

Attachment A
DESCRIPTION OF SUPPLIES AND SERVICES

SUPPLIES AND SERVICES REQUIRED: Furnish all necessary labor, supplies and equipment to provide daily janitorial services at 900 S. Desplaines, Chicago, IL. 60607.

General:

1. Cleaning time shall be between the hours of 3:00 PM and 5:30 PM, Monday through Friday.
2. Janitorial personnel are not authorized to allow access to the building to friends, relatives, or others not performing janitorial duties.
3. The vendor shall log entry to arrival time, personnel working, duties performed and departure time in a daily log.
4. Not allowed to take office keys off the premises.
5. Provide cleaning supplies for office use, example: paper towels, feminine hygiene bags, spray cleaners,...ect.

Regular Services:

Defined Areas: All General & Private Offices, Entrances, Front Lobby, Reception Area, Conference Room, Kitchen/Lounge, Washrooms/Sink areas, Janitor's Closet, Closets, Equipment Room, Computer Room, Storage areas, and Hallways.

Daily Week Days:

1. Clean and sanitize interior of washroom toilet bowls and urinals with disinfectant.
2. Clean and sanitize all washroom toilet seats and toilet paper dispensers.
3. Clean and sanitize all washroom interior stall walls, (tile or metal), stall doors, and their fittings.
4. Clean, sanitize, and polish washroom toilet bowls, urinals, all hand basins/sinks, counters, chrome fixtures, soap and hand towel dispensers.
5. Clean and sanitize drinking fountains.
6. Empty all trash receptacles, damp clean exterior, replace liner if necessary, and transport debris to designated location.
7. Clean and sanitize (mop) washroom floors.
8. Clean (sweep) both exterior entry ways, remove debris from exterior of building.
9. Restock bathroom and kitchen supplies such as paper towels, toilet paper and feminine hygiene bags

One Time Per Week:

1. Damp clean washroom tile walls to a height of 6 feet from floor.
2. Clean washroom drains and over-flow outlets, (rinse with half a gallon of water).
3. Clean and sanitize kitchen lunchroom sink, fixtures, all counters, cabinets, appliances such as microwave ovens, refrigerator (inside and out), and tables and chairs in kitchen/lounge.
4. Dust mop or broom sweep tile, concrete or vinyl floor office areas, under desks and all furniture, and in kitchen /lounge.
5. Vacuum all areas with carpet once a week minimum and as needed.
6. Clean and remove fingerprints from mirrors, doors, frames, light switches, handles, railings, doors, glass panels, interior & exterior windows and frames, drywall in office door areas and all hallways.
7. Clean and sanitize telephones.

Once Per Month:

1. Clean and sanitize (mop) all tile or concrete floors.
2. Clean and sanitize all washroom tile walls; floor to ceiling.
3. Clean and sanitize janitor's closet areas.
4. Clean and polish all entrance/lobby, computer room, private and general office and reception area glass including frames.
5. Vacuum computer room floor and room floor in presence of IDOT personnel.
6. Vacuum blinds with proper dust catcher attachment.
7. Vacuum/dust and remove diffuser and vent outlets in ceilings.
8. Vacuum/dust and remove cobwebs in all areas including walls and ceilings, window frames, floor baseboards, and on furniture such as chairs, tables, cabinets, (desks not included).
9. Sanitize mop heads, replace as needed.
10. Replace washroom urinal and toilet deodorizers and holders (supplied by contractor).
11. Clean interior light fixtures and exterior light fixtures mounted on building.

Two Times Per Year:

1. Clean exterior office windows (top to bottom)
2. Steam Clean Carpets
3. Scrub clean exterior and interior of wastebaskets and trashcans and as needed.

Once Per Year:

1. Strip and buff tile, concrete and/or vinyl floors in all office areas.