

SPECIFICATIONS
CLEANING DETAIL FOR MAIN OFFICE/WAREHOUSE/JAL CENTER
And ROSA K RAGSDALE CENTER

1. The Contractor will clean the PHA Main Office/Warehouse Monday through Thursday and the community center on Monday, unless otherwise specified.
2. The Contractor shall furnish all labor, materials, tools and equipment necessary for the cleaning of the Main Office/Warehouse of the PHA.
3. The Palatka Housing Authority shall provide bacterial hand cleaner, Toilet tissue, paper hand towels, and garbage bags and disinfectant hand sanitizer solution for sprayer.
4. The contractor will maintain a signed daily, monthly and quarterly log sheet of duties performed according to spec below. This log sheet will be monitored by PHA representative.

DAILY SCHEDULE:

- Keep tile floors free of stains and debris daily (mop if necessary)
- (remove any gum or scuff marks)
- Sweep or vacuum door mats
- Empty all trash cans and replace liner
- Wipe/clean water fountains (as needed)
- Clean all bathrooms; toilets inside and outside around base area, bathroom sinks and mirrors, and showers-as needed.
- Maintain paper towel dispensers and toilet tissue holders for refill on a regular basis
- Break room and Board room: wipe down tables, countertops, clean around coffee area, sinks, and wipe clean microwave exterior
- Wipe down all bathroom, office and entry door knobs (with disinfectant)

WEEKLY SCHEDULE:

- Wipe down board room chairs
- Mop tile floors and vacuum carpets
- Dust office desks (visible desk top area)
- Wipe clean microwave oven and refrigerator **exterior**
- Clean walls soiled from food or beverage splashes on walls (pay particular attention near office trash can areas and breakroom areas)
- Clean inside **interior** window glass by entry doors

*****To assist in the mitigation of germs transferring during this pandemic, the PHA requires daily spraying of each office with PHA provided disinfectant spray***.**

MONTHLY SCHEDULE:

- Clean outside fluorescent light reflector shields by entry doors
- Clean all hallway visible base boards (as needed)
- Clean **exterior** window glass by entry doors (keep free of dust and cob webs, as needed)
- Clean windows inside of offices (not barricaded by furniture or screens) and window sills
- Mop tile floors and vacuum carpets (**be sure to get in the visible corners as well**)
- Wipe clean microwave oven and refrigerator **exterior and interior**
- Provide notification when contractor will perform refrigerator interior cleaning

QUARTERLY SCHEDULE:

- Clean and shampoo carpet
- Strip (as needed), mop and wax all tile floor areas and wipe down baseboards (where visible)
- Provide advance notification of schedule when contractor will perform carpet cleaning and floor waxing, in order that each office person will have ample time to remove items off floors.
- Wipe down visible fire extinguishers

The Palatka Housing Authority shall provide bacterial hand soap, bath tissue, hand towels and garbage bags.

*Square footage of Main Office/Warehouse estimate is as follows:

Main Office/Warehouse – Approximately 4,560 sq. ft.

It is suggested that contactors take their own measurements accuracy

**DR. JAMES A. LONG and ROSA K. RAGSDALE COMMUNITY CENTERS
CLEANING (twice weekly)**

- Clean all bathrooms (mirrors, toilets) (daily)
- Mop all bath rooms floors (weekly)
- Mop open bay area, computer labs and offices (weekly)
- Remove any cuff marks and gum (as needed)
Refill paper towels and tissue paper dispensers (as needed)
- Wipe down Kitchen Island (sink and countertop, where available) (weekly)
- Swipe down interior walls of open bay (as needed)
- Sweep entryway exterior (weekly)
- Wipe clean microwave oven and refrigerator exterior and interior (where available) (weekly)

QUARTERLY

- Clean and wax tile floor in large open room and clean baseboards
- Provide wax schedule, to provide staff an opportunity to remove any furniture, supplies, etc
- Sweep down entryway of exterior foyer ceiling