**JANITORIAL TASK SPECIFICATIONS**

**1.1 Overview**

The Town of Waynesville, hereafter referred to as the “Town”, is accepting proposals from qualified vendor(s) to provide cleaning services for (4) Town-owned facilities. Services required for each building are outlined below.

**1.2 Statement of Need: Municipal Building**

Address: 16 S. Main Street

Square Footage: 8,800 sq. ft. (2 Floors)

Space: Lobby, 3 restrooms, offices, training room

Schedule: Daily Cleaning-Monday-Friday

 **All Public Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Clean interior and exterior of glass entry door as needed.
* Dust all furniture, clean countertops in all waiting areas and offices using appropriate spray cleaners.
* Clean and sanitize handrails, doorknobs, and other high traffic horizontal surfaces.
* Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.
* Spot clean lobby furniture as needed.
* Clean and dust all window seals-Once a Month.
* High speed buff floors-Quarterly
* All VCT floors are to be stripped and waxed if needed-during the month of October.

**Restrooms:**

* Sweep, wet mop with disinfectant/deodorizing cleaner and sanitize all rest rooms special attention to cleaning and sanitizing sinks, toilets, and urinals.
* Clean partition walls near sinks, urinals, toilet bowls and toilet seats with disinfectant.
* Clean all mirrors with a glass cleaner. Clean all stainless-steel items with a non-caustic cleaner.
* Empty all restroom trash containers, place new liners in trash cans.
* Fill to capacity each rest room dispenser (as needed) with toilet paper, paper towels and hand soap.
* Operate all flush valves, water valves, soap dispensers, towel, and tissue dispensers. Advise the Town of any leaks/malfunctions.
* **Clorox is not to be used as disinfectant cleaner.**

**General Office Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Dust/wipe clean all desks, countertops bookcases, credenzas. Do not disturb contents on any horizontal surfaces.
* Clean and dust all window seals- Once a Month.

**Conference/Training Room:**

* Sweep/dust mop, wet mop all non-carpet floors.
* Wash and sanitize all tabletops, countertops, sinks and plumbing hardware.
* Replenish Towel Dispensers.
* Clean the outer surface of refrigerator.
* Empty all trash containers and place new liners as needed.
* Clean and dust all window seals- Once a Month.

**Windows and Carpet-During the month of May:**

* Wash all windows & glass partitions, inside and outside with a non-harmful glass cleaner.
* All carpet is to be cleaned using the steam extraction method.

**1.3 Statement of Need: Finance/Hazelwood Office Building**

Address: 280 Georgia Avenue

Square Footage: 4,800 sq. ft. (1 Floor)

Space: Lobby, 3 restrooms, offices, kitchen area, conference room

Schedule: Daily Cleaning-Monday-Friday

**All Public Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Clean interior and exterior of glass entry door as needed.
* Dust all furniture, clean countertops in all waiting areas and offices using appropriate spray cleaners.
* Clean and sanitize handrails, doorknobs, and other high traffic horizontal surfaces.
* Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.
* Spot clean lobby furniture as needed.
* Clean and dust all window seals-Once a Month.
* High speed buff floors-Quarterly
* All VCT floors are to be stripped and waxed if needed-during the month of October.

**Restrooms:**

* Sweep, wet mop with disinfectant/deodorizing cleaner and sanitize all rest rooms special attention to cleaning and sanitizing sinks, toilets, and urinals.
* Clean partition walls near sinks, urinals, toilet bowls and toilet seats with disinfectant.
* Clean all mirrors with a glass cleaner. Clean all stainless-steel items with a non-caustic cleaner.
* Empty all restroom trash containers, place new liners in trash cans.
* Fill to capacity each rest room dispenser (as needed) with toilet paper, paper towels and hand soap.
* Operate all flush valves, water valves, soap dispensers, towel, and tissue dispensers. Advise the Town of any leaks/malfunctions.
* **Clorox is not to be used as disinfectant cleaner.**

**General Office Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Dust/wipe clean all desks, countertops bookcases, credenzas. Do not disturb contents on any horizontal surfaces.
* Clean and dust all window seals- Once a Month.

**Conference Room:**

* Sweep/dust mop, wet mop all non-carpet floors.
* Wash and sanitize all tabletops.
* Empty all trash containers and place new liners as needed.
* Clean and dust all window seals- Once a Month.

**Breakroom/Kitchen Area:**

* Sweep and wet mop area.
* Wash and sanitize all countertops and plumbing hardware.
* Replenish towel dispensers.
* Empty all trash containers and place new liners.
* Clean outer surface of refrigerators

**Windows and Carpet-During the month of May:**

* Wash all windows & glass partitions, inside and outside with a non-harmful glass cleaner.
* All carpet is to be cleaned using the steam extraction method.

**1.4 Statement of Need: Town Hall/Police Dept./Development Services Building**

Address: 9 South Main Street

Square Footage: 20,800 sq. ft. (3 Floors)

Space: 2 Lobby Areas, 10 restrooms (2 Public), Offices, Council Room

 Training Room, Kitchen Areas

Schedule: Daily Cleaning-Monday-Friday

 Police Areas and Public Restroom-(6) days a week Monday-Saturday

**All Public Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Clean interior and exterior of glass entry door as needed.
* Dust all furniture, clean countertops in all waiting areas and offices using appropriate spray cleaners.
* Clean and sanitize handrails, doorknobs, and other high traffic horizontal surfaces.
* Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.
* Spot clean lobby furniture as needed.
* Clean and dust all window seals-Once a Month.
* High speed buff floors-Quarterly
* All VCT floors are to be stripped and waxed if needed-during the month of October.

**Restrooms/Locker Rooms/Shower Rooms:**

* Sweep, wet mop with disinfectant/deodorizing cleaner and sanitize all rest rooms special attention to cleaning and sanitizing sinks, toilets, and urinals.
* Clean partition walls near sinks, urinals, toilet bowls and toilet seats with disinfectant.
* Clean all mirrors with a glass cleaner. Clean all stainless-steel items with a non-caustic cleaner.
* Empty all restroom trash containers, place new liners in trash cans.
* Fill to capacity each rest room dispenser (as needed) with toilet paper, paper towels and hand soap.
* Operate all flush valves, water valves, soap dispensers, towel, and tissue dispensers. Advise the Town of any leaks/malfunctions.
* **Clorox is not to be used as disinfectant cleaner.**

**General Office Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Dust/wipe clean all desks, countertops bookcases, credenzas. Do not disturb contents on any horizontal surfaces.
* Clean and dust all window seals- Once a Month.

**Training & Conference Rooms:**

* Sweep/dust mop, wet mop all non-carpet floors.
* Vacuum carpeted areas. Spot clean as needed.
* Wash and sanitize all table tops.
* Empty all trash containers and place new liners as needed.
* Clean and dust all window seals- Once a Month.

**Council Room:**

* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Dust all furniture using appropriate spray cleaners.
* Arrange chairs in an orderly fashion.
* Clean all interior glass as needed.
* Clean and dust all window seals- Once a Month.
* Clean/Dust all blinds in place-Quarterly.

**Breakroom/Kitchen Areas:**

* Sweep and wet mop area.
* Wash and sanitize all countertops and plumbing hardware.
* Replenish towel dispensers.
* Empty all trash containers and place new liners.
* Clean outer surface of refrigerators

**Windows and Carpet-During the month of May:**

* Wash all windows & glass partitions, inside and outside with a non-harmful glass cleaner.
* All carpet is to be cleaned using the steam extraction method.

**1.5 Statement of Need: Public Works Building**

Address: 129 Legion Drive

Square Footage: 9,100 sq. ft. (1 Floor)

Space: Lobby Areas, 5 Restrooms, Offices, Training Room, Kitchen/Breakrooms

Schedule: Daily Cleaning-Monday-Friday

**All Public Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Clean interior and exterior of glass entry door as needed.
* Dust all furniture, clean counter tops in all waiting areas and offices using appropriate spray cleaners.
* Clean and sanitize handrails, door knobs and other high traffic horizontal surfaces.
* Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.
* Spot clean lobby furniture as needed.
* Clean and dust all window seals-Once a Month.
* High speed buff floors-Quarterly
* All VCT floors are to be stripped and waxed if needed-during the month of October.

**Restrooms/Locker Rooms/Shower Rooms:**

* Sweep, wet mop with disinfectant/deodorizing cleaner and sanitize all rest rooms special attention to cleaning and sanitizing sinks, toilets and urinals.
* Clean partition walls near sinks, urinals, toilet bowls and toilet seats with disinfectant.
* Clean all mirrors with a glass cleaner. Clean all stainless-steel items with a non-caustic cleaner.
* Empty all restroom trash containers, place new liners in trash cans.
* Fill to capacity each rest room dispenser (as needed) with toilet paper, paper towels and hand soap.
* Operate all flush valves, water valves, soap dispensers, towel and tissue dispensers. Advise the Town of any leaks/malfunctions.
* **Clorox is not to be used as disinfectant cleaner.**

**General Office Areas:**

* Sweep/dust mop, wet mop all non-carpeted floors.
* Vacuum carpeted areas. Spot clean as needed.
* Empty all trash containers and place new liners as needed.
* Dust/wipe clean all desks, countertops bookcases, credenzas. Do not disturb contents on any horizontal surfaces.
* Clean and dust all window seals- Once a Month.

**Training & Conference Rooms:**

* Vacuum carpeted area. Spot clean as needed.
* Wash and sanitize all tabletops.
* Empty all trash containers and place new liners as needed.
* Arrance chairs in an orderly fashion.
* Clean and dust all window seals- Once a Month.

**Breakroom/Kitchen Areas:**

* Sweep and wet mop area.
* Wash and sanitize all countertops and plumbing hardware.
* Replenish towel dispensers.
* Empty all trash containers and place new liners.
* Clean outer surface of refrigerators

**Windows and Carpet-During the month of May:**

* Wash all windows & glass partitions, inside and outside with a non-harmful glass cleaner.
* All carpet is to be cleaned using the steam extraction method.