



JANITORIAL MAINTENANCE

SCOPE OF WORK

WORK TO BE PERFORMED ON A SEMIWEEKLY BASIS (Wednesday evening & weekend preferred) WITH THE EXCEPTION OF THE REDWOOD CITY LOCATION WHICH SHALL BE MONTHLY

OFFICES/COMMON AREAS/BOARD ROOM

- Dust mop/damp mop/vacuum ALL floor surfaces
- Clean and disinfect drinking fountains & water coolers
- Remove finger prints and grime from all wall surfaces, switch plates, glass partitions
- Clean Entry Door Glass
- Empty ALL garbage containers (change liners)
- Empty ALL recycling containers (change liners)
- Wipe down desk tops / countertops / all hard horizontal surfaces (leaving All personal items untouched)

LABORATORIES

- Damp mop (WATER ONLY) tiled floors
- DO NOT clean lab tables or counters
- Empty ALL garbage containers (change liners)
- Empty ALL recycling containers (change liners)

RESTROOMS / LOCKER ROOMS

- Clean and disinfect ALL plumbing fixtures
- Clean and disinfect ALL sinks and showers
- Clean and disinfect ALL toilets and urinals
- Mop and disinfect ALL floor surfaces
- Wipe down tile walls and metal partitions / fixtures
- Clean and disinfect switch plates and door handles
- Clean mirrors
- Empty ALL garbage containers (change liners)
- Replace soaps and paper goods as needed

KITCHEN

- Mop Floor
- Clean and disinfect sink and countertop
- Clean table tops and horizontal surfaces
- Clean and disinfect plumbing fixtures

- Wipe down appliances and cabinets
- Empty ALL garbage containers (change liners)
- Empty ALL recycling containers (change liners)

REDWOOD CITY LOCATION

- All items above applicable to this location (bagged garbage remain on site in warehouse)
- District will supply all paper goods and soaps for dispensers; District will monitor the inventory and restock as needed
- Bagged garbage and recycling shall be placed into appropriate dumpsters on site

All official communication shall be directed to the facilities and maintenance coordinator or office administrator.