material having a PH greater than 11 to remove wax from floor.

2. Empty ashtrays into suitable metal or other nonflammable type container.

(g) Summary sheet giving the total administrative area, technical areas, and other areas, by square feet.

(h) Groundskeeping diagram should indicate shrubbery, trees, and other significant features.

(i) Supply storage for non-government janitorial property and supplies.

(3) List of prospective bidders. Include both names and addresses.

(4) Exceptions to this order. Additional written justification shall be provided for any exception to this order which will affect the contractor's performance or costs.

(5) Elevator Maintenance Contracts. Refer to GL 6950.11A, Elevator Maintenance and Inspection Policy, for policy on elevator maintenance.

(6) Window Washing Contracts. At locations where separate window washing contracts are desired, (for example ATCT cab windows which are separate from janitorial window washing), the local Airway Facilities Sector shall submit a Procurement Request to the Operations Resources Section, AGL-423, and include a list of prospective bidders (three or more).

b. Sector Managers (Airway Facilities) shall:

(1) Be the final review official prior to regional submission of the procurement data package for verification of completeness, accuracy, adherence to requirements, and good management procedures. Even though work specifications may be the same as previous year, they shall be reviewed.

(2) Provide guidance to local Airway Facilities supervisors at locations away from sector headquarters in the collection, assemblage, and development of specifications to be included in the procurement data package.

c. The Resource and Planning Branch, AGL-420 shall:

(1) Review all procurement data packages for compliance with this order.

(2) Recommend approval or disapproval of all requests for service based upon information contained in the data packages. This will be coordinated with the Airway Facilities Sector; all disapprovals will be discussed with originator. Final approval will be made by AGL-420.

d. Acquisition Management Branch, AGL-55 and/or Airway Facilities Sector Logistics Management Specialists (LMS). Prepare bid package, negotiate and award contracts, or write purchase orders (if more advantageous) and provide general guidance to the sectors on matters pertaining to service contracts.

e. Contracting Officers Representative (COR). Contracting Officers Representatives have the responsibility to evaluate contractor performance on GL Form 4665-1. The COR may use other employees to monitor contractor activity in buildings where it is advantageous to have more than one person monitoring performance. The designated COR is then responsible for consolidating and submitting the contractor performance report, GL Form 4665-1, on a monthly basis to the Contracting Officer. Complaints or discrepancies shall be reported on GL Form 4450-36. This form shall also be used to request withholding of payment when services are not provided or are not performed according to specifications. This also provides documentation as to the contractor's suitability for further FAA contracts.

f. Contractor. The contractor will be held responsible for the safeguarding of all building keys issued to them. In the event of key loss, the contractor will be responsible for the cost of recombining of cores.

7. JANITORIAL SERVICES FREQUENCY AND TASK REQUIREMENTS.

a. Appendix 1 of this order includes Generic Specifications developed for Automated Flight Service Station (AFSS).

b. Appendix 2 of this order includes Generic Specifications developed for Air Traffic Control Tower (ATCT).

c. Appendix 3 of this order includes Generic Specifications developed for Air Route Traffic Control Center (ARTCC).

NOTE: The specifications of Appendix 1, 2 and 3 shall be used as a guide for all janitorial contracts, realizing there may be minor changes due to local conditions.

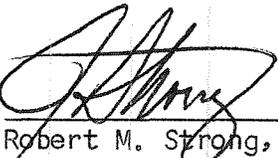
d. Appendix 4 of this order shall be the standards for custodial services. The frequency of accomplishment of tasks listed in Appendix 2 are considered maximum frequencies and shall be reduced wherever possible in order to reduce costs. The intent of these frequency standards is to achieve clean facilities at a minimum cost. However, should these frequency standards prove inadequate to maintain acceptable clean conditions at a particular facility, due to unusual conditions, justification to increase the frequency of cleaning shall be submitted to the Operations Resources Section, AGL-423, for review at the time of submission of procurement data packages.

8. MINOR GRASS and VEGETATION MAINTENANCE REQUIREMENTS.

a. At facilities visited by the public, such as ATCT's ARTCC's, AFSS's, etc., and at facilities in residential areas, grass should be cut to maintain a maximum height of four INCHES. Edging around buildings, poles, and fences shall be trimmed as necessary.

b. At remote facilities not visited by the public. Grass cutting and weed height shall be at a standard designated by the AF sector manager, but not to exceed standards required at facilities visited by the public.

c. Vegetation cutting at non-enclosed facilities on an airport shall not be included in contracts without justification. Vegetation cutting may be included if it is required to prevent damage to guy wires or to prevent adverse effects on facility operation. Trimming will be for a maximum of 10 feet from the structure.



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GENERIC SPECIFICATIONS FOR
AFSS JANITORIAL CONTRACT
PART I - SECTION CSCOPE OF WORK:

The contractor shall furnish all labor, supplies and equipment necessary to perform janitorial services for approximately X,XXX square feet of space at the Automated Flight Service Station (AFSS), Anyplace, GL Region. Service shall be performed as follows: seven (7) days per week cleaning in the operations area, break/ready room and rest rooms; five (5) days per week cleaning (excluding National Holidays) in all other areas. Service shall be performed between the hours of 4:00 p.m. and 12:00 p.m., with the exception of window washing which shall be performed during daylight hours.

1. DAILY.

a. Sweep all tile, painted or concrete floors using chemically treated absorbent dusting tools. Sweep and damp mop entrance ways and spot-clean as necessary. Police all carpeted areas, removing obvious debris.

b. Vacuum ready room if carpeted; damp mop if tiled.

c. Vacuum AFSS operations area using an industrial type vacuum.

NOTE: Due to the critical nature of Air Traffic Communications, all vacuuming in these areas shall be commenced only after coordination with the shift supervisor.

d. Clean rest rooms, wet mop tiled floors using a disinfectant solution. Clean all urinals, commodes and lavatories inside and out to disinfect, remove stains, scale and odors. Clean all mirrors, wipe and polish all plumbing hardware with a non-abrasive solution approved for use on chrome finish. Spot clean walls, wainscoting and partitions. Fill soap dispensers and check and clean as necessary to assure proper operation. Provide and maintain an adequate supply of hand towels and toilet tissue. Provide a constant supply of deodorant in each urinal and commode. Refill sanitary napkin dispensers in all women's rest rooms.

e. Empty waste baskets and containers, dispose of waste paper, trash and other extraneous materials, replace liner as necessary. In case of leakage, damp wipe receptacle to remove all residue. Empty and damp wipe all ash trays.

f. Clean and disinfect drinking fountain and sink(s) in ready room. Clean ready room counter tops and table tops. Wipe vinyl chairs and/or brush off upholstered chairs. Replenish paper towel dispensers.

2. WEEKLY.

- a. Vacuum all carpeted areas (not covered under item 1 above) using an industrial type vacuum cleaner. Spot-clean, using approved stain remover and techniques, as required.
- b. Dust surface of all AFSS consoles.
- c. Wash inside and outside of entrance and corridor glass doors with cleaning material that will not film, streak or stain. Wipe up all spills and drips.

3. MONTHLY.

- a. Wet mop all tiled floors and entrance ways using soap or detergent solution. Remove all foreign material and marks. Spot-wax traffic areas by applying two coats of non-skid wax and buff to a uniform gloss finish. Remove all marks and wax from walls and furniture.
- b. Vacuum operations area chairs, spot-clean as needed.

4. QUARTERLY.

- a. Remove soiled spots from walls, doors and woodwork. Use warm water and appropriate cleaning solution. Ensure surfaces are dried and free of streaks.
- b. Vacuum all other upholstered chairs and furniture not mentioned in 3.b., spot-clean as needed.

5. SEMI-ANNUALLY.

- a. Spot-clean tops of AFSS consoles. Clean surface of all office furniture, lockers, fixtures, window sills and other dust collecting areas with appropriate cleaner.
- b. Wash all windows inside and outside during daylight hours. Use methods and materials that neither streak nor smudge. Wipe up all drips and spillage.
- c. Strip old wax from all tiled floor areas, apply three thin even coats of non-skid wax and buff to a uniform gloss finish. All surfaces adjacent to the floor shall be clean and free of wax and scuff marks.
- d. Vacuum all window shades, blinds, and drapes using appropriate vacuum attachments. A damp cloth shall be used to remove accumulation of dirt and spots not removable with the vacuum attachments.

6. ANNUALLY.

a. Clean all carpeting using standard industrial dry-foam or wet shampoo methods, as appropriate for type of sub-floor the carpet is attached to. This work to be done at a time designated by the Contracting Officers Representative and after coordination with the Air Traffic Shift Supervisor.

b. Wash all light fixtures using mild detergent solution, wipe clean with damp cloth and dry using a soft lint free cloth.

c. Vacuum acoustical textile wall covering, spot clean as needed.

d. Wash all venetian blinds.

7. AS REQUIRED. Additional Floor Care. Vestibule, lobby, all corridors, locker room, stairsteps and stairway landings shall receive additional wet mopping in inclement weather, as needed, when mud and dirt are tracked in from outside.

8. WORK SCHEDULE AND CHECK OFF LISTS. Prior to performing work on this contract, the contractor shall submit a schedule indicating the dates on which he proposes to comply with the various daily, weekly, monthly, quarterly, semi-annually, and annual work requirements.

9. Figure 1 to this work schedule lists the rooms, the estimated square footage of each and the number of days per week each is to receive janitorial services.

FIGURE 1. AFSS SPACE DETAIL

<u>Room No.</u>	<u>Name</u>	<u>Approx. S.F.</u>	<u>Floor Covering</u>	<u>Svc. Freq.</u>
100	Entry	60	Tile	7 day
101	Recep./Secretarial	250	Carpet	5 day
102	ATM Office	144	Carpet	5 day
103	AT Storage	100	Cement	Monthly
104	Conference Room	300	Carpet	5 day
105	Ready Room	500	Tile	7 day
106	Men's Restroom	190	Tile	7 day
107	Women's Restroom	190	Tile	7 day
108	AF Office	144	Carpet	5 day
109	AF Storage	100	Cement	Monthly
110	Operations Area	2500	Carpet	7 day
111	Equipment Room	1500	Tile	5 day
112	Training	300	Carpet	5 day
113	Pilot Briefing	100	Carpet	7 day

TOTAL ESTIMATED SPACE 6,278 Sq. Ft.

GENERIC SPECIFICATIONS FOR
ATCT JANITORIAL CONTRACT
PART I - SECTION CSCOPE OF WORK:

The contractor shall furnish all labor, supplies and equipment necessary to perform janitorial services for approximately X,XXX square feet of space at the Air Traffic Control Tower, Anyplace, GL Region. Service shall be performed as follows: seven (7) days per week cleaning in the Tower Cab, TRACON room, break/ready room and rest rooms; five (5) days per week cleaning (excluding National Holidays) in all other areas. Service shall be performed between the hours of 4:00 p.m. and 11:00 p.m., with the exception of window washing, which shall be performed during daylight hours.

1. DAILY

a. Sweep all tile floors using chemically treated absorbent dusting tools. Sweep and damp mop entrance ways and spot-clean as necessary. Police all carpeted areas, removing obvious debris.

b. Vacuum tower cab and TRACON area, using an industrial type vacuum.

NOTE: Due to the critical nature of Air Traffic Communications, all vacuuming in these areas shall be commenced only after coordination with the Air Traffic shift supervisor.

c. Vacuum break room if carpeted; damp mop if tiled; clean and disinfect drinking fountain, and sink(s). Clean break room counter tops and table tops. Wipe vinyl chairs and/or brush off upholstered chairs. Replenish paper towel dispensers.

d. Clean rest rooms, wet mop tiled floors using a disinfectant solution. Clean all urinals, commodes and lavatories inside and out to disinfect, remove stains, scale and odors. Clean all mirrors, wipe and polish all plumbing hardware with a non-abrasive solution approved for use on chrome finish. Spot clean walls, wainscoting and partitions. Fill soap dispensers and check and clean as necessary to assure proper operation. Provide and maintain an adequate supply of hand towels and toilet tissue. Provide a constant supply of deodorant in each urinal and commode. Refill sanitary napkin dispensers in all women's rest rooms.

e. Empty waste baskets and containers, dispose of waste paper, trash and other extraneous materials. Replace liner as necessary. In case of leakage, damp wipe receptacle, and clean to remove all residue. Empty and damp wipe all ash trays.

2. WEEKLY.

- a. Vacuum all carpeted areas, using an industrial type vacuum (not covered under item section 1 above). Spot-clean, using approved stain remover and techniques, as required.
- b. Dust surface of all controller consoles.
- c. Wash inside and outside of entrance and corridor glass doors with cleaning materials that will not film, streak or stain. Wipe up all spills and drips.

3. MONTHLY.

- a. Wet mop all tiled floors and entrance ways using soap or detergent solution. Remove all foreign material and marks. Spot-wax traffic areas by applying two coats of non-skid wax and buff to a uniform gloss finish. Remove all marks and wax from walls and furniture.
- b. Wash all tower cab windows during daylight hours. Use methods and materials that neither streak nor smudge. Wipe up all drips and spillage.
- c. Vacuum tower cab and Tracon chairs, spot-clean as needed.
- d. Spot-clean elevator walls.

4. QUARTERLY.

- a. Remove soiled spots from walls, doors and woodwork. Use warm water and appropriate cleaning solution. Ensure surfaces are dried and free of streaks.
- b. Vacuum all other upholstered chairs not mentioned in 3.d., spot-clean as needed.

5. SEMI-ANNUALLY.

- a. Spot-clean tops of Air Traffic Control Tower consoles. Clean surface of all office furniture, fixtures, window sills and other dust collecting areas with appropriate cleaner.
- b. Wash all windows inside and outside (except for tower cab windows specified in paragraph 3.b. above). Use methods and materials that neither streak nor smudge. Wipe up all drips and spillage.
- c. Strip old wax from all tiled floor areas, apply three thin even coats of non-skid wax and buff to a uniform gloss finish. All surfaces adjacent to the floor shall be clean and free of wax and scuff marks.

d. Vacuum all window shades, blinds, and drapes using appropriate vacuum attachments. A damp cloth shall be used to remove accumulation of dirt and spots not removable with the vacuum attachments.

6. ANNUALLY.

a. Clean all carpeting, using methods currently approved by the carpet industry and appropriate for the type of sub-floor to which the carpeting is attached. This work is to be done at a time designated by the Contracting Officers Representative and after coordination with the Air Traffic Shift Supervisor.

b. Wash all light fixtures using mild detergent solution, wipe clean with damp cloth and dry using a soft lint free cloth.

c. Vacuum acoustical textile wall covering in Tracon, spot clean as needed.

d. Wash all venetian blinds.

7. AS REQUIRED. Additional Floor Care. Vestibule, lobby, all corridors, locker room, stairsteps and stairway landings shall receive additional wet mopping in inclement weather, as needed, when mud and dirt are tracked in from outside.

8. WORK SCHEDULE AND CHECK OFF LISTS. Prior to performing work on this contract, the contractor shall submit a schedule indicating the dates on which he proposes to comply with the various daily, weekly, monthly, quarterly, semi-annual, and annual work requirements.

9. Figure 1 to this work schedule lists the rooms, the estimated square footage of each and the number of days per week each is to receive janitorial service.

FIGURE 1. ATCT SPACE DETAIL

<u>Room No.</u>	<u>Name</u>	<u>SQ. FT.</u>	<u>Floor Type</u>	<u>Svc. Freq.</u>
100	Entry	60	Tile	7 day
101	Hallway	75	Carpet	5 day
102	AF Shop	100	Cement	Weekly
103	Elevator	36	Tile	5 day
201	AF Office	100	Carpet	5 day
202	Hallway	75	Carpet	5 day
203	AF Storage	60	Tile	Monthly
301	Equipment Room	240	Tile	5 day
302	Hallway	75	Tile	5 day
401	Tracon	300	Carpet	7 day
402	Rest Room	60	Tile	7 day
501	ATM Office	125	Carpet	5 day
502	Secretarial Area	125	Carpet	5 day
503	Women's Rest Room	60	Tile	7 day
601	Break Room	125	Carpet	7 day
602	Training Room	125	Carpet	5 day
603	Rest Room	60	Tile	7 day
701	Tower Cab	320	Carpet	7 day

TOTAL ESTIMATED SPACE 2,123 Sq. Ft.

GENERIC SPECIFICATIONS FOR
ARTCC JANITORIAL CONTRACT
PART I - SECTION CSCOPE OF WORK:

The contractor shall furnish all labor, supplies and equipment necessary to perform janitorial services for approximately 1XX,XXX square feet of space at the Air Route Traffic Control Center, Anyplace, Region, GL. The contractor shall provide employees, as required, to ensure timely completion of all work required to maintain the facility in accordance with the Work Schedule specified herein.

1. MAIN AREAS TO BE SERVICED: Appendix A to this work schedule lists the rooms, the estimated square footage of each and the number of days per week each is to receive janitorial services. The facility has been divided into seven main areas as listed below. Most services will be performed during the hours indicated for each area. Other specific services will be performed at the times specified herein:

NOTE: Appendix A is not included in this order due to physical size. Use examples from Appendix 1 or Appendix 2.

a. Area 1: Lobby, administrative wing, administrative office annex building, quality assurance offices, second floor of the automation wing (including training areas) and associated corridors, stairwells, restrooms and the observation gallery/bridge (including the CBI laboratory). Janitorial services shall be performed five days each week, Monday through Friday, except National Holidays, between the hours of 5:00 p.m. and 7:00 a.m.

b. Area 2: Control room (room 1051), ready room (room 1001A) and women's lounge (room 1028). Janitorial services shall be performed seven days each week, including National Holidays, between the hours of midnight and 7:00 a.m.

NOTE: Government operations performed in the control room area directly affect national security and involve the control and separation of air traffic. The importance of the operation cannot be overstressed. There shall not be any interference by the contractor, his employees or his equipment. It is of the utmost importance that the noise level be kept to a minimum and special care be taken when cleaning the position consoles to prevent accidental movement of selector keys, etc.

c. Area 3: Electronic equipment rooms, computer rooms, security guard building, air traffic locker room, associated corridors, stairways and restrooms. Facilities in this area will be in use seven days each week and will require services the number of days specified in Appendix A. General cleaning of these areas may be accomplished at any time between 8:00 a.m. and 12:00 midnight.

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d. Area 4: PCS room engine generator room, battery room, power vaults, chiller room, CCMS room and maintenance work shops. Some of these areas are occupied seven days each week, while others are not. General cleaning of these areas may be accomplished at any time between 8:00 a.m. and 8:00 p.m.

e. Area 5: Cafeteria - customer side of serving line and dining area. Janitorial services shall be performed seven (7) days each week, including National Holidays, between the hours of 11:00 p.m. and 6:00 a.m.

f. Area 6: Telephone equipment rooms and supply rooms. Janitorial services shall be performed daily, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. Due to the sensitivity of this area, work performed in the telephone equipment rooms will be coordinated with the COR and the Telephone Company Supervisor.

g. Area 7: ISSS room (first floor - room number 1052). Janitorial services shall be provided once per month. Time for servicing shall be coordinated with the C.O.R.

2. TWICE PER DAY - CONTROL ROOM (ROOM 1051) ONLY. Empty all waste baskets and containers between the hours of 12:00 p.m. and 1:00 p.m., Monday through Friday. Insert a clean plastic lining in waste baskets and containers as needed. In case of leakage, wash or damp wipe receptacles to remove all residue and wipe dry. This service is in addition to the normal daily service required by paragraph C.2E for Area 2 during normal cleaning between the hours of midnight and 7:00 a.m.

3. DAILY CLEANING.

a. Rest Rooms.

(1) Wet mop floor using a disinfectant solution. Clean all urinals, commodes and lavatories inside and out with disinfectant; remove stains, scale and odors. Clean all mirrors; wipe and polish all plumbing hardware with a non-abrasive solution approved for use on chrome finish. Spot clean walls and partitions. Fill soap dispensers, check and clean (as necessary) to assure proper operation. Advise the C.O.R. of any dispensers found to be defective. Empty all waste containers and insert a clean plastic lining in the containers. In case of leakage, clean receptacles by washing or damp wiping, as necessary to remove all residue, and wipe dry. Provide and maintain an adequate supply of quality hand towels and toilet tissue in dispensers at all times. Provide Purex "Fresh-Up" Malodor counteractant (or comparable) deodorant release mechanisms at each urinal and commode, as required. Refill sanitary napkin dispensers in all women's rest rooms. This work is to be completed to provide clean restrooms at the start of the day shift (7:00 a.m.).

(2) In addition to the above, waste containers in the restrooms in Area 3 shall be emptied at the start of the evening shift.

b. Ash Receptacles. Empty all table, desk, wall mounted, floor or urn type ash receptacles into metal containers. Wipe receptacles clean with a damp cloth to remove all residue. Sand filled receptacles shall be screened and clean sand added, as necessary. This service shall be performed every eight hours, in the Ready Room (room 1001A) and Women's Lounge (room 1028), Monday through Friday and once between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

c. Drinking Fountains. Clean and disinfect all exposed surfaces of drinking fountains with a disinfectant type cleaner.

d. Floors and Stairwells.

(1) Sweep all tiled, painted and concrete floors and stairs with a treated dust mop. Remove chewing gum and other adhesive material from floor surfaces.

(2) Wet mop and buff all tiled floor area in the cafeteria on customer side of serving line and dining area.

e. Waste Containers. Empty all waste baskets and containers, except those in the kitchen area. Insert a clean plastic lining in waste baskets and containers as needed. In case of leakage, clean receptacles by washing or damp wiping to remove all residue and wipe dry. All trash, garbage, packing, crating or other extraneous material shall be removed daily by the contractor and placed in dumpsters located outside the building. The area around the dumpster shall be maintained in a clean, orderly condition. The dumpster and removal of rubbish from the dumpster is provided by the FAA.

f. Cafeteria/Dining Area. Wash all dining room tables, booths and chairs with a disinfectant solution to remove all foreign matter and wipe dry. Dust all other horizontal surfaces not covered above and within reach while standing on the floor. Empty all trash containers between 10:00 a.m. and 10:30 a.m., 12:00 p.m. and 1:00 p.m. and during the regularly scheduled cleaning between 11:00 p.m. and 6:00 a.m. Insert a clean plastic lining in the containers. During the regularly scheduled cleaning between 11:00 p.m. and 6:00 a.m., wash or wipe containers and outside of cabinets with a disinfectant solution to remove all residue and wipe clean.

g. Security Guard Building.

(1) The Security Guard Building is located adjacent to the Center Building and is in use 24 hours each day, seven days each week. This facility will be considered as office area under this contract and shall receive janitorial service equal to office areas in the Center Building.

(2) Additional mopping of the Security Building shall be accomplished as frequently as required (but not more often than twice daily) to maintain a clean, dry floor during inclement weather.

h. Carpeted Floors. Vacuum and spot clean the Contract Room (room 1051), ready room (room 1001A) women's lounge (room 1028) and cafeteria dining room (room 1033).

4. TWICE PER WEEK.

a. Carpeted Floors.

(1) Vacuum and spot clean all rooms in Area 1.

(2) The remaining areas are to be policed and obvious pieces of debris removed.

b. Entrances, Loading Dock, and Ramp Area. Spot clean all glass and metal surfaces, both inside and outside, of all entrances. Sweep all entrance ways from sidewalks, steps, landings, loading dock and ramp. Police outside entrances and remove all cigarette butts, papers and other debris.

c. Clean inside and outside of glass doors at entrances to the cafeteria (room 1033) and the control room (room 1051).

5. WEEKLY.

a. Floors and Stairwells.

(1) Painted. Damp mop to remove oil, grease and other stubborn stains.

(2) Tile. Damp mop to remove oil, grease and other stubborn stains. Spot wax high traffic areas to prevent floor finish from wearing through to the tile. Machine buff to a high gloss. All baseboards are to be cleaned free of wax and buffer marks.

(3) Carpeted. Vacuum and spot clean all carpeting not specified in the daily or twice-weekly schedule.

b. Central Vacuum System. Empty dust containers each Saturday so that system will operate effectively.

c. Drinking Fountains. Scrub the bubbler and drain pan on all drinking fountains and clean adjacent wall areas.

d. Furniture and Equipment. All desks, filing cabinets, bookcases, and other furniture shall be dusted and wiped clean within reach while standing on the floor. Wipe all conference room tables with a damp cloth and wipe dry, leaving them free of streaks. All office furniture is to be dust free at the start of the work day, 7:30 a.m. each Monday morning.

6. TWICE PER MONTH.

a. Spot clean inside window surface of Gallery and Bridge (room 240A) to remove all fingerprints and smudges.

b. Clean inside and outside of glass in receptionist area.

7. MONTHLY.

a. Metal Handrails and Hardware. Clean all metal handrails and associated hardware in all stairways.

b. Window Sills and Wall Mounted Air Conditioning and Heating Units. All window sills and wall mounted air conditioning and heating units shall be dusted and wiped clean with a damp cloth.

c. Control Room Consoles and Electronic Equipment. Clean the front of all control room consoles, flight data positions and teletype machines using a vacuum attachment. The noise level in the control room must be held to a minimum and a quiet vacuum shall be used. Remove trash from tops of the walk-thru plenums. Coordinate this work with the C.O.R. The contractor shall not dust, clean, vacuum, wash or otherwise service any electronic equipment. This is not meant to relieve the contractor of the responsibility to perform these services on the tops, backs, shelves, sides, covers and inside floors of the racks, plenums, cabinets, or consoles which house electronic equipment. Determination as to what constitute specific "electronic equipment" units can only be made at the job site. Generally, electronic equipment will have an On-Off switch and one or more "Volume Controls" indicating lights, meter, fuse holders, etc.

d. Blackboard and Chalk Trays. Wash all blackboards unless otherwise marked. Clean all chalk trays and erasers thoroughly.

e. Concrete Floor in ISSS Room (First Floor - Room 1052). Remove all identified trash and place in dumpster. Sweep and damp mop floor.

8. QUARTERLY.

a. Glass. Clean all glass in the Security Guard Building. Clean glass in the entrance doors, glass partitions, safety windows in metal doors, and the interior surface of glass panels in the observation gallery/bridge. Wipe up all spills and drips. Method and materials used shall not leave a film, streaks or stains.

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b. General Cleaning. Vacuum the tops of all control room consoles. Spot clean telephone booths, inside and outside.

c. Restrooms. Mechanically scrub the floors using a disinfectant solution.

d. Employee Lockers. Remove all accumulated trash and dust top of all lockers.

9. EVERY FOUR MONTHS. Venetian Blinds. All venetian blinds shall be dusted using a venetian blind attachment for a vacuum cleaner. A damp cloth shall be used to remove accumulation of dirt and spots, not removable with the vacuum attachment.

10. SEMI-ANNUALLY.

a. Walls, Doors, Partitions, and Dividers.

(1) Spot clean to remove finger marks and soil. Washed areas should not show sponge or brush marks after cleaning. This is to include all areas not identified under more frequent service requirements.

(2) Wood paneled walls shall be dusted with a treated cloth.

(3) All fabric wall covering shall be spot cleaned to remove stains and/or soil and vacuumed with appropriate vacuum cleaner attachments.

NOTE: A manufacturer-approved cleaning solution shall be used.

b. Windows. Clean all windows inside and outside (including inside window sills, frames and casements) in the administrative office annex building, administrative wing, dock, cafeteria, and the outside surface of the observation gallery (time of cleaning to be coordinated with the C.O.R.). Also, wash all glass in transoms, office wall panels and doors. Wipe up all spills and drips.

c. Tiled Floors. Strip all finish from tile floors. Apply floor finish and buff to a hard glossy finish.

NOTE: Only non-metallic pads may be used for scrubbing and buffing.

d. Fabric Upholstered Furniture and Drapes. Vacuum all drapes and the fabric upholstery on furniture.

e. Carpeted floors.

(1) Clean the carpet in the control room (room 1051), ready room (room 1001A), women's lounge (room 1028), locker room (room 1001), and cafeteria dining area (room 1033) using methods currently approved by the carpet industry.

(2) After each cleaning (when carpet has dried), an application of anti-static solution shall be applied to control static buildup or discharge. Only those solution recommended/approved by the carpet manufacturer shall be used.

f. Walk-Thru Plenums. (To be coordinated with the C.O.R.). Contractor shall clean under and around the display consoles in the control room. The FAA technicians will be responsible for movement of all electronic equipment necessary to allow the contractor personnel to dust, clean and remove debris from in and around the display consoles.

11. ANNUALLY.

a. Carpeted Floors.

(1) All carpeting (not specified for more frequent cleaning elsewhere in this statement of work) shall be progressively cleaned, using methods currently approved by the carpet industry. The sequence of area and time of cleaning shall be coordinated with the C.O.R.

(2) After each cleaning (when the carpet has dried), an application of anti-static solution shall be applied to control static buildup or discharge. Only those solutions recommended/approved by the carpet manufacturer shall be used.

b. Fabric Wall Covering. All fabric wall covering shall be thoroughly cleaned to remove stains and/or soil and vacuumed with appropriate vacuum cleaner attachments.

NOTE: A manufacturer-approved cleaning solution shall be used.

c. Restrooms. Wash walls, ceilings, doors and partitions using a disinfectant solution (including all installed showers).

d. Light Fixtures. Clean all light fixtures. Cleaning includes washing and polishing of globes, reflectors, diffusers, bulbs, tubes, glass and metal framework.

e. Air Supplies, Returns, Exhaust Fans, Etc. Clean all air supply diffusers, air return grills, exhaust fans, including louvered doors and screens, using a vacuum cleaner with appropriate attachments. After vacuuming, wash units (with a suitable cleaning solution that will not damage the finish) to remove all grease, grime and other foreign matter.

NOTE: The contractor is reminded that scaffolding will be required for cleaning the ceiling lights and air supply/return units in the control room and computer areas. Use of the agency hoist will be permitted, but must be coordinated with the C.O.R.

12. AS REQUIRED.

a. Walk-in Floormats. Walk-in floormats will be used at all entrance doors during foul weather. Furnishing of the mats will be the responsibility of the contractor and are subject to approval by the C.O.R. and Safety Officer.

b. Additional Floor Care. Vestibule, lobby, all corridors, locker room, stairsteps and stairway landings shall receive additional wet mopping in inclement weather, as needed, when mud and dirt are tracked in from outside.

c. Light Bulbs. Replace burned out or broken incandescent and fluorescent bulbs or tubes in all night lights, lights in the public telephone booths, emergency "Exit" lights, outside entrance and loading dock canopy lights, table lamps, and overhead fluorescent tubes throughout the area of contractor's cleaning responsibility. All light fixtures which fail to operate, after bulb/fluorescent tube replacement, shall be immediately reported to the C.O.R. by the contractor personnel. All replacement bulbs and fluorescent tubes will be furnished by the Government.

d. Carpet Anti-static Treatment. When requested by the C.O.R., apply anti-static solution on specified carpeted areas to alleviate static conditions. Only those solutions recommended/approved by the carpet manufacturer shall be used. It is estimated this service will only be required approximately once every two months during the winter months when the humidity is low and then only in isolated areas.

13. ORDER OF PRECEDENCE - WORK SPECIFICATION. If any discrepancies exist between this Section C, Work Statement, and the Space Layout and frequency of service, this written specification takes precedence.

14. WORK SCHEDULE AND CHECK OFF LISTS. Prior to performing work on this contract, the contractor shall submit a schedule indicating the dates on which he proposes to comply with the various twice per week, weekly, twice per monthly, quarterly, every four months, semi-annual, and annual work requirements. All scheduling which pertains to the control room will be subject to continual approval and/or modification. Work performed by the contractor in certain areas may be halted due to the workload brought on by excessive air traffic, adverse weather, etc. In the event work is halted the contractor will not be penalized because the normal work, which otherwise would have been accomplished during that interval, has been neglected.

APPENDIX 2

GENERAL STANDARDS FOR JANITORIAL
SERVICES IN ADMINISTRATIVE AREAS

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JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	FREQUENCY
1. ROOM CLEANING			
a. General. Empty wastebaskets and ashtrays; sweep or vacuum clean offices and office areas; vacuum clean rugs and upholstered furniture; sweep or vacuum clean adjacent corridors; dust all parts of offices, office areas, and adjacent corridors that can be reached while standing on the floor; damp wipe all glass surfaces; and, when they are located in the work area, clean washbasins, private toilets, drinking fountains, etc.	Office space	1,750 net sq. ft. (plus adjacent corridor areas)	Daily
	File space	6,250 net sq. ft. of floor space	Daily
	Storage space	12,500 net sq. ft. of floor space	Variable, depends on type of storage

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
b. Supplemental			
(1) Ashtrays			
(a) Desk type	Empty and wipe clean	Daily	Empty ashtrays into suitable metal or other nonflammable type container.
	Empty and water wash	Once a week	Water washing shall be by immersion in detergent water, rinsed, and dried.
(b) Wall mounted, floor, or urn type	Empty, damp wipe, and polish	Daily	Sand-filled receptacles shall be screened and clean sand added as necessary.

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(2) Wastebaskets	Empty	Daily	
	Empty and damp wipe	Every 30 days	Empty all wastebaskets. Damp wipe interior and exterior.
	Immerse and water wash	Once each quarter	Wash in a solution of water. Synthetic detergent. Odor counteractant and disinfectant. Rinse and dry.
(3) Ceiling			
(a) Smooth surface	Dust	Every 6 months	Protect furniture and equipment with drop cloths. Replace furniture in original position after completion. Dust using a soft bristled brush or vacuum cleaner attachment.
(b) Acoustical	Vacuum dust	Every 6 months	Vacuum dust with soft brush attachment. Rest same as above.
(4) Light fixtures	Dust and wash	Yearly	Dust with soft cloth; wash using mild detergent solution; wipe with a damp cloth; and dry using a soft cloth.
	Replace bulbs, tubes, and starters	When failure noted or reported	

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(5) Floors			
(a) Resilient floor covering asphalt tile, vinyl asbestos tile, vinyl tile, linoleum, rubber tile	Dust mop	Daily	Mop all floor areas including exposed floor areas under furniture and equipment with a chemically treated cotton mop.
(b) Rug cleaning	Vacuum	Daily	Vacuum exposed carpet with industrial type vacuum cleaner. furniture not to be moved. Carpet under furniture to be cleaned with a whiskbroom, as needed, and at least once a week.
	Vacuum	Once every quarter	Same as above except move furniture, vacuum, and replace furniture to original position.
	Clean spots	As needed	Remove carpet stains using approved stain remover and techniques. Difficult stains will be handled by a professional rug cleaner.

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
	Shampoo and wet vacuum	Not to exceed annually. (each quarter for ready room and once a year for cafeterias in ARTCC)	In accordance with accepted standard industrial carpet cleaning practices. (This work will usually be done by an established rug cleaning company and not the normal custodial work force.)
(6) Painted walls ceramic tile walls, panels partitions, and doors	Dust and spot wash	Once each quarter as needed	Dust using a dusting cloth or vacuum cleaner attachment. Give special attention to dust catching details such as louvers in doors, grilles, vents, sills, etc. Spot clean where soiled by applying a solution of warm water and synthetic detergent with a sponge, wrung sufficiently so that it does not drip. Use a circular motion when cleaning. Do not use cleaning agents that have a PH factor higher than 9 or containing abrasives or hydrocarbon solvents. Rinse with clean warm water using a different sponge. When spot cleaning results in a noticeable shading, wash the entire section. Clean drippings from the floor as work progresses.
(7) Painted walls, ceramic tile walls, partitions, panels, and doors	Wash	Once a year (each quarter for vinyl covered walls)	Carefully move furniture, pictures, rugs, etc., as necessary and cover them with drop cloths. Dust the area to be washed. Lightly wet the

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
<p><u>NOTE:</u> Approximately 250 sq. ft. of wall in one hour.</p>			<p>entire section, from floor to ceiling, using a clean sponge and warm clean water. Beginning at the top of the section apply a solution of warm water and synthetic detergent with a sponge, wrung sufficiently so it does not drip. Use a circular motion. Rinse by the same method using a hydrophilic germicidal chemical rinse and a different clean sponge. Wall washing machine may be used if other requirements noted above are met.</p> <p>For vinyl covered walls, use same methods as above except remove stubborn spots with a soft brush.</p>
(8) Furniture			
(a) Upholstered furniture	Dust or damp wipe	Monthly	Damp wipe leather and plastic parts and dust wooden parts.
	Vacuum	Semi-annually	Vacuum cloth upholstered parts.
(b) Office furniture	Wash	Annually synthetic	Wash with warm water and detergent. Rinse with clean water and clean sponges. Dry.

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JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	FREQUENCY
2. BUFFING (minor)			
a. General. Damp mop and polish the floor to remove traffic marks.	15" rotary polishing machine or 16" drum polishing machine	5,000 sq. ft. open area 3,750 sq. ft. office area	Once a week

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
b. Supplemental	Damp mop and buff	One day each week	Damp mop all floor areas including floor under furniture and equipment. Use clean mop dampened with a solution of synthetic detergent and clean, cool water. Stubborn dirt will be removed with steel wool grade #1 or any of the zero (0) grades, or nylon pads of the fine grade. Wipe dry and remove detergent from baseboards, furniture legs and bases. Rinse with clean damp mop and clean, cool water. After floor is thoroughly dry, buff with a heavy polishing machine using soft polishing brush #00 steel wool pad or synthetic polishing pad.

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
			NOTE: Cleaners containing solvents, soaps, dry cleaning compounds, abrasives (other than specified), or cleaners with a PH value higher than 11 will not be used. Floor will not be flooded with excess water.
	Spot wax and buff	As required each week to prevent wax from wearing trough to floor material	Apply one or two thin coats of wax to foot traffic areas, including hallways, aisles, under desks, tables, etc., as may be required to maintain floor cleanliness and appearance level specified. Machine buff using soft polishing brush, #00 steel wool, or synthetic polishing pad. Temper overall floor luster to uniform appearance. Do not apply wax over soils, smudges, or stains.

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
3. BUFFING (major)			
a. General. Consists of planned and scheduled maintenance of floor surface by such procedures as cleaning to remove dirt and old wax, application of wax, and polishing the waxed area.	15" rotary polishing machine	625 sq. ft. open area; 375 sq. ft. office area	Twice a year
	16" cylindrical drum polishing machine	625 sq. ft. open area	

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
b. Supplemental	Strip and wax	Two times	<p>Apply wax remover, stripping agent, or synthetic detergent to floor in liberal quantities. Allow to stand 5-10 minutes. Do not use cleaning material (unless specified) having a PH value greater than 11. Water shall not be allowed to stand or permeate the floor. Scrub thoroughly with a stiff brush power machine. Grade #1 or #0 synthetic pads or steel wool may be used under brush. Remove cleaning solution with mop or vacuum machine. Rinse with clean, cool water. Mop or vacuum dry. Allow floor to dry thoroughly. Remove cleaning solution from baseboards, furniture legs and bases. Apply three thin, even coats of water emulsion wax with a clean finestrans cotton mop. Each coat must be dry before applying the next coat. First coat to be applied six inches from baseboards and stationary objects. Wax to be applied along baseboards and stationary objects mopping in a single parallel stroke. Wax to be applied approximately one foot from baseboards and stationary objects on second and third applications. Machine buff</p>

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
			with soft polishing brush, #00 steel wool pad, or synthetic polishing cloth. Remove wax from baseboards, furniture legs and bases.

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
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4. TOILET CLEANING AND SERVICING

a. General. Includes all the cleaning work inside toilet rooms which can be reached while standing on the floor. This includes: emptying waste receptacles; servicing soap dispensers; dusting; cleaning tile walls, mirrors, shelves, dispensers, receptacles, stall partitions and doors, wash basins, water closets and urinals; polishing metal work; and sweeping and mopping or scrubbing the floor.		10 fixtures (wash basins, water closets, urinals)	Clean daily Service as required.
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JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
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b. Supplemental

(1) Dispensers

(a) Liquid or powdered soap	Supply	Daily	Fill all dispensers; check as necessary to ensure proper operation. Damp wide exterior with a damp cloth. Use only quality supplies meeting Federal specifications.
(b) Paper towel	Supply	Daily	
(c) Toilet paper	Supply	Daily	
(d) Toilet seat covers	Supply	Daily	

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(2) Waste receptacles	Empty and damp wipe	Daily	Empty all waste receptacles. Damp wipe interior and exterior.
	Immerse and water wash	One time each month	Wash in a solution of water, synthetic detergent, odor counteractant, and disinfectant. Rinse and dry.
(3) Fixtures (wash-basins, water closets, urinals mirrors, dispensers, etc.)	Clean	Daily	Damp wipe all fixtures, walls above and below and in immediate area of washbasins, mirror, pipes, faucets, toilet seats (top and bottom), partitions, and entrance doors using a clean cloth or sponge dipped in a solution of water, synthetic detergent, odor counteractant, and germicide. Do not use carbon tetrachloride, solvents and cleaners containing other than fine mesh abrasives or soap, or synthetic detergents with a PH factor higher than 11. Use a chlorinated powder to remove stubborn stains on porcelain fixtures. Damp wipe all cleaned surfaces with clean water. Polish mirrors with a lint-free cloth or paper towel. Pour a quantity of the cleaning solution into each toilet bowl and urinal, and clean with a

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(4) Ceramic tile floor covering	Wet mop and disinfect	Daily	bowl brush. Remove lime deposits, heavy rust; or other stains with an approved acid-type cleaner. Rinse treated areas thoroughly with clean water after treatment.
	Spot wax feather edges and buff	One day each week	Mop with solution of warm water, synthetic detergent, disinfectant, and deodorant. (Where necessary, remove chewing gum with putty knife.) Do not use cleaner containing soap products and/or alkalines.
	Scrub and wax	Twice each quarter	Apply one light coat of wax to the foot traffic areas. Buff lightly as necessary to feather edges and temper overall floor luster to uniform appearance.
			Apply cleaning solution of warm water, synthetic detergent, and odor counteractant to entire floor. Let stand for five minutes. Scrub thoroughly using a power machine with stiff brush. Take up cleaning solution using a clean mop wrung out frequently in rise water. Remove stubborn stains with a mild synthetic abrasive powder. Apply one coat of an approved commercial grade

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JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(5) Walls		Same as 1.b.(6)	of solvent anti-slip cleaning/polishing wax with a clean applicator. Remove any cleaning solution and wax from walls, partitions, furniture legs, and fixtures.
			Same as 1.b.(6)

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
5. WINDOW WASHING (NON-TOWER)			
a. General. Consists of planned and scheduled periodic washing of windows inside and outside and the cleaning of outside window trim and sill.	Double hung, 2-pane, 4'x7'	7-1/2	Quarterly
	Double hung, 4-pane, 4'x6'	7	
	Double hung, 8-pane, 3.5' x 5.5'	5-1/2	
	Double hung, 12-pane, 2.5' x 5.7'	5	
	Double hung, 16-pane, 4' x 7'	4-1/2	

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JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
	Industrial, 20-pane, 4' x 7'	4	
	Austral Casement, 6-pane, 6' x 7'	4-1/2	

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
B. Supplemental			
(1) Windows	Wash inside and outside	Quarterly	The method and materials used will be at discretion of the contractor or supplier. However, cleaners or detergents which leave a film, streak, or stain on the surfaces will not be permitted. If a wet brush or sponge and squeezer method is used, provide drop cloths to protect floors and equipment from drippings and stain.
	Additional washing	To be ordered as a separate item when required	Same as above.

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JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
(2) Front panels, front and side entrance doors	Wash inside and outside	Monthly	Same as in (1).
	Spot clean	Daily	Use a clean soft cloth to remove finger marks and smudges on both glass and metal trim.
	Additional washing inside and outside	To be ordered as a separate item when required	Same as in (1).
(3) Clear glass	Clean	Once a week	Clean both sides of glass using a commercial glass cleaner. Polish with a lint-free cloth.
	Spot clean	Once a day	Same as above.
(4) Opaque glass	Clean	Once each quarter	Same as in (3).

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
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6. CORRIDOR AND LOBBY PRICING

Includes collecting and removing all loose paper, trash, rubbish, empty bottles, and other discarded material; removing wads of gums, spots of tar, and other sticky substances from the floors; keeping the	Main corridors	37,500 sq. ft. of corridor area	4 times per day
	Secondary corridors	37,500 sq. ft. of corridor area	Daily

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
jardinieres and/or sand urns in a neat and presentable condition; tidying up as necessary any drinking fountains and glass surfaces located within the area being policed; mopping up any wet areas that may occur during bad weather or through spillage of liquids.			
7. ELEVATOR CLEANING			
Includes all cleaning work inside the elevator cab, such as: vacuum cleaning, mopping, or scrubbing; floor waxing and polishing, removing gum or other foreign substances; dusting doors, grills, fans lights, and walls; cleaning and polishing metal and wood surfaces; and cleaning threshold plates.	Passenger elevator	3	Daily
	Freight elevator	3	Once a week
8. ESCALATOR CLEANING			
Includes the cleaning of all surfaces of the escalator and its surroundings that can be reached from the normal walking surface. (Note: Approximately one-third of the escalator treads are exposed at any one time. The exposed treads are cleaned such that after three successive nights all treads will be cleaned.)		2 1/2 flights (floor to floor)	Daily

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
9. HIGH CLEANING			
Consists of planned and scheduled periodic cleaning of lights, vents, grilles, transoms, exposed pipes, high files; dusting blinds and other objects high enough to require a ladder (or scaffolding). Includes all areas in building where such work is needed.		1,250 gross sq. ft.	Every three months
10. INSECT AND RODENT CONTROL			
Paint and/or spray infected areas with insecticides-bait for rodents.		2,000 gross sq. ft.	Every two months
11. RECEPTION AREAS, LOBBIES, ENTRANCES			
Includes all cleaning work such as sweeping, dusting, polishing metal and wood surfaces, wall and floor cleaning and waxing, etc.	Main		Daily
	Secondary		Daily

JOB DESCRIPTION	OPERATION	FREQUENCY	METHODS AND SPECIFICATIONS
12. OUTSIDE ENTRANCE AREAS			
a. General areas	Police	Daily	Pick up paper and other debris. Place in waste container.
b. Stoops, steps, and sidewalk	Sweep or hose	Two times per week	Warm weather: Hose wash. Cold weather: broom sweep.

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
13. CONCRETE FLOORS			
Sweep floors with a push broom using a sweeping compound.	Hand sweeping	6,250 sq. ft. Once a month and when necessary	
14. STAIRWAY CLEANING			
Includes all cleaning work inside the confines of the stair well that can be reached from the normal walking surfaces. This includes: sweeping stair landings and steps, removal of gum and other foreign substances; dusting stair railings, fire apparatus, doors, ledges, radiators, and grilles; cleaning and polishing handrails, glass surfaces, metal doorknobs, and other metal and wooden surfaces; wall spotting; mopping and scrubbing stair landings and steps.	Sweep and dust	7 1/2 flights	Daily
	Scrub	2 1/2 flights	Once a week
JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY

15. VENETIAN BLIND WASHING

Planned and scheduled washing of blind slats and cleaning the tapes and cords by brushing with a stiff brush or by washing. Dusting of blinds is done as a part of the high cleaning.

Hand method - 2 (4' wide)
Wash in place or
or remove from 1 (8' wide)
window, wash,
and replace.

Twice a week
year

JOB DESCRIPTION	QUALIFYING FACTORS	PRODUCTION RATE PER HOUR	NORMAL FREQUENCY
	Machine method Remove from window, move to central washing location, wash by means of mechanized equipment, dry, and replace.	6 (4' wide) or 3 (8' wide)	

16. PAPER AND TRASH COLLECTION

Includes picking up this material, both combustible and noncombustible, and transporting it to the trash room for bailing and/or storage until picked up by the disposal contractor. The material is picked up from predetermined locations (usually outside offices) where the room cleaners have placed it.

Use metallic
or other
nonflammable

75,00 grossDaily
sq. ft.