

CEDA Northwest Janitorial Bid Requirements

Liability Coverage

- Contractor will supply proof of and maintain liability insurance coverage.
- Contractor must understand and comply with all OSHA regulations and standards.

Nightly – Lobby/Common Areas/Hallways

- Clean fingerprints and smudges from entrance glass and entry doors.
- Surface dust horizontal surfaces of the tables, filing cabinets, etc.
- Spot clean horizontal surfaces for removal of spillage, marks and rings.
- Spot clean chairs and computer keyboards.
- Empty all trash receptacles and remove to collection point. Replace liners as necessary.
- Vacuum carpet in high traffic areas.
- Dust mop and spot mop all hard surface floors.

Nightly - General Office Areas/Conference Rooms

- Surface dust horizontal surfaces of the desks (if cleared), tables, filing cabinets, etc.
- Clean all glass furniture tops.
- Spot clean horizontal surfaces for removal of spillage, marks and rings.
- Empty all trash receptacles and remove to collection point. Replace liners as necessary.
- Vacuum carpet in high traffic areas.
- Dust mop and spot mop all hard surface floors.
- Remove all gum and foreign matter in sight.

Nightly – Restrooms

- Empty all trash receptacles and remove to collection point. Replace liners as necessary.
- Empty sanitary napkin receptacles and spray with a disinfectant.
- Disinfect door handles, partition handles and light switches.
- Clean all dispensers, mirrors and fixtures.
- Clean and disinfect sinks, toilets, toilet seats (both sides) and urinals.
- Spot clean walls and partitions to remove smudge and marks.
- Wash all floors with germicidal disinfectant and remove all spots and stains.
- Fill soap dispensers and paper towel dispensers.
- Fill toilet tissue, seat covers and sanitary napkin dispensers.
- Report all maintenance problems in Communication Log Book (dripping faucets, broken handles, etc.)

NOTE: Masking deodorants will not be used in lieu of disinfectants.

Nightly – Break room Area

- Wipe down all counters and tables with disinfectant.
- Clean, disinfect and polish sinks and back splash areas.
- Dust mop and/or sweep all hard surface flooring of loose debris.
- Spot mop all hard surface flooring to remove soil and spills.
- Vacuum carpet in high traffic areas.
- Clean interior and exterior of microwave ovens.

Nightly – Break room Area (cont'd)

- Any dishes left in sink will be put in the dishwasher.
- Dust all accessible horizontal surfaces.
- Restock paper supplies as needed.
- Remove all trash receptacles to collection point and replace liners as necessary.

Weekly – General Office Areas

- Thoroughly dust all horizontal surfaces of office furniture, including desks (if cleared), tables, computer monitors, filing cabinets, window sills and wall hangings.
- Disinfect all telephone receivers and dust the bases.
- Vacuum and spot clean all carpeted areas wall to wall.
- Thoroughly mop all hard surface floors.

Weekly – Break Room

- Clean interior and exterior of microwave ovens.
- Wipe down exterior of appliances.

Weekly - Restrooms

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors and bright work.
- Clean and sanitize restroom partitions and walls around toilets and urinals.

Monthly – General Office Areas

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, filing cabinets, chairs, etc.
- High dust lighting, air vents, tops of doors, door frames, ceiling corners, etc. up to 10 feet.
- Dust all baseboards and window blinds.
- Vacuum or brush all upholstered furniture.
- Spot clean fingerprints from all painted surfaces near light switches, entrance doors, etc.

Monthly – Break Room/Lunchroom/Kitchen Areas

- Clean refrigerators. Customer will remove all perishable items prior to cleaning.
- Spot clean walls, doors, doorframes and kick plates.

Monthly – Restrooms

- High dust tops of partitions, mirrors, light fixtures and ventilation grills.

Special Customer Requirements

- Service will be performed five days per week, after business hours and/or on Saturday/Sunday.
- Customer will provide keys and codes for their facility.
- Will clean indoor glass in the lobby and large conference room once per quarter.

Company must supply their own cleaning supplies and equipment. CEDA will provide toilet paper, paper towels and trash can liners. Service will be provided as listed.