

**Albany County  
Department of General Services**

**REQUEST FOR BIDS  
FOR CUSTODIAL/JANITORIAL SERVICES**

**PURPOSE**

Albany County is requesting sealed bids from qualified organizations to furnish complete custodial and day porter services, further described in this Request for Bid.

**Buildings**

Albany County Judicial Center      76,066 Square Feet and Attached Stedman House  
Approx 1200 square feet

6 Lodge Street  
Albany, NY 12207

4th floor, 6 bathrooms, 18 fixtures

3rd floor, 12 bathrooms, 30 fixtures

2nd floor, 10 bathrooms, 26 fixtures

1st floor, 5 bathrooms, 16 fixtures

Ground Floor, men's locker room/bathroom/shower, women's locker room/bathroom/shower, 4-fixtures

and

Albany County Family Court      83,595 Square Feet  
30 Clinton Avenue  
Albany, NY 12207

35 bathrooms total, 4-large public bathrooms and 31 small judges and clerks chambers.

**SCOPE OF WORK**

Contractor shall provide management, supervision, labor, materials, supplies, and equipment and shall plan, schedule, coordinate, and assure effective performance of all services. Contractor will supply all kitchen and bathroom personal hygiene supplies. All services shall be provided in accordance with the standards, frequencies and durations described in the attached Rules of the Chief Judge (hereinafter "OCA Standards")

Contractors will only be responsible for snow removal around the entrance/egress

of doorways. All painting, light bulb changing, floor/carpet repair, signage, graffiti and remaining snow removal will be the responsibility of County personnel. This applies to both the Family Court Building and Judicial Center.

Contractor shall also provide a day porter at each building (Monday thru Friday, 8:00 AM to 4:00 PM) to ensure that the kitchens and bathrooms are kept cleaned and filled with the appropriate supplies. Also perform various cleaning tasks as requested by management.

In addition, every two months the contractor will shampoo the large Jury Assembly area located on the first floor room 108 of the Judicial Center.

## **PROTECTION OF FACILITY**

Contractor shall protect the facility and its contents from damage resulting from his work and shall be held responsible to repair or replace such without any additional costs to the County.

## **Work Schedule**

Monday through Friday except for County holidays, and the daily work schedule can not start earlier than 5:00 PM and must be completed by 6:00 AM.

Current Albany County holidays are:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Election Day
Memorial Day	Veterans Day
Juneteenth (Observed)	Thanksgiving Day
Independence Day	Christmas Day

## **CONTRACTOR'S EMPLOYEES**

There shall be no subcontracting or independent contracting of the contracted work in whole or in part. All employees performing contracted work shall be direct employees of the contractor.

Contractor shall ensure that all employees are capable employees, experienced and trained, capable of demonstrating adequate knowledge of chemicals, tools, equipment, techniques and cleaning standards required to completely perform the work outlined in the attached OCA Standards.

Contractor shall furnish a working supervisor to oversee personnel performing contract services and ensure the satisfactory performance of work.

Contractor's personnel shall not smoke within the County facility. Contractor's personnel also shall not possess alcohol or illicit drugs on County property, nor shall they report to work under the influence of alcohol or drugs.

Contractor personnel shall not permit friends, relatives, or others not performing services under this contract to visit, accompany, or otherwise interact with them while at the work site. Contractor's personnel shall refrain from using the County's telecommunications equipment, photocopiers, or other equipment not necessary to the completing of assigned duties.

Contractor's personnel shall not open desk drawers, file cabinets, or other office file storage areas, nor shall they read, copy, alter, or otherwise tamper with any papers, books, files, or other material as may be found in or around office areas.

Any of the following actions by the Contractor's employees shall be cause for excluding that employee from performing any duties at the County facility:

- Employee enters any portion of a building in which his/her presence is not required by his/her work.
- Lacking ID badge.
- Using any telephone except those designated for Contractor's use.
- Sitting on furniture in the office areas.
- Using any office equipment or supplies.
- Opening any drawers, cabinets, files, etc. or reading or removing any letters, documents, or similar materials.
- Continuing to engage in any loud, boisterous or un-workmanlike conduct after being cautioned that such conduct is not acceptable.
- Using any personal equipment such as radios, calculators, coffee pots, etc. belonging to the building or its occupants.
- The taking of food or drinks from refrigerators or rest areas, or removal of any item not belonging to Contractor's employees.
- Use of television sets, regardless of their locations within the building.

The COUNTY will have the sole right, at any time, to reject any such employee who, in the COUNTY'S judgment, poses a risk or potential risk to the security or operations of the facility. Persons not previously screened for admittance will not be admitted to the facility without Proper notification by the VENDOR and authorization from the COUNTY.

## **EMPLOYEE IDENTIFICATION AND BUILDING ACCESS**

Identification badges shall be furnished by the Contractor and worn by all employees while on County property. The identification badge shall have the employee's picture, name, signature, as well as the Contractor's name and the words "Custodial Services".

Access to and out of the building by the Contractor's employees shall be as directed by the specific requirements for the facility.

## **BUILDING SECURITY**

Except during normal operating hours of the facility, all entrances shall be kept locked while the Contractor's employees are in the building. All doors shall be locked, lights

turned off, and security systems activated by the Contractor's employees after completion of services, unless otherwise specified by the County.

## **KEY CONTROL**

Contractor shall establish and implement methods of ensuring that keys/access-cards issued to the Contractor by the County are not lost or misplaced, and are not used by unauthorized persons. No key/access-card issued to the Contractor shall be duplicated.

Contractor shall report the lost or stolen key/access-card to the County no later than the next working day.

At the end of the contract period, the Contractor shall be responsible for the return of all keys/access-cards to the County.

## **UTILITIES**

Contractor shall be responsible for instructing employees in utility conservation practices, and shall operate in such a manner that precludes the waste of utilities including but limited to the following:

- Lights shall be used only in areas where, and at the time when, work is actually being performed. Upon completion of work in an area, lights shall be turned off.
- Employees shall not adjust any mechanical control equipment for heating, ventilation and air conditioning.

## **SAFETY**

Contractor shall operate within the guidelines set forth by OSHA, which affect custodial and housekeeping operation, including all regulations regarding the labeling of all materials and supplies.

Contractor shall be responsible for instructing his personnel in the appropriate safety measures and shall not permit them to place equipment in traffic lanes or other locations that could create a safety hazard.

Caution signs are to be displayed during all operations involving liquids on floor surfaces or other circumstances that create a condition of slippery floors.

## **EQUIPMENT AND MATERIAL STORAGE**

The County will provide areas within the facility for material and equipment storage. The storage areas are to be kept clean and orderly, odor and trash free at all times.

## **SUPERVISION**

The Contractor shall have on site a supervisor who is responsible for the overall coordination of work, and act as the central point of contact with the Department of General Services. The supervisor shall be on site at all times during working hours.

## **QUALITY CONTROL/QUALITY ASSURANCE**

Contractor shall establish a complete quality control/quality assurance program to assure that the requirements of the contract are in full compliance. The program should include, but not limited to the following:

- An inspection system covering all services by the Contractor's management and it must include all areas of the facility on either a scheduled or unscheduled basis.
- A file of all inspections conducted by management and when necessary the corrective actions taken. This documentation shall be made available to the County on a requested basis.

## **INSPECTIONS**

In order to monitor the quality of work performed and for assurance of full compliance with the OCA Standard, the State of New York – Unified Court System will conduct quarterly inspections for the purpose of rating the cleaning services. The rating categories are Adequate, Marginal and Inadequate and it will be the Contractor's mission to achieve and maintain Adequate Ratings for the duration of the contract period.

Ratings of marginal or inadequate require the Contractor to immediately perform the services in accordance with the contract.

Three or more overall ratings of inadequate within a 12 month period will result in a recommendation for termination of the contract.

## **SUPPLIES AND PAPER PRODUCTS**

Contractor shall furnish all supplies, paper products, and equipment, necessary for the work of this contract. Contractor must also furnish paper supplies and soap products that fit the County's standardized dispensers. County will furnish replacement dispensers as necessary when notified by the vendor. Contractor will also ensure all feminine hygiene dispensers are replenished daily. County will supply feminine hygiene products for feminine hygiene dispensers.

All supplies, paper products, kitchen products and bathroom products are to be provided by the contractor and included in the cost of the proposal.

As part of the County's effort to purchase environmentally preferable products and to address certain environmental and health concerns associated with some cleaning products, the County requires the use of environmentally preferable cleaning products be used in this facility. Please refer to the Governor's Executive Order No. 134 for guidance (Attached).

Contractor shall include in their proposal a list of all the supplies, their brand names, product identification name or number

No supplies shall be used that the County determines may be harmful to the surfaces to which applied or to any other part of the building, their occupants, contents, or equipment. All containers for cleaning compounds shall be properly labeled as to

contents and usage. Contractor will provide Material Safety Data Sheets for all supplies used.

### **CONTRACT DURATION**

The contract will be issued for a three (3) year period with the option to renew for a total of two (2) additional one year terms, based on a mutual agreement between the County and Contractor. Contractor is to provide the contract cost for all three years.

### **PAYMENT TO CONTRACTOR**

Payment on this contract will be once a month. Contractor is to provide a signed County claim form with their billing invoice.

# **Frequency Cleaning Schedules**

**The abbreviations for the frequency standards are:**

**D = daily**

**D/2 = twice daily**

**W = weekly**

**M/2 = twice monthly**

**M = monthly**

**Q = quarterly**

**S/A = semi-annually**

**A = annually**

**A/R = as required / requested**

# 1. GROUNDS & BUILDINGS ENTRIES

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Police Area (B)	X								
Clean Lobby Entry-Glass			X						
Clean Bright Work Metal						X			
Sweep Outside Entryways	X								
Sweep Steps	X								
Sweep Landings	X								
Empty Litter Containers	X								
Maintain Snow Free Entryways									X
Maintain Clear Passage for Public									X
Maintain Clear Passage for Prisoners									X
Hose and Scrub Down Exterior Entry Areas					X				
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash



## 2. MAIN/ENTRANCE/LOBBIES

Public Waiting Area(s)  
Alcoves - Candy Stand  
Telephone Area  
Elevator Lobbies

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock and Lock Areas		X							
Check & Close Windows		X							
Remove Cobwebs			X						
Police Area (B)	X								
Empty & Clean Waste Containers	X								
Empty & Clean Ash Receivers	X								
* Dust High Ceiling & Walls							X		
* Dust Light Fixtures							X		
* Dust Wall & Decorations							X		
* Dust/Clean & Arrange Furniture							X		
* Dust Window Sills, Doors & Frames			X						
* Dust & Adjust Window Blinds/Shades			X						
* Dust Radiators & Covers			X						
* Dust Mop/Sweep Floors		X							
Clean Floors & Remove Stains		X							
Spray Buff Floors (1)			X						
Strip & Refinish Floors								X	
Spot Clean Walls & Partitions			X						
Spot Clean Glass, Doors & Frames			X						
Clean/Polish Metal (Brass, etc.)					X				
Clean/Polish & Arrange Furniture							X		
Clean & Sanitize Drinking Fountains	X								
Clean Door Saddles			X						
Clean Floor Mats/Runners		X							
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Report Any Damage Or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops

### 3. CIRCULATION PUBLIC SPACE

Hallways - Passageways

Corridors-Vestibules

Alcove-Lobbies

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Check & Close Windows		X							
Remove Cobwebs			X						
Police Area(s) (B)		X							
Empty & Clean / Waste Containers		X							
Empty & Clean Ash Receivers		X							
* Dust High Ceiling & Walls							X		
* Dust Light Fixtures							X		
* Dust Walls, & Decorations & Cabinets							X		
* Dust/Clean & Arrange Furniture							X		
* Dust Window Sills, Doors & Frames			X						
* Dust & Adjust Windows Blinds/Shades			X						
* Dust Radiators & Covers			X						
* Dust Mop/Sweep Floors		X							
Clean Floors & Remove Stains		X							
Spray Buff Floors (1)			X						
Strip & Refinish Floors								X	
Spot Clean Walls & Partitions			X						
Spot Clean Glass, Doors & Frames			X						
Clean/Polish (Brass, etc.)		X							
Clean/Polish & Arrange Furniture					X				
Clean/Sanitize Drinking Fountains		X							
Clean Door Saddles			X						
Clean Floor Mats/Runners		X							
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Wash Windows, Exterior/Interior							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops

## 4. STAIRS AND LANDINGS

Check & Close Windows

Check & Report Inoperative Hardware

Check & Report Inoperative Doors

Check & Report Missing Signage

Police Area (B)

\* Dust Windows, Frames & Ledges

\* Dust Doors, Frames & Handrails

\* Dust Fire Apparatus & Vents

\* Dust Light Fixtures

Sweep Landings, Steps & Risers

Damp Wipe Surfaces to Door Height

Mop Landings, Steps & Risers

Wash & Dry all Metal Surfaces

Report Any Damage or Hazards (A)

FREQUENCY SCHEDULE

D/2	D	W	M/2	M	Q	S/A	A	A/R
	X							
	X							
	X							
	X							
	X							
			X					
			X					
			X					
						X		
		X						
					X			
			X					
						X		
	X							

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

## 5. ELEVATORS / ESCALATORS (1)

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Check & Report Bad Indicator Lamps		X							
Check & Report Any Malfunction		X							
Police Elevator (Cab & Area (B)					X				
* Dust Light Fixtures					X				
* Dust Ventilation Ducts/Fan Grills					X				
*Dust Elevator Cab & Doors		X							
* Dust Mop Floor		X							
* Spot Clean Elevator Cab & Doors		X							
Clean Floor		X							
Clean, Wax, Polish Panels & Walls					X				
Clean Door Tracks		X							
Wipe, Clean Elevator Hatch Doors									X
Buff Finish Floor			X						
Vacuum/Carpet and Spot Clean		X							
Shampoo Carpet									X
Report Any Damage or Hazards (A)	X								

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Clean Exposed Surfaces of Treads, Risers and Landings. Polish Bright Metal Surfaces Daily

\* Dust - Utilize Treated Cloths/Mops

## 6. PUBLIC TOILETS

Jury Assembly Room Toilets

Jurors/Public

Toilets - Washrooms

Lavatories - Powder Rooms

### FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Lock/Unlock Area		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Police Area (B)	X								
Empty Waste Containers	X								
* Dust Spot Clean Ceilings					X				
Clean Walls and Disinfect			X						
Clean Floors		X							
Clean Mirrors		X							
Clean Sinks, Urinals & Water Closets		X							
Clean Tile Walls			X						
Clean Toilet Stalls/Partitions			X						
Clean & Shine Chrome		X							
Clean Light Fixtures					X				
Clean Exhaust Vents					X				
Clean Painted Doors & Frames			X						
Resupply Paper, Soap & Hygiene Products	X								
Report Any Damage or Hazards (A)	X								

### REPORT DRIPPING/RUNNING WATER

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

## 7. EMPLOYEE TOILETS

Toilets - Washrooms

Lavatories - Powder Rooms

Lock/Unlock Area  
 Check & Close Windows  
 Remove Cobwebs  
 Police Area (B)  
 Empty Waste Containers  
 \* Dust & Spot Clean Ceilings  
 Clean Walls and Disinfect  
 Clean Floors  
 Clean Mirrors  
 Clean Sinks, Urinals & Water Closets  
 Clean Tile Walls  
 Clean Toilet Stalls/Partitions  
 Clean & Shine Chrome  
 Clean Light Fixtures  
 Clean Exhaust Vents  
 Clean Painted Doors & Frames  
 Resupply Paper, Soap & Hygiene Products  
 Report Any Damage or Hazards (A)

FREQUENCY SCHEDULE

D/2	D	W	M/2	M	Q	S/A	A	A/R
	X							
	X							
				X				
	X							
X								
				X				
		X						
	X							
	X							
	X							
		X						
		X						
	X							
				X				
				X				
		X						
X								
X								

REPORT DRIPPING/RUNNING WATER

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

## 8. PRIVATE TOILETS

Jury Deliberation Room Toilet

Judges - Washrooms

Lavatories - Powder Rooms

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Lock & Unlock Area		X							
Check & Close Windows		X							
Police Area (B)		X							
Empty Waste Containers		X							
* Dust & Spot Clean Ceilings					X				
Clean Walls and Disinfect			X						
Clean Floors		X							
Clean Sink & Fixture		X							
Clean Mirror		X							
Clean Tile Walls			X						
Clean & Shine Chrome		X							
Clean Light Fixtures					X				
Clean Exhaust Vents					X				
Resupply Paper & Soap Products		X							
Report Any Damage or Hazards (A)		X							

REPORT DRIPPING/RUNNING WATER

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

## 9. OFFICE I

Interpreters  
Clerks, Transcribers  
Court Reporters, Security  
Office, File/Storage

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Lock/Unlock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust Walls, Decorations & Cabinets						X			
*Dust/Clean & Arrange Furniture							X		
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Mop/Sweep Floors		X							
Spray Buff Floors (1)					X				
Strip & Refinish Floors							X		
Spot Clean Walls & Partitions					X				
Spot Clean Glass, Doors & Frames			X						
Clean/Polish & Arrange Furniture							X		
Clean Door Saddles			X						
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Report any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop  
(A) Clean and Rectify Problem

\* Dust - Utilize Treated Cloths/Mops

Vacuum Carpet/Rugs  
Vacuum Upholstered Furniture  
Vacuum Drapes  
Shampoo Carpet/Rugs

		X						
						X		
						X		
							X	



## 10. OFFICE II

Court Clerks,  
Examination Before Trial,  
Law Assistants, Law Stenographers

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock & Lock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceilings & Walls							X		
*Dust Light Fixtures							X		
*Dust Walls, Decorations & Cabinets						X			
*Dust/Clean & Arrange Furniture							X		
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Shelving & Books			X						
*Dust Woodwork & Panels			X						
Spot Clean Walls & Partitions					X				
Spot Clean Glass, Doors & Frames			X						
Spot Clean Upholstered Furniture									X
Spot Clean Rugs/Carpets									X
Clean/Polish & Arrange Furniture							X		
Clean/Polish Woodwork & Panels								X	
Clean Door Saddles			X						
Vacuum Carpet/Rugs			X						
Vacuum Upholstered Furniture							X		
Vacuum Drapes							X		
Shampoo Carpet/Rugs								X	
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

\* Dust - Utilize Treated Cloths/Mops

# 11. JUROR FACILITIES

Jury Clerk's Office  
Jury Assembly/Waiting Room  
Impaneling Rooms  
Deliberation Room

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock and Lock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Police Area (B)		X							
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust/Clean & Arrange Furniture		X							
*Dust Window Sills, Doors & Frames		X							
*Dust & Adjust Window Blinds/Shades		X							
*Dust Radiators & Covers		X							
*Dust Mop/Sweep Floors		X							
Spray Buff Floors (1)			X						
Strip & Refinish Floors							X		
Spot Clean Walls & Partitions			X						
Spot Clean Glass, Doors & Frames			X						
Clean/Polish & Arrange Furniture							X		
Clean & Disinfect Drinking Fountain		X							
Clean Door Saddles			X						
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass Doors & Frames							X		
Report any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops

Vacuum Carpet/Rugs  
Vacuum Upholstered Furniture  
Shampoo Carpet/Rugs

		X						
						X		
							X	

## 12. COURT ROOM AREAS

Court Room  
 Witness Waiting Room  
 Robing Room  
 Attorney Conference Room  
 Conference/Board Room  
 Lounge/Lunch Room

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock & Lock Areas		X							
Check & Close Windows		X							
Check Court Room Clock for Accuracy		X							
Remove Cobwebs					X				
Police Area (B)		X							
Empty & Clean Waste Containers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust/Clean & Arrange Furniture		X							
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Mop/Sweep Floors		X							
*Dust Woodwork & Panels			X						
Spray Buff Floors (1)			X						
Strip & Refinish Floors							X		
Spot Clean Walls			X						
Clean/Polish & Arrange Furniture							X		
Clean/Polish Woodwork & Panels								X	
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls								X	
Wash Glass, Doors & Frames							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops

Vacuum Carpet/Rugs  
 Vacuum Upholstered Furniture  
 Shampoo Carpet/Rugs

		X						
						X		
							X	

# 13. JUDGES FACILITIES

Chambers  
Secretary's Office  
Law Clerk's Office  
Reception/Waiting Room

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock & Lock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust Walls, Decorations & Cabinets						X			
*Dust/Clean & Arrange Furniture						X			
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Shelving & Books			X						
*Dust Woodwork & Panels			X						
Spot Clean Walls & Partitions					X				
Spot Clean Glass, Doors & Frames			X						
Spot Clean Upholstered Furniture									X
Spot Clean Rugs/Carpets									X
Clean/Polish & Arrange Furniture							X		
Clean/Polish Woodwork & Panels								X	
Vacuum Carpet/Rugs			X						
Vacuum Upholstered Furniture							X		
Vacuum Drapes							X		
Shampoo Carpet/Rugs								X	
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions									X
Wash Glass, Doors & Frames							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

\* Dust - Utilize Treated Cloths/Mops

## 14. LIBRARY FACILITIES

Librarian's Office

Library/Reading Rooms

Storage

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock and Lock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Police Area (B)		X							
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust Walls, Decorations & Cabinets						X			
*Dust/Clean & Arrange Furniture						X			
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Mop/Sweep Floors		X							
*Dust Shelving & Books				X					
*Dust Woodwork & Panels			X						
Spray Buff Floors(1)			X						
Strip & Refinish Floors								X	
Spot Clean Walls & Partitions					X				
Spot Clean Glass, Doors & Frames			X						
Clean/Polish & Arrange Furniture							X		
Clean/Polish Woodwork & Panels							X		
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops

Vacuum Carpet/Rugs

Vacuum Upholstered Furniture

Vacuum Drapes

Shampoo Carpet/Rugs

		X						
						X		
						X		
							X	

## 15 . SECURITY FACILITIES I

Information Stations  
Magnetometer Entries

Police Area (B)  
Empty & Clean Waste Containers  
Empty & Clean Ash Receivers  
\*Dust/Clean & Arrange Furniture  
Clean/Polish & Arrange Furniture  
Report Any Damage or Hazards (A)

FREQUENCY SCHEDULE

D/2	D	W	M/2	M	Q	S/A	A	A/R
	X							
X								
X								
	X							
						X		
	X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem  
(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

Mop / buff floor  
Vacuum Carpet/Rugs  
Vacuum Upholstered Furniture  
Shampoo Carpet/Rugs

		X						
		X						
						X		
							X	

## 16. SECURITY FACILITIES II

Locker Rooms

Showers & Toilet Areas

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Lock & Unlock Areas		X							
Check & Close Windows		X							
Remove Cobwebs					X				
Police Areas (B)		X							
Empty Waste Containers	X								
*Dust & Spot Clean Ceilings					X				
Clean Walls & Disinfect			X						
Clean Floors		X							
Clean Mirrors		X							
Clean Sinks, Urinals & Water Closets		X							
Clean Tile Walls		X							
Clean Toilet Stalls/Partitions		X							
Clean & Shine Chrome		X							
Clean Light Fixtures					X				
Clean Exhaust Vents					X				
Clean Painted Walls			X						
Clean Painted Doors & Frames			X						
Resupply Paper, Soap & Hygiene Products	X								
Report Any Damage or Hazards (A)	X								

REPORT DRIPPING/RUNNING WATER

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

\* Dust - Utilize Treated Cloths/Mops

## 17. MISCELLANEOUS FACILITIES

Employee Lounge/Lunch Room  
Sick Room  
Training Room & Media  
Holding Cells  
Children's Center

FREQUENCY SCHEDULE

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Unlock & Lock Areas		X							
Check & Close Windows		X							
Police Area (B)		X							
Remove Cobwebs					X				
Empty & Clean Waste Containers		X							
Empty & Clean Ash Receivers		X							
*Dust High Ceiling & Walls							X		
*Dust Light Fixtures							X		
*Dust Walls, Decorations & Cabinets						X			
*Dust/Clean & Arrange Furniture						X			
*Dust Window Sills, Doors & Frames			X						
*Dust & Adjust Window Blinds/Shades			X						
*Dust Radiators & Covers			X						
*Dust Mop/Sweep Floors		X							
Spray Buff Floors (1)			X						
Strip & Refinish Floors							X		
Spot Clean Walls & Partitions					X				
Spot Clean Glass, Doors & Frames			X						
Clean Mirror		X							
Clean/Polish & Arrange Furniture							X		
Clean Sink & Shine Chrome		X							
Clean Door Saddles			X						
Clean Exhaust Vents					X				
Resupply Paper & Soap Products		X							
Wash/Clean & Adjust Blinds/Shades								X	
Wash Walls & Partitions								X	
Wash Glass, Doors & Frames							X		
Report Any Damage or Hazards (A)		X							

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash

(1) Includes: Sweep, Damp Mop, Spray Buff and Dry Mop

\* Dust - Utilize Treated Cloths/Mops



## 18. GARAGE BUILDING PARKING AREAS

	D/2	D	W	M/2	M	Q	S/A	A	A/R
Police Area (B)		X							
Sweep Entryways		X							
Sweep Steps			X						
Sweep Landings			X						
Empty Litter Containers	X								
Check/Report Missing/Broken Apparatus			X						
Check/Report Any Deterioration of Paved Surfaces			X						
Maintain Snow Free Entryways									X
Maintain Clear Passage for Vehicles									X
Hose & Scrub Down Entry Areas					X				
Report Any Damage or Hazards (A)									X

Turn Off Lights When Appropriate

(A) Clean and Rectify Problem

(B) Free of Discarded Materials and Trash