

**AMENDMENT NO. 3
TO
SUBORDINATE CONTRACT NO. MA-042-22010668
FOR
JANITORIAL SERVICES**

This Amendment ("Amendment No. 3") to Contract No. MA-042-22010668 for Janitorial Services is made and entered into on 1st day of January, 2025 ("Effective Date") between U.S. Metro Group, Inc. ("Contractor"), with a place of business at 3171 W Olympic Blvd., #553, Los Angeles, CA 90006-2670, and the County of Orange, a political subdivision of the State of California ("County"), through its Health Care Agency, with a place of business at 405 W. 5th Street, Suite 600, Santa Ana, CA 92701. Contractor and County may sometimes be referred to individually as "Party" or collectively as "Parties".

RECITALS

WHEREAS, the County of Orange, through the County Procurement Office, and Contractor executed Regional Cooperative Agreement RCA-017-22010002 ("RCA") for Janitorial Services, effective September 1, 2021 through August 31, 2026; and

WHEREAS, the Parties executed Subordinate Contract No. MA-042-22010668 for Janitorial Services, effective January 1, 2022 through December 31, 2024, in an aggregate amount not to exceed \$7,500,000 ("Contract"); and

WHEREAS, the Parties executed Amendment No. 1 to delete and replace Attachment A (Scope of Work) of the Contract with Revised Attachment A (Scope of Work/Pricing), effective February 1, 2022; and

WHEREAS, the Parties executed Amendment No. 2 to delete and replace Revised Attachment A (Scope of Work/Pricing) of the Contract with a new Revised Attachment A (Scope of Work/Pricing), effective October 27, 2022; and

WHEREAS, the Parties now desire to enter into this Amendment No. 3 to delete and replace Revised Attachment A (Scope of Work/Pricing) of the Contract with Attachment A-1 (Scope of Work) and to renew the Contract for a period of twenty (20) months for County to continue receiving and Contractor to continue providing the services set forth in the Contract.

NOW THEREFORE, Contractor and County agree to amend the Contract as follows:

1. The Contract is renewed for a period of twenty (20) months, effective January 1, 2025 through August 31, 2026, in an aggregate amount not to exceed \$7,500,000 for this renewal period, for a new cumulative total aggregate amount not to exceed \$15,000,000.
2. Revised Attachment A (Scope of Work/Pricing) of the Contract is deleted in its entirety and replaced with Attachment A-1 (Scope of Work).
3. Contractor shall continue to reference invoices with MA-042-22010668.

This Amendment No. 3 modifies the Contract, including all previous amendments, only as expressly set forth herein. Wherever there is a conflict in the terms or conditions between this

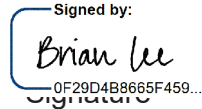
Amendment No. 3 and the Contract, including all previous amendments, the terms and conditions of this Amendment No. 3 shall prevail. In all other respects, the terms and conditions of the Contract, including all previous amendments, not specifically changed by this Amendment No. 3 remain in full force and effect.

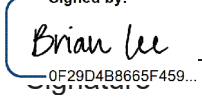
SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 3. If Contractor is a corporation, Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, the President, or any Vice President; 2) the second signature must be that of the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution or by-laws demonstrating the legal authority of the signature to bind the company.

Contractor: U.S. Metro Group, Inc.

| | |
|--|----------------|
| Brian Lee | President |
| _____ Print Name | _____ Title |
| <small>Signed by:</small>  | 10/4/2024 |
| _____ <small>Signature</small> | _____ Date |

| | |
|--|----------------|
| Brian Lee | CFO |
| _____ Print Name | _____ Title |
| <small>Signed by:</small>  | 10/4/2024 |
| _____ <small>Signature</small> | _____ Date |

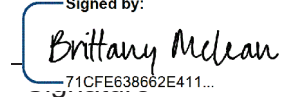
County of Orange, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

| | |
|---------------------|---|
| _____ Print Name | _____ Deputy Purchasing Agent Title |
| _____ Signature | _____ Date |

APPROVED AS TO FORM

Office of the County Counsel
Orange County, California

| | |
|--|-----------------------|
| Brittany McLean | Deputy County Counsel |
| _____ Print Name | _____ Title |
| <small>Signed by:</small>  | 10/4/2024 |
| _____ <small>Signature</small> | _____ Date |

ATTACHMENT A-1

SCOPE OF WORK

General Janitorial

| | ADDRESS | PROGRAM |
|----|---|--|
| #1 | 401 S. Tustin Bldg, A/B,C,D,E, Orange | <u>Bldg. A/B</u> : REI Learning Center, <u>Bldg. C</u> : Wellness Center, <u>Bldg. D</u> : Coastal Star Crisis Residential Central, <u>Bldg. E</u> : Storage |
| #2 | 600 Shellmaker, Newport Beach | PHS Water Lab |
| #3 | 1725 W. 17 th St., Santa Ana | PHS Clinic & WIC Trailer |
| #4 | 1719 W. 17 th St., Santa Ana | Communicable Disease Control Division (CDCD) |
| #5 | 1729 E 17 th St., Santa Ana | PHS Learning Center Trailer & PH Lab |

A. GENERAL DEFINITIONS

The Parties agree to the following terms and definitions, and to those terms and definitions that, for convenience, are set forth, elsewhere in this Contract.

1. Contract Coordinator: The designated member of County’s HCA/Facilities Services & Building Management staff charged with the general performance and coordination of this Contract.
2. Building Liaison or Designee: The County onsite person at each location designated to coordinate Contractor’s operations and ongoing facility operations and charged with onsite inspection and coordination of this Contract.
3. HCA Facilities: The portion of the total facility designated for HCA use and shown on facility layout.
4. Daily / Nightly: The period of the normal workweek, i.e., Monday through Sunday (7 days).
5. Weekly: Shall be per calendar week.
6. Monthly: Shall be per calendar month, regardless of the number of days in that month. All monthly tasks shall be performed during the first (1st) full week of that month.
7. Quarterly: Services to be performed every three (3) months, in the third (3rd) week of each quarter. Quarterly tasks shall be performed in the 1st, 4th, 7th and 10th months after the effective date of the Contract. Example: Contract begins November 1. First quarter is November through January. Quarterly tasks would be performed in the 3rd full week of November, February, May, and August.
8. Semi-Annual: Services to be performed every six (6) months in the fourth (4th) week of each semi-annual period. Semi-annual tasks shall be performed in the 1st and 7th months

after the effective date of the Contract. Example: Contract begins November 1. First semi-annual period is November through April. Semi-annual tasks would be performed in the 4th week of November and May.

9. Work Week/Schedule Work week is Monday through Sunday. Work schedule is the days and times below that services under this Contract are to be performed in each County facility. Work schedule may be changed upon mutual written agreement by both Parties.

B. GENERAL RESPONSIBILITIES

1. Performance Standards

The Contract specifications define the minimum tasks and frequency deemed acceptable by County. Contractor shall schedule its operations to meet or exceed these requirements and put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning.

Contractor shall maintain County's health care facilities in a safe, healthful, and hospital-like condition at all times. Specifically:

- a. Floors shall be waxed and buffed for a high gloss shine. Floors and partitions shall be matte shine cleaned when they are soiled to prevent accumulations.
- b. Carpeted floors shall be completely and thoroughly vacuumed.
- c. Windows shall be cleaned to where all film, smudges and streaks are removed.
- d. Restrooms and exam rooms shall be cleaned, polished and sanitized.

2. Deficient Performance

Contractor shall maintain a log at the reception area and shall record deficiencies and corrections, to include date, nature of deficiency, and corrective action taken. The janitorial specifications and work schedule shall be maintained in the primary closet in English language and any other language understood by Contractor's employees.

The Building Liaison or designee at each location and/or the Contract Coordinator shall inspect and assess the quality of the work. County reserves the right to deduct from payments due or to become due to Contractor for incomplete or deficient performance. The amount of such deductions shall be based on the extent of the unsatisfactory work and the cost factors established in the Contract. A copy of the inspection record with the associated deduction calculation will be furnished to Contractor.

Payment deductions (in this section and other sections of this Attachment) are not an acceptable alternative to performance. Repetitive deductions shall be sufficient grounds for remedial action including termination.

3. Control of Work

The Contract Coordinator shall be responsible for the determination of the quality and acceptability of the work performed, the manner and rate of performance, interpretation of the specifications, and/or the acceptable fulfillment of the Contract by Contractor.

Contractor shall be responsible for all work performed under this Contract. Contractor shall provide supervision necessary to ensure that the work is performed in accordance with the standards and requirements set forth herein. Contractor shall ensure a supervisor or foreperson is present at all times during Contract operations.

4. Changes

Changes in the areas serviced and/or the specifications may be necessary during the term of the Contract. Changes in the Contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of County and Contractor. All such changes shall be initiated by the Contract Coordinator only and shall be processed in writing through the Deputy Purchasing Agent. HCA Building Liaisons or designees shall not initiate any such changes.

C. MATERIALS

1. Supplies

Contractor shall furnish, at its sole expense, all supplies required to perform this work, which shall include, but not be limited to:

- a. Cleaners: Floor, glass, tile and carpet cleaners; floor wax, strippers and sealers; tile, metal and furniture waxes/polishes; disinfectants and deodorant blocks; trash can liners and hand soap.
- b. Paper Supplies: Toilet tissue, toilet seat covers, paper towels, sanitary napkins, tampons, and other disposable menstrual products, sanitary napkin disposal bags.

Contractor shall stock each restroom with sufficient supplies to last until the next service. Contractor shall provide additional stock in a custodial closet for emergency purposes. Contractor shall post and maintain a log to monitor emergency supply usage.

Contractor shall notify the Building Liaison when any dispensers are damaged and need repair, and when additional dispensers are needed due to demand. Contractor shall not leave additional supplies on counters, toilet backs or the floor.

Failure to provide adequate supplies is considered deficient performance and is subject to payment deductions. Deductions may include the cost of incomplete service and the cost of service and/or supplies from an alternate source. Repetitive deductions will be sufficient grounds for remedial action including termination.

2. Equipment

Contractor shall furnish, at its sole expense, all equipment and tools required to perform this work, which shall include, but not be limited to:

- a. Equipment: Wet and dry vacuum cleaners (dry vacuums to have attached magnets and HEPA filters with hose and wand to allow for vent grille and furniture vacuuming), janitorial carts, ladders, floor washers, buffers/polishers and carpet pile lifter.
- b. Tools: Brooms, dustpan, mops, mop presses, dustless (KEX) sweeping tools, buckets, sponges, scouring pads, squeegees, rags, hazardous waste spill kits, caution/wet floor signs, toilet plunger, closet auger, water house and spray nozzle.

3. Quality

The following products meet the minimum standards established for performance of this work. Specific product names have been used to represent an acceptable product in each category. Substitutions to specific products must be approved by the Contract Coordinator. A list of proposed products shall be submitted for approval prior to the start of work. Changes during the term of the Contract shall be submitted for approval prior to the start of use. Contractor may submit multiple products in each category.

| | | | |
|---|--------------------------------------|---|---------------------------------------|
| a | Toilet tissue | Employee Restrooms: | 2-ply, Crown |
| b | Paper Towels: | C-fold 937, by Crown Zellerbac: | |
| c | Seat Covers: | Shieldor: | |
| d | Hand Soap: | Powdered: | Luron or Boraxo MD-7 |
| | | Liquid: | RTU or Solar |
| d | Hand Soap: | Hands Free Foam: | TBD |
| e | Cleaner | All Purpose Germicidal: | Echo Lab or Ascend (for hospital use) |
| f | Floor Finishes (Commercial quality): | Stripper: | Waxie W-400 |
| | | Sealer: | Waxie W-300 |
| | | Wax: | Johnson's Complete |
| | | Spray Buff: | Johnson's Snapback |
| g | Plastic Liners: | For trash and rubbish containers: | |
| | | 12x8x24 15x9x24 15x9x33 shall be 1 mil | |
| | | 16x14x37 23x10x40 23x17x48 shall be 1.4 mil | |

Contractor shall comply with OSHA's Hazard Communication Standard 29 CFR 1910.1200 and post copies of Safety Data Sheets (SDS) for all hazardous chemicals used in each custodial closet and mobile workstation; and clearly label the contents of all secondary bottles or containers.

4. Trash

Contractor shall remove all trash from the buildings daily, unless stated otherwise, dependent on scope of work for each location. Dumpsters and other trash containers are provided for disposal of trash and area surrounding dumpsters is to be kept clean and clear of debris.

Contractor shall provide containers on wheels or other similar methods to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be moved by sliding them on the floor.

Contractor shall not recycle trash or store recycled material on the premises.

D. SECURITY

1. Building Security

Contractor shall keep all exterior doors closed and locked at all times while working in the building.

Contractor shall not admit any person (especially children or relatives), except authorized subcontractors, into the building that is not a direct employee of Contractor and actively engaged in performance of work under this Contract.

Contractor shall limit its activities to the designated buildings, offices and parking areas. At no time shall Contractor enter other areas of the building not specifically designated for Janitorial Services under this Contract.

Contractor shall not eat, drink, touch or disturb any County or personal materials, equipment or tests in any work or laboratory area.

Contractor shall check all windows and doors for proper closure and locking, extinguish all lights except master security lighting, activate the security system (if applicable), upon leaving the building. Contractor shall leave the building at the time prescribed by the Building Liaison. If Contractor fails to leave at the time prescribed, and overtime costs are incurred as a result, County reserves the right to deduct from payments due or to become due, any overtime costs incurred by the security guard. Contractor shall be responsible for paying such overtime costs.

2. Building Keys/Badges

County shall issue such building keys/badges as necessary for access to the work areas. Contractor shall assume full responsibility for theft or loss of said building keys/badges. Contractor shall notify Building Liaison of missing keys/badges immediately. Contractor shall immediately return building keys/badges upon request by County.

Contractor shall reimburse County the total cost for replacement of lost and unreturned building keys/badges and/or re-keying of all locks operated by those building keys/badges, as deemed necessary by County. Contractor shall not duplicate said building keys/badges.

3. Security System

The work areas may be protected by access security systems, which may only be activated/deactivated by the on-site security guard or Building Liaison.

Any costs incurred for false alarms originating from Contractor's operations shall be paid by Contractor to County. County reserves the right to deduct administrative costs for such charges from payments due or become due to Contractor.

4. Damage

Contractor shall immediately report all abnormal conditions and occurrences, to include broken windows, vandalism and/or other building damage to the Building Liaison.

E. CONTRACTOR RESPONSIBILITIES

1. Employees

a. Background/Security: Contractor shall conduct a background check, to include, but not limited to, employment and police records, for each employee that will provide

services under this Contract, and shall maintain a copy of the background check results. Contractor shall ensure only employees with janitorial experience and clear criminal records provide services under this Contract. All employees engaged in performance of this work, except authorized subcontractors, shall be employees of Contractor.

- b. Training: Contractor shall train each employee prior to starting work on this Contract. shall include basic janitorial service on buildings where services will be provided. Contractor shall ensure supervisors and forepersons also receive training in facility inspection and supervision.

For health clinic or laboratory settings, Contractor's training programs shall include training on basic janitorial service, on these specific facilities, on these specific Contract requirements and on appropriate procedures and cautions for a health clinic and laboratory. Training shall include information on Tuberculosis, Blood Borne Pathogens, Bio-Hazardous Waste and other related health care topics. County shall provide information on these topics upon request. Contractor's supervisors shall also receive training in facility inspection and supervision.

- c. Supervision: Contractor shall provide a supervisor and/or foreperson who shall be present at all times during Contract operations. Supervisors and/or forepersons shall be responsible for the quality of the work performed and the conduct of employees and authorized subcontractors. Supervisors and/or forepersons shall be able to communicate effectively with employees and County staff in both written and oral English.
- d. Conduct: No Contractor employee shall be allowed to perform work under this Contract who is found to be incapable, under the influence of drugs or alcohol, or who fails or otherwise refuses to perform the work. Any Contractor employee found by County to be incapable of performing the work shall be immediately removed by Contractor from providing services under this Contract and not re-employed on this Contract. The County's Project Manager reserves the right to reject Contractor's personnel assigned to this Contract.
- e. Uniforms/Identification: All employees shall wear uniforms with name tags, furnished by Contractor, at all times during the performance of this work. Contractor and/or its area supervisor may wear badges in lieu of uniforms. Contractor employees shall wear clean uniforms daily.
- f. Health: Contractor's employees providing work under this Contract shall be in good health and free of contagious disease, drugs and alcohol. Contractor shall not allow any person(s) under the influence of drugs or alcohol on the premises or in any of the buildings. Contractor shall not allow the use of any drugs or alcohol on the premises or in any of the buildings.

2. Records

- a. Contractor shall maintain accurate records on each employee, to include name, classification, actual hours worked, actual wages paid, and any benefits paid. Contractor shall maintain employee records for a period of not less than three (3) years following the termination or expiration of the Contract.

- b. Contractor's employee records shall be subject to inspection by County and the State of California Division of Labor Law Enforcement, or their authorized representatives, in accordance with the provisions of Section 1776 of the Labor Code.
 - c. Contractor agrees to permit County's Auditor-Controller, HCA/Facilities Services, or their authorized representatives, access during normal working hours to all books, accounts, records, reports, files and/or other papers or property of Contractor for the purpose of auditing any aspect of performance under this Contract.
3. Restrictions
- a. General: Contractor or its employees or subcontractors shall not disturb any papers on desks, open drawers or cabinets. Contractor's employees shall not use any County equipment or materials to include, but not limited to computers, copy machines, fax machines.
 - b. Telephones: Contractor or its employees or subcontractors shall not use any County telephone unless directed otherwise, with the following exceptions:
 - i. To notify Orange County Sheriff of damage as required by this Contract; or
 - ii. To report the need for medical aid, fire or law enforcement in which case 911 should be called.
 - c. Radios: Contractor or its employees or subcontractors shall not use any of County's two-way radios or special tele-communication equipment unless directed otherwise. Any use of County equipment, materials of radios and telephones shall be considered a violation of the Contract and grounds for immediate Contract termination for cause and potential punitive action.
4. Protection / Restoration
Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced at the option of County at Contractor's expense, within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to the original in all aspects.

F. SPECIAL REQUIREMENTS

1. Carpet Cleaning

Proper and timely carpet maintenance and cleaning is critical to the life and appearance of the carpet. Contractor shall be aware and knowledgeable of the equipment, materials and methods required to maintain the carpet in all buildings.

Contractor shall (a) be thoroughly trained by the carpet manufacturer or similar knowledgeable professional and shall strictly comply with the manufacturer's directions and requirements or (b) shall employ a subcontractor that is thoroughly trained by the carpet manufacturer and shall strictly comply with the manufacturer's directions and requirements in the maintenance and cleaning of this carpet. Failure to provide employees or subcontract staff who are knowledgeable of these requirements or who fail to comply with these requirements is grounds for termination for cause.

2. Inspection/Supervision

Contractor and/or designated supervisor shall conduct a weekly inspection of the building to ensure that all work is being performed in accordance with the Contract requirements and that the quality of work being performed meets or exceeds acceptable standards for a building as specified by County. Contractor shall prepare a written report detailing any deficient work observed during the inspection and the proposed corrective action and schedule. A copy of the inspection report shall be submitted to the designated Building Liaison no later than the next working day after the inspection. Contractor shall be prepared to review that inspection report with the Building Liaison and to walk through the facility to verify the contents of the inspection report and actual conditions. Contractor shall immediately initiate action to correct any and all deficiencies identified in the report.

Failure to provide the required inspection report and/or record the deficiencies on the inspection report may result in deductions based on the inspection/supervision payment item. Failure to initiate immediate corrective action on any deficiency may result in deductions based on the item of work. Repeated failure to provide the report or initiate corrective action may result in additional administrative action or termination of the Contract.

County reserves the right for the Building Liaison to conduct a separate inspection of the building. The results of the inspection (incomplete work, inadequate work or special needs) and requested corrective action shall be recorded and posted in the janitor's closet. Contractor's employees are required to review any such reports on a daily basis, initiate immediate corrective action and sign off of the report when the item has been corrected. Contractor shall record the number of items reported and items completed on the weekly inspection report that is submitted to County.

G. CUSTODIAL CLOSET

1. Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closet and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection.
2. Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state fire marshal approved containers. All containers shall be properly labeled as to contents. If any toxic material must be stored, it shall be appropriately labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors. The floor/wall, sink, whether porcelain or stainless steel is to be kept clean, and polished at all times. Bottles and cans shall not be stored in the custodial closets.

H. DAYPORTER

Day Porter shall be Contractor's employee, located on-site for the purpose of providing immediate attention during normal working hours to Contract-related services, including, but not limited to, the removal of hazards such as spills or broken glass, plumbing leaks, roof leaks, refilling supplies, and general facility upkeep.

1. Hours Of Service

a. The Day Porter shall work per schedules of County.

2. Attendance

a. Contractor shall provide full Day Porter service during all of the hours designated for the performance of this work and shall provide suitable substitutes if the regular staff is unavailable. **All of the work performed by the Day Porter shall be in addition to and not a substitute for any regular night time custodial operations.** Substitute staff shall have the same basic skills and responsibilities as the regular day porter.

3. Supervision

a. The Day Porter will report to and be supervised by the Building Liaison or designee. Contractor shall inspect Day Porter's work on a weekly basis.

b. Day Porter shall sign in and sign out with the County Site Manager or designee at the beginning and end of each shift.

c. Each on-site program manager will prepare a list of regular tasks for their respective building Day Porter and a corresponding schedule based upon anticipated work to be performed during the day. If the on-site program manager does not prepare a list of duties, it will be Contractor's responsibility to establish a daily schedule. The schedules will contain designated times for the Day Porter to return to their respective on-site program manager to obtain any additional special assignments that might develop during the day.

4. Required Clothing and Identification: The Day Porter shall wear a uniform furnished by Contractor (closed toe shoes, long pants, polo shirt) and shall wear an easy to read name badge.

5. Communication: Contractor shall furnish a cell phone for the Day Porter, ensuring they can respond immediately when contacted by the Building Liaison or designee.

6. Basic Skills

The Day Porter shall:

- a. Be knowledgeable of general custodial practices, including correct and appropriate application of all chemicals and use of all cleaning machines and tools, including all Contractor-provided tools.
- b. Able to speak and write effectively and fluently in English.
- c. Possess general maintenance skills including replacement of light bulbs, minor repairs to furniture, touch up painting, hanging of bulletin boards/white boards and repair minor plumbing issues.
- d. Work productively, unsupervised, and with minimal direction.
- e. Immediately respond to all requests by their respective on-site program managers. For immediate health and safety hazards, Day Porter should take immediate action, with or without direction from the on-site program managers or other staff.

7. Daily

- a. Regularly, at least three times daily, inspect and service all restrooms and kitchen areas, to ensure that the floors, counters and walls remain clean and free from debris, trash receptacles are emptied, and all dispensers are full.
 - b. When mopping restroom floors during the day a wet floor sign must be placed in front of the restroom doors.
 - c. Regularly, at least two times a day, inspect and clean all public hallways, corridors, entrances and exits to remove any and all accumulations of dirt, or debris and to clean-up any spills. Day Porter shall clean all ashtrays and sand urns.
 - d. Clean interior and exterior of glass doors in the main reception area.
 - e. Keep outside building entrances clean and free of dust, debris, cobwebs, and bird droppings.
8. Inform the on-site program managers of any repairs needed that are not minor or require expert skills or special tools. When appropriate, Day Porter shall take necessary actions to prevent further damage or limit hazard, until repair personnel arrive, such as turning off water, power, etc.
- a. Report any building or equipment deficiencies to the on-site program managers. Give a full description of the needed work, its location, and any additional information that will aid in the prompt and economical repair of said deficiency. Post signs or barricades to restrict access and inform clients/personnel of hazards, as appropriate.

I. SERVICES TO BE PROVIDED

1. Contractor shall, **as a minimum**, perform the following services:
 - a. **Trash**. Remove daily, all trash from the entire facility or and other specific areas designated by the Site Coordinator or approved alternate. Contractor shall empty all exterior trash cans from all entrances and exits.
 - i. All trash shall be disposed of in the trash dumpsters and/or other trash containers that are provided for disposal of trash.
 - ii. Provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor.
 - iii. Shall not recycle trash or store recycled bottles and cans on the premises.
 - iv. Install plastic trash liners for each trash can. This includes trash cans in all rooms, offices, common areas, halls, coffee break-lunch rooms, Sheriff's security office and other areas of the buildings where trash cans are located. The liners shall be appropriate for the trash can for which they are used and shall be changed daily or as required by County.

- v. Install sanitary napkin receptacle liners and/or disposable menstrual products in all women's restrooms in the facility. The liners shall be changed daily or as required by County.
- b. Building Entrance. Must be kept clean and free of dust, debris, cobwebs and bird droppings on a daily basis.
- c. Maintain Floors. All hard surface floors shall receive floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, wet mopping, dry buffing, spray buffing, stripping, scrubbing, sealing, and waxing as required to achieve the stated results below. After receiving floor maintenance, the entire floor shall have a uniform coating of nonskid floor finish, have a uniform glossy appearance and be free of scuff marks, heel marks and other stains and discoloration.
 - i. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles and easily moveable items shall be moved to maintain the floors.
 - ii. All moved items shall be returned to their proper positions when all floor maintenance operations have been completed. Wax is to be applied only to floor surfaces that have been cleaned.
- d. Sweep/Dust Mop Floors. All accessible floor areas shall be swept or dust mopped daily. After the floor has been swept and/or dust mopped, the entire floor surface, including stationary objects, corners and abutments, shall be free of litter, cobwebs, dust and debris. Chairs, trash receptacles, plants and any other moveable object shall be moved or tilted in order to sweep underneath.
- e. Mop Floors. All accessible floor areas shall be damp and/or wet mopped daily. Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. Wood floors shall not be damp or wet mopped.
- f. Sweep and Damp Mop Floors – Difficult to Reach Areas. Contractor shall thoroughly sweep and damp mop floors, including areas that daily sweeping and damp mopping does not reach, including wall edges, around furniture and cabinets, and under desks and all moveable office furniture.
- g. Dry/Spray Buff Floors. All floors shall be cleaned to eliminate heel marks, scuffs, and small amounts of dirt using a buffing pad, floor machine, and spray bottle mixture of diluted floor finish and detergent, leaving a uniform, thin coat of non-skid wax. *Sweeping and wet mopping must occur before this procedure.*
- h. Strip, Scrub, Seal, and Wax Floors. All hard floors shall be stripped, scrubbed, sealed, and waxed as necessary to maintain a uniform, glossy appearance. Contractor shall perform all tasks associated with the stripping, sealing, and waxing

of the floor surfaces. Non-skid wax shall be used. A uniform, glossy appearance and shall be free of scuff marks, heel marks, wax build-up and other stains and discoloration.

- i. Remove Trash. All trash containers (interior and exterior) shall be emptied at the frequencies stated herein and containers returned to their initial locations. Boxes, cans, and papers placed marked "TRASH" shall be removed. Soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. All debris or liquids remaining near a trash receptacle and in a trash receptacle must be removed and the trash receptacle cleaned. Trash shall be disposed of in plastic bags secured with bag ties. Contractor shall pick up any trash that may fall onto the facility or grounds during the removal of such trash. The trash shall be deposited in the nearest outside trash collection point. Dirty trash receptacles shall be washed inside and out and shall be odor free.
- j. Empty and Clean Public Ash Trays and Urns. Contractor shall empty all public ashtrays and urns and wipe with a cloth. Ashtrays will be washed with a cleaning solution and
 - i. wiped dry as required to remove odor and stains. All public urns will be cleaned (debris removed) and the sand replaced, as needed.
- k. Perform Low Dusting. All dust, lint, litter, cobwebs and dry soil shall be removed from the horizontal surfaces of chairs, file cabinets, conference tables, and other types of furniture and equipment and from horizontal ledges, window sills, hand rails, baseboards, air conditioning vents, etc., to a line seven feet above the top of the floor level.
- l. Perform High Dusting. Contractor shall provide high dusting, removing all dust, lint, litter, and dry soil from surfaces higher than seven feet above the top of the floor surface. Air conditioning grills, where installed, shall be high dusted.
- m. Clean and Polish Interior Glass, Mirrors, and Glass/Mirrored Surfaces. The cleaning of glass and mirrors includes all glass partitions, walls, doors, mirrors and adjacent trim with a lower edge below seven feet. Glass that extends higher than seven feet shall not be included. After glass cleaning, there shall be no traces of film, dirt, smudges, water or other foreign matter. Both sides of glass partitions, walls and doors are to be cleaned.
- n. Clean and Polish Other Interior Glass. Trophy/display cases, directory boards and other interior glass not addressed above shall also be cleaned. After glass cleaning there shall be no traces of film, dirt, smudges, water or other foreign matter.
- o. Clean Drinking Fountains. All porcelain and polished metal surfaces of drinking fountains shall be cleaned, including the orifices and drain, as well as exterior surfaces of the fountains. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale and other obvious soil.
- p. Clean Elevators. All Public Elevators and Freight Elevators. Contractor shall remove all marks, (writing on walls, graffiti) dirt, smudges, scuffs, miscellaneous food and trash and any other foreign matter from the elevator floor, walls, sills and

ceiling.

- q. Clean Stairways. All floor surfaces on the stairways shall be cleaned and all lint, dust, dirt, cobwebs and debris removed. Grease and grime shall be removed from metal or rubber stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs and other foreign matter from adjoining stairwell walls to provide and maintain a clean, uniform appearance.
- r. Vacuum Carpets, Rugs and Mats. All carpeted floors, including hallway carpets, area and throw rugs and mats shall be vacuumed daily with a *HEPA-VAC vacuum* and shall be free of all visible litter and soil. Any spots shall be removed by carpet manufacturer's approved methods as soon as noticed. Chairs, trash receptacles and easily moveable items shall be moved in order to vacuum underneath the carpets and rugs. All moved items shall be returned to their proper positions when all of the carpet and rug maintenance operations have been completed. All tears, burns and raveling shall be brought to the attention of the Site Coordinator or approved alternate.
- s. Vacuum Carpets and Rugs and Difficult to Reach Areas. Contractor shall thoroughly vacuum carpets and rugs with a *HEPA-VAC vacuum*; including areas that daily vacuuming does not reach, including wall edges, around furniture and cabinets and under desks and all moveable office furniture.
- t. Spot Clean Carpets. Contractor shall immediately spot clean or shampoo carpets that are stained over an area of two square feet or less.
- u. Carpet Cleaning. Contractor shall clean all the carpets with the deep extraction method of carpet cleaning and with the manufacture of the carpet recommended cleaning solution. All carpets shall be free of dirt. (*Bonnet buffing method of cleaning carpet is not acceptable.*)
- v. Vacuum and Clean Walk-Off Mats. Contractor shall vacuum and clean interior and exterior walk-off mats with a *HEPA-VAC vacuum*. After vacuuming or cleaning, mats shall be free of all visible lint, litter and soil. Carpet style mats and entrance mats shall be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed-down and then dried to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.
- w. General Spot Cleaning. Contractor shall perform spot cleaning on a continual basis. Spot cleaning includes, but is not limited to, the removing or cleaning of smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces, including all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break areas, and drinking fountains. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil.
- x. Dust Blinds, Window Sills and Draperies. All blinds, window sills and draperies shall be cleaned to be free of dust, lint and spider webs.

- a. Clean Upholstered Furniture. Contractor shall vacuum and spot clean upholstered furniture so that after cleaning all dust, lint, dirt, debris, stains, gum and all foreign substances are removed. Contractor shall spot clean with a product specifically designed for upholstered furniture.

In addition to the general requirements/services identified above, Contractor is responsible for the location-specific requirements/services identified below.

Location #1: 401 S. Tustin Bldg., A/B, C, D, E, Orange

Work Week/Schedule: Work week is Monday through Friday. Work schedule is the day(s) below that services under this Contract are to be performed in the County facility. Work schedule may be changed upon mutual written agreement by both Parties.

Proposed Service Hours:

| Interim Care Facility | MON | TUE | WED | THU | FRI | SAT | SUN |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|
| Minimum Number of Workers | 2 | 2 | 2 | 2 | 2 | | |
| Minimum Number of Service Hours | 13.4 | 13.4 | 13.4 | 13.4 | 13.4 | | |

DAY PORTER

The 401 S. Tustin campus (buildings A, B, C, and D & E) requires a Day Porter to be at the facility for eight hours per day, Monday through Friday. Day Porter shall be Contractor’s employee, located on-site for the purpose of providing immediate attention during normal working hours to Contract-related services, including, but not limited to, the removal of hazards such as spills or broken glass, plumbing leaks, roof leaks, refilling supplies, and general facility upkeep.

- A. Hours Of Service
Day Porter shall work Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one-hour lunch and two 15-minute breaks during the shift. Lunch shall be between the hours of 11:30 a.m. and 1:30 p.m. coordinated by the on-site designee (Buildings A/B, C & D). The breaks should be taken near the midpoint of the morning and afternoon.
- B. Attendance
Contractor shall provide full Day Porter service during all of the hours designated for the performance of this work and shall provide suitable substitutes if the regular staff is unavailable. **All of the work performed by the Day Porter shall be in addition to and not a substitute for any regular night time custodial operations.** Substitute staff shall have the same basic skills and responsibilities as the regular day porter.
- C. Supervision

- i. The Day Porter will report to and be supervised by the County Site Manager or designee. Contractor shall inspect Day Porter’s work on a weekly basis.
- ii. Day Porter shall sign in and sign out with the County Site Manager or designee at the beginning and end of each shift.
- iii. Each on-site program manager will prepare a list of regular tasks for their respective building Day Porter and a corresponding schedule based upon anticipated work to be performed during the day. If the on-site Building Liaison or designee does not prepare a list of duties, it is Contractor’s responsibility to establish a daily schedule. The schedules shall contain designated times for the Day Porter to return to their respective on-site program manager to obtain any additional special assignments that might develop during the day.

D. Required Clothing and Identification: The Day Porter shall wear a uniform furnished by Contractor (closed toe shoes, long pants, polo shirt) and shall wear an easy to read name badge.

E. Communication: **Contractor shall furnish a cell phone** for the Day Porter, ensuring they can respond immediately when contacted by the County Site Manager or designee.

F. Basic Skills

The Day Porter shall:

- i. Be knowledgeable of general custodial practices, including correct and appropriate application of all chemicals and use of all cleaning machines and tools, including all Contractor-provided tools.
- ii. Able to speak and write effectively and fluently in English.
- iii. **Possess general maintenance skills** including replacement of light bulbs, minor repairs to furniture, touch up painting, hanging of bulletin boards/white boards and repair minor plumbing issues.
- iv. Work productively, unsupervised, and with minimal direction.
- v. **Immediately respond** to all requests by their respective on-site program managers. For immediate health and safety hazards, Day Porter should take immediate action, with or without direction from the on-site program managers or other staff. Additionally Day Porter shall: Regularly, at least **three times daily, inspect and service the restrooms in each building (A,B,C,D & E)**, to ensure that the floors and walls remain clean and free from debris, graffiti and all dispensers are full.

Note:When mopping restroom floors during the day, a wet floor sign must be placed in front of the restroom doors.

- vi. Regularly, **at least three times a day, inspect and clean all public hallways, corridors, entrances and exits to remove any and all accumulations, dirt, or debris and to clean-up any spills.** Day Porter shall clean all “smoke poles” and empty all interior and exterior trash cans that become full or near full during the day and shall keep the trash enclosures clean.
- vii. **Inform** the on-site program managers of any repairs needed that are not minor or require expert skills or special tools. When appropriate, Day Porter shall take necessary actions to prevent further damage or limit hazard, until repair personnel arrive, such as turning off water, power, etc.

- viii. **Report** any building or equipment deficiencies to the on-site program managers. Give a full description of the needed work, its location, and any additional information that will aid in the prompt and economical repair of said deficiency. Post signs or barricades to restrict access and inform clients/personnel of hazards, as appropriate.
- ix. Move furniture, boxes, supplies, etc. as required, up to 50 pounds in weight.

DESCRIPTION OF FACILITY

401 S. Tustin St., Orange, Bldg. A/B, C, D, E

Type Services: Behavioral Health/Mental Health Services
 Type Facility: 3 Buildings – 24,784 square feet total
 Building A Offices & Classrooms & B – 7,600 square feet
 Building C – 7,640 square feet
 Building D – 2 story Kitchen, Bedrooms, Living space & Offices – 9,544 square feet
 Building E – 800 square feet

HOURS OF OPERATION – Buildings A, B

| DAYS | TIME |
|---------------|---------------|
| | OPEN |
| MONDAY | 8:30AM-5PM |
| TUESDAY | 8:30AM -5PM |
| WEDNESDAY | 8:30AM -5PM |
| THURSDAY | 8:30AM -5PM |
| FRIDAY | 8:30AM -5PM |
| SATURDAY | 8:30AM -3PM |
| SUNDAY | CLOSED |

HOURS OF OPERATION – Building C

| DAYS | TIME |
|---------|---------|
| | OPEN |
| MONDAY | 9AM-5PM |
| TUESDAY | 9AM-5PM |
| | |

| | |
|---------------|---------|
| WEDNESDAY | 9AM-5PM |
| THURSDAY | 9AM-5PM |
| FRIDAY | 9AM-8PM |
| SATURDAY | 9AM-5PM |
| SUNDAY | CLOSED |

HOURS AVAILABLE FOR CLEANING – Buildings A, B, & C

| DAYS | TIME |
|-----------|---------|
| | OPEN |
| MONDAY | 5PM-7AM |
| TUESDAY | 5PM-7AM |
| WEDNESDAY | 5PM-7AM |
| THURSDAY | 5PM-7AM |
| FRIDAY | 5PM-7AM |
| SATURDAY | 5PM-7AM |
| SUNDAY | 5PM-7AM |

HOURS OF OPERATION – Building D

| DAYS | TIME |
|-----------|------|
| | OPEN |
| MONDAY | 24/7 |
| TUESDAY | 24/7 |
| WEDNESDAY | 24/7 |
| THURSDAY | 24/7 |
| FRIDAY | 24/7 |
| SATURDAY | 24/7 |
| SUNDAY | 24/7 |

HOURS AVAILABLE FOR CLEANING – Building D

| DAYS | TIME |
|-----------|---------|
| | OPEN |
| MONDAY | 5PM-8PM |
| TUESDAY | 5PM-8PM |
| WEDNESDAY | 5PM-8PM |
| THURSDAY | 5PM-8PM |
| FRIDAY | 5PM-8PM |
| SATURDAY | 5PM-8PM |
| SUNDAY | 5PM-8PM |

DAY PORTER HOURS AVAILABLE FOR CLEANING – Buildings A, B, C, and D

| DAYS | Day Porter Hours |
|-----------|------------------|
| MONDAY | 8AM-5PM |
| TUESDAY | 8AM-5PM |
| WEDNESDAY | 8AM-5PM |
| THURSDAY | 8AM-5PM |
| FRIDAY | 8AM-5PM |

JANITORIAL SERVICE REQUIREMENTS

NIGHTLY

| | | | |
|--------------------|---|-------------------------------|---|
| Restrooms & Shower | 1 | Clean / Disinfect / Deodorize | Toilets, Urinals, Sinks <i>(use germicidal)</i> |
| | 2 | Clean / Disinfect | Sink Tops & Dispensers <i>(use germicidal)</i> |
| | 3 | Sweep / Spot Clean / Mop | Floors <i>(use germicidal in mop water)</i> |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Rails & Pipes |
| | 5 | Empty / Clean / Change Liners | Waste Containers (including sanitary napkin) |
| | 6 | Clean / Refill | Dispensers (soap, paper towel, toilet paper, and batteries) |

| | | | |
|--|----|------------------------------|---|
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kick plates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| | 10 | Unstop Toilets | Common Stoppages with Plunger |

| | | | |
|---|---|-------------------------------|--|
| Break Room Kitchen/Laundry Conference Room, Office Areas, Classrooms, Bedrooms Lab Areas | 1 | Sweep | Hard Surface Floors (<i>use dustless cloths</i>) |
| | 2 | Damp Mop | Hard Surface Floors (<i>use germicidal</i>) |
| | 3 | Remove Spots / Marks | Hard Surface Floors, Dry-Erase Boards |
| | 4 | Empty / Clean / Change Liners | Trash Containers (<i>remove trash from facility</i>) |
| | 5 | Clean / Disinfect | Sink, Counters & Tabletops, Refrigerators, Stove, Oven, Clothes Washer & Dryer, Dishwasher |
| | 6 | Clean / Refill | Dispensers (soap, paper towel) |

| | | | |
|--|---|------------------|---------------------------------------|
| General - Throughout Entire Building | 1 | Clean / Maintain | Custodial Closet |
| | 2 | Clean / Maintain | Trash Disposal Area |
| | 3 | Maintain | Stock of Supplies for Emergency Needs |

WEEKLY

| | | | |
|-----------------------|---|--|--|
| Restrooms & Shower | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal cleaner</i>) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile Floors |
| | 3 | Seal | Ceramic Tile Floors (<i>1 coat sealer per week</i>) |
| | 4 | Maintain / Refill | Air Freshener Units and batteries |
| | 5 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| Classrooms | 6 | Wash | Trash Containers |
| | 7 | Vacuum / Wipe Down | Vents, Dry-Erase Boards |
| | 8 | Remove Stains / Water Deposits/Mold & Mildew | Walls, Shower Door & Floors |

| | | | |
|--|---|------------|---|
| Break Room, Kitchen, Laundry Room, Bedrooms Conference Room, Office Areas, Lab/Class Rooms | 1 | Dust | Tables, Chairs, Lamps, Windowsills & Ledges |
| | 2 | Dust | Partitions & Partition Frames |
| | 3 | Spot Clean | Doors, Walls & Partition Surfaces |
| | 4 | Wash | Trash Containers |

MONTHLY

| | | | |
|--------------------|---|-------------------|---|
| Restrooms & Shower | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal</i>) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile (<i>use germicidal</i>) |
| | 3 | Seal | Ceramic Tile Floors (<i>2 coats of sealer min.</i>) |

| | | | |
|-----------------------------------|---|--------------------|--|
| Break Room, Kitchen, Laundry Room | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal</i>) |
| | 2 | Clean / Polish | Counters (<i>use germicidal</i>) |
| Conference Room, Bedrooms | 3 | Clean / Wipe Down | All Furniture, Telephones & Door Handles, Stove, Oven & Refrigerator's Int./Ext. (<i>use germicidal</i>) |
| | 4 | Vacuum / Wipe Down | Vents |
| | 5 | Dust | Blinds |

QUARTERLY

| | | | |
|--------------------|---|------------|---------------------|
| Restrooms & Shower | 1 | Strip | Hard Surface Floors |
| | 2 | Wax & Buff | Hard Surface Floors |

| | | | |
|--|---|----------------|--|
| Break Room, Kitchen, Laundry Room | 1 | Strip | Hard Surface Floors |
| | 2 | Wax & Buff | Hard Surface Floors |
| Conference Room, Office Areas, Lab Areas Classroom, Bedrooms | 3 | Wash | All Windows & Clear Surfaces – Internal & External |
| | 4 | Clean | Exterior Window Ledges |
| | 5 | Vacuum / Clean | Cloth Partitions |
| | 6 | Vacuum / Clean | Upholstered Furniture |
| | 7 | Vacuum / Clean | Vents |
| | 8 | Remove / Wash | Blinds |
| | 9 | Vacuum | Drapes |

ANNUALLY

| | | | |
|----------|---|---------------------|------------|
| All area | 1 | Shampoo/Steam Clean | All carpet |
|----------|---|---------------------|------------|

401 S. Tustin St., Orange, Bldg. E (Storage)

Type Services: Behavioral Health/Mental Health Services
 Type Facility: Building E – 800 square feet

HOURS OF OPERATION Building E

| DAYS | TIME | |
|---------------|---------------|---------------|
| | OPEN | CLOSED |
| MONDAY | 7:00 AM | 5:30 PM |
| TUESDAY | 7:00 AM | 5:30 PM |
| WEDNESDAY | 7:00 AM | 5:30 PM |
| THURSDAY | 7:00 AM | 5:30 PM |
| FRIDAY | 7:00 AM | 5:30 PM |
| SATURDAY | CLOSED | CLOSED |
| SUNDAY | CLOSED | CLOSED |

HOURS AVAILABLE FOR CLEANING – Building E

| DAYS | TIME |
|-----------|--------|
| | OPEN |
| MONDAY | 24/7 |
| TUESDAY | 24/7 |
| WEDNESDAY | 24/7 |
| THURSDAY | 24/7 |
| FRIDAY | 24/7 |
| SATURDAY | CLOSED |
| SUNDAY | CLOSED |

DAY PORTER HOURS AVAILABLE FOR CLEANING – Building E

| DAYS | Day Porter Hours | |
|---------|------------------|---------|
| MONDAY | 8:00 PM | 5:00 PM |
| TUESDAY | 8:00 PM | 5:00 PM |
| | | |

| | | |
|-----------|---------|---------|
| WEDNESDAY | 8:00 PM | 5:00 PM |
| THURSDAY | 8:00 PM | 5:00 PM |
| FRIDAY | 8:00 PM | 5:00 PM |

JANITORIAL SERVICE REQUIREMENTS

WEEKLY

| | | | |
|--------------------|---|--|--|
| Restrooms & Shower | 1 | Sweep / Machine Scrub | Hard Surface Floors (<i>use germicidal cleaner</i>) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile Floors |
| | 3 | Seal | Ceramic Tile Floors (<i>1 coat sealer per week</i>) |
| | 4 | Maintain / Refill | Air Freshener Units and batteries |
| | 5 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 6 | Wash | Trash Containers |
| | 7 | Vacuum / Wipe Down | Vents |
| | 8 | Remove Stains / Water Deposits/Mold & Mildew | Walls, Shower Door & Floors |

| | | | |
|---|---|---------------|---|
| Break Room, Conference Room, Office Areas, Lab, Class Rooms | 1 | Dust / Vacuum | Tables, Chairs, Lamps, Windowsills & Ledges |
| | 2 | Dust | Partitions & Partition Frames |
| | 3 | Spot Clean | Doors, Walls & Partition Surfaces |
| | 4 | Wash | Trash Containers |

Location #2: 600 Shellmaker Newport Beach

PROPOSED SERVICE HOURS:

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|
| Interim Care Facility | | | | | | | |
| Minimum Number of Workers | 1 | 1 | 1 | 1 | 1 | | |
| Minimum Number of Service Hours | 5 | 5 | 5 | 5 | 5 | | |

DESCRIPTION OF FACILITY

Type Services: Public Health / Water Lab
 Type Facility: Administrative Offices & Water Lab

Hard Surface Floor: 3,980 sf # of Restrooms: 2
 staff
 Total Flooring: 3,980 sf # of Toilets: 2
 # of Shower: 1

HOURS OF OPERATION (IN USE BY COUNTY)

| DAYS | TIME | |
|-----------|------------|---------|
| | OPEN | CLOSED |
| MONDAY | 8:00 AM | 5:00 PM |
| TUESDAY | 8:00 AM | 5:00 PM |
| WEDNESDAY | 8:00 AM | 5:00 PM |
| THURSDAY | 8:00 AM | 5:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |
| SATURDAY | CLOSE D | CLOSED |
| SUNDAY | CLOSE D | CLOSED |

**HOURS AVAILABLE FOR
CLEANING**

| DAYS | TIME | |
|-----------|---------|---------|
| | OPEN | CLOSED |
| MONDAY | 3:00 PM | 5:00 PM |
| TUESDAY | 3:00 PM | 5:00 PM |
| WEDNESDAY | 3:00 PM | 5:00 PM |
| THURSDAY | 3:00 PM | 5:00 PM |
| FRIDAY | 3:00 PM | 5:00 PM |
| SATURDAY | CLOSED | CLOSED |
| SUNDAY | CLOSED | CLOSED |

JANITORIAL SERVICE

REQUIREMENTS NIGHTLY

| | | | |
|--|---|----------------------------------|--|
| Break Room/Kitchen Conference Room, Office Areas, Lab Areas | 1 | Sweep | Hard Surface Floors (<i>use dustless cloths</i>) |
| | 2 | Damp Mop | Hard Surface Floors (<i>use germicidal</i>) |
| | 3 | Remove Spots / Marks | Hard Surface Floors |
| | 4 | Empty / Clean / Change Liners | Trash Containers (<i>remove trash from facility</i>) |
| | 5 | Clean / Disinfect | Sink, Counters & Tabletops |
| | 6 | Clean / Refill | Dispensers (soap, paper towel, and batteries) |

| | | | |
|--------------------|----|----------------------------------|---|
| Restrooms & Shower | 1 | Clean / Disinfect / Deodorize | Toilets, Urinals, Sinks (<i>use germicidal</i>) |
| | 2 | Clean / Disinfect | Sink Tops & Dispensers (<i>use germicidal</i>) |
| | 3 | Sweep / Spot Clean / Mop | Floors (<i>use germicidal in mop water</i>) |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Rails & Pipes, furniture |
| | 5 | Empty / Clean / Change Liners | Waste Containers (including sanitary napkin) |
| | 6 | Clean / Refill | Dispensers (soap, paper towel, toilet paper, and batteries) |
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kick plates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| | 10 | Unstop Toilets | Common Stoppages with Plunger |

| | | | |
|--|---|------------------|---------------------------------------|
| General - Throughout Entire Building | 1 | Clean / Maintain | Custodial Closet |
| | 2 | Clean / Maintain | Trash Disposal Area |
| | 3 | Maintain | Stock of Supplies for Emergency Needs |

WEEKLY

| | | | |
|--------------------|---|-------------------|---|
| Restrooms & Shower | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal cleaner</i>) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile Floors |
| | 3 | Seal | Ceramic Tile Floors (<i>1 coat sealer per week</i>) |

| | | | |
|--|---|--------------------------------|--|
| | 4 | Maintain / Refill | Air Freshener Units and batteries |
| | 5 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 6 | Wash | Trash Containers |
| | 7 | Vacuum / Wipe Down | Vents |

| | | | |
|--|---|--|-----------------------------|
| | 8 | Remove Stains / Water Deposits/Mold & Mildew | Walls, Shower Door & Floors |
|--|---|--|-----------------------------|

| | | | |
|---|---|------------|---|
| Break Room, Conference Room, Office Areas, Lab Areas | 1 | Dust | Tables, Chairs, Lamps, Windowsills & Ledges |
| | 2 | Dust | Partitions & Partition Frames |
| | 3 | Spot Clean | Doors, Walls & Partition Surfaces |
| | 4 | Wash | Trash Containers |

MONTHLY

| | | | |
|--------------------|---|-------------------|---|
| Restrooms & Shower | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal</i>) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile (<i>use germicidal</i>) |
| | 3 | Seal | Ceramic Tile Floors (<i>2 coats of sealer min.</i>) |

| | | | |
|---------------------------------|---|--------------------|--|
| Break Room, Conference Room, | 1 | Machine Scrub | Hard Surface Floors (<i>use germicidal</i>) |
| | 2 | Clean / Polish | Counters (<i>use germicidal</i>) |
| Office Areas, Lab Areas | 3 | Clean / Wipe Down | All Furniture, Telephones & Door Handles Picture Frames (<i>use germicidal</i>) |
| | 4 | Vacuum / Wipe Down | Vents |
| | 5 | Dust | Blinds (lab has no blinds) |

QUARTERLY

| | | | |
|--------------------|---|------------|--------------------------------------|
| Restrooms & Shower | 1 | Strip | Hard Surface Floors (yearly for lab) |
| | 2 | Wax & Buff | Hard Surface Floors (yearly for lab) |

| | | | |
|---|---|----------------|---|
| Break Room, Conference Room, Office Areas, Lab Areas | 1 | Strip | Hard Surface Floors (yearly for lab) |
| | 2 | Wax & Buff | Hard Surface Floors (yearly for lab) |
| | 3 | Wash | All Windows & Clear Surfaces – Internal |
| | 4 | Clean | Exterior Window Ledges (not needed for lab) |
| | 5 | Vacuum | Cloth Partitions |
| | 6 | Vacuum | Upholstered Furniture |
| | 7 | Vacuum / Clean | Vents |
| | 8 | Remove / Wash | Blinds (no blinds in lab) |
| | 9 | Vacuum | Drapes (not drapes in lab) |

Location #3: 1725 W. 17th St., Santa Ana (HEALTH CLINIC, WIC TRAILER & ANNEX)

Proposed Service Hours:

| I. 17 TH Street Complex | MON | TUE | WED | THU | FRI | SAT | SUN |
|------------------------------------|-----|-----|-----|-----|-----|------|-----|
| Minimum Number of Workers | 8 | 8 | 8 | 8 | 8 | 5 | |
| Minimum Number of Service Hours | 64 | 64 | 64 | 64 | 64 | 33.5 | |

FACILITY HOURS OF OPERATION: (Facility is open to public & employees)

Health Clinic

| DAYS | TIME | |
|-----------|------------|---------|
| | OPEN | CLOSED |
| MONDAY | 7:00 AM | 6:00 PM |
| TUESDAY | 7:00 AM | 6:00 PM |
| WEDNESDAY | 7:00 AM | 6:00 PM |
| THURSDAY | 7:00 AM | 6:00 PM |
| FRIDAY | 8:00 AM | 6:00 PM |
| SATURDAY | 8:00 AM | 5:00 PM |
| SUNDAY | CLOSE D | CLOSED |

WIC Trailer (Currently not in use- does not require regular janitorial at this time)

| DAYS | TIME | |
|-----------|---------|---------|
| | OPEN | CLOSED |
| MONDAY | 7:00 AM | 6:00 PM |
| TUESDAY | 7:00 AM | 6:00 PM |
| WEDNESDAY | 7:00 AM | 6:00 PM |
| THURSDAY | 7:00 AM | 6:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |

| | | |
|----------|------------|--------|
| SATURDAY | CLOSE D | CLOSED |
| SUNDAY | CLOSE D | CLOSED |

ANNEX (Currently not in use- does not require regular janitorial at this time)

| DAYS | TIME | |
|-----------|------------|---------|
| | OPEN | CLOSED |
| MONDAY | 7:00 AM | 6:00 PM |
| TUESDAY | 7:00 AM | 6:00 PM |
| WEDNESDAY | 7:00 AM | 6:00 PM |
| THURSDAY | 7:00 AM | 6:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |
| SATURDAY | CLOSE D | CLOSED |
| SUNDAY | CLOSE D | CLOSED |

DAY PORTER HOURS: (Work hours for Day Porter Service)

| DAYS | TIME | |
|-----------|---------|---------|
| | | |
| MONDAY | 6:00 AM | 3:00 PM |
| TUESDAY | 6:00 AM | 3:00 PM |
| WEDNESDAY | 6:00 AM | 3:00 PM |
| THURSDAY | 6:00 AM | 3:00 PM |
| FRIDAY | 6:00 AM | 3:00 PM |
| SATURDAY | NONE | NONE |
| SUNDAY | NONE | NONE |

JANITORIAL SERVICE HOURS: (Facility is available to perform janitorial service). County reserves the right to change/adjust the janitorial services hours at any given time during the term of this Contract.

HEALTH CLINIC

| DAYS | TIME | |
|-----------|---------|----------|
| | | |
| MONDAY | 5:00 PM | 10:00 PM |
| TUESDAY | 5:00 PM | 10:00 PM |
| WEDNESDAY | 5:00 PM | 10:00 PM |
| THURSDAY | 5:00 PM | 10:00 PM |
| FRIDAY | 5:00 PM | 12:00 AM |
| SATURDAY | NONE | NONE |
| SUNDAY | NONE | NONE |

WIC TRAILER (Currently not in use- does not require regular janitorial at this time)

| DAYS | TIME | |
|-----------|---------|----------|
| | | |
| MONDAY | 5:00 PM | 10:00 PM |
| TUESDAY | 5:00 PM | 10:00 PM |
| WEDNESDAY | 5:00 PM | 10:00 PM |
| THURSDAY | 5:00 PM | 10:00 PM |
| FRIDAY | 5:00 PM | 12:00 AM |
| SATURDAY | 8:00 AM | 5:00 PM |
| SUNDAY | NONE | NONE |

ANNEX (Currently not in use- does not require regular janitorial at this time)

| DAYS | TIME | |
|-----------|---------|----------|
| | | |
| MONDAY | 5:00 PM | 10:00 PM |
| TUESDAY | 5:00 PM | 10:00 PM |
| WEDNESDAY | 5:00 PM | 10:00 PM |
| THURSDAY | 5:00 PM | 10:00 PM |

| | | |
|----------|---------|----------|
| FRIDAY | 5:00 PM | 12:00 AM |
| SATURDAY | 8:00 AM | 5:00 PM |
| SUNDAY | NONE | NONE |

FACILITY DATA:

HEALTH CLINIC

WIC TRAILER

ANNEX

| Type of Facility | Treatment & Offices | Office & Client Service | Offices & Clinic |
|-------------------------------------|---------------------|-------------------------|------------------|
| Resilient Tile (SF) | 59,000 | 0 | 500 |
| Carpet (SF) | 24,500 | 2,100 | 7,000 |
| Total Area Inside Building (SF) | 80,500 | 2,100 | 7,500 |
| Total Area Outside Building (SF) | 3,300 | 0 | 0 |
| Number of Restrooms | 14 | 0 | 4 |
| Number of Toilets | 30 | 0 | 4 |
| Number of Urinals | 9 | 0 | 0 |
| Number of Exam Rooms with Sinks | 72 | 0 | 0 |
| Average Number of Employees per Day | 470 | 15 | 40 |
| Average Number of Customers per Day | 2,295 | 250 | 30 |

Note 1: Special arrangements for access are required for rooms 102F, 121C, 104D, 105D, 114E, 119E, 123F, 108J, 152K, 113N, 125M, and 113P. Schedule shall be coordinated with Building Liaison or designee. County staff must be present when work is performed in these rooms.

Note 2: WIC Clinics are normally held on two (2) Saturdays each month. Contractor will be given a monthly schedule. WIC Clinic, main corridor and public restrooms shall be cleaned and restocked after these Saturday clinics but before the start of business on Monday.

GENERAL REQUIREMENTS

| NIGHTLY RESTROOMS | | | |
|--------------------------|----|-------------------------------|--|
| | 1 | Clean / Disinfect / Deodorize | Toilets, Toilet Seats, Urinals & Sinks (Use germicidal cleaner) |
| | 2 | Clean / Disinfect | Sink Tops, Changing Tables & Dispensers (Use germicidal cleaner) |
| | 3 | Sweep / Spot Clean / Mop | Floors (Use Germicidal Cleaner in mop water) |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Pipes, Chairs (Use Germicidal Cleaner) |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Refill | Dispensers: Soap, Paper Towel, Toilet Paper, Toilet Seat Cover, Sanitary Napkin & Tampon |
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kickplates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| | 10 | Unstop Toilets | Common Stoppages with Plunger |

| | | | |
|--------------------------|---|-------------------------------|--|
| NIGHTLY CORRIDORS | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Remove Spots / Marks | Hard Surface Floors |
| | 4 | Vacuum / Spot Clean | Mats |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Disinfect / Polish | Drinking Fountains |
| | 7 | Spot Clean | Doors, Handles, Painted Walls, Marlite Walls, Woodwork & Handrails |

| | | | |
|--|---|--|--|
| NIGHTLY WAITING ROOMS OFFICE AREAS CONFERENCE ROOMS | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Remove Spots / Marks | Hard Surface Floors |
| | 4 | Vacuum (waiting rooms & traffic areas) | Carpeted Floors & Entry Rugs |
| | 5 | Spot Clean | Carpeted Floors (Per Manufacturer's Directions) |
| | 6 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 7 | Clean / Disinfect / Polish | Drinking Fountains |
| | 8 | Spot Clean | Doors, Handles, Painted Walls, Marlite Walls, Woodwork & Handrails |

| | | | |
|----------------------------|---|-------------------------------|--|
| NIGHTLY ENTRY AREAS | 1 | Sweep | Hard Surface Floors, Sidewalks & Patios |
| | 2 | Remove | Trash & Debris |
| | 3 | Empty / Clean / Change Liners | Trash Containers |
| | 4 | Clean / Disinfect / Polish | Drinking Fountains |
| | 5 | Clean / Service | Ash Trays & Urns |
| | 6 | Remove | Graffiti |
| | 7 | Clean | Inside & Outside Glass Doors & Walls at Entrances (Use Germicidal) |

| | | | |
|----------------------------|---|-------------------------------|---|
| NIGHTLY BREAK ROOMS | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Vacuum | Carpeted Floors |
| | 4 | Spot Clean | Carpeted Floors (Per Manufacturer's Directions) |
| | 5 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 6 | Clean / Disinfect | Sinks, Counters, Stovetop & Tabletops |
| | 7 | Clean / Refill | Dispensers: Soap & Paper Towel |

| | | | |
|---------------------------|---|-------------------------------|--|
| NIGHTLY EXAM ROOMS | 1 | Clean / Disinfect | Sinks, Counters & Dispensers (Use Germicidal Cleaner) |
| | 2 | Sweep / Spot Clean / Mop | Floors (under exam tables) (Use Germicidal Cleaner in mop water) |
| | 3 | Clean / Wipe Down | Exam Tables (Use Germicidal Cleaner) |
| | 4 | Clean / Wipe Down | Doors and Walls (Use Germicidal Cleaner) |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Refill | Dispensers: Soap & Paper Towel |
| | 7 | Dust | Tables, Chairs, File Cabinets & Wall Cabinets |

| | | | |
|---|---|------------------|---------------------------------------|
| NIGHTLY GENERAL THROUGHOUT ENTIRE BUILDING | 1 | Clean / Maintain | Custodial Closet |
| | 2 | Clean / Maintain | Rubbish Disposal Area |
| | 3 | Empty / Clean | Trash Containers in Parking Lot (4) |
| | 4 | Clean / Maintain | Stock of Supplies for Emergency Needs |

| | | | |
|-------------------------|---|--------------------------------|--|
| WEEKLY RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile Floors |
| | 3 | Seal | Ceramic Tile Floors (1 Coat of Sealer per Week) |
| | 4 | Maintain / Refill | Air Freshener Units |
| | 5 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 6 | Wash | Trash Containers |
| | 7 | Vacuum / Wipe Down | Vents & Lights Fixtures |

| | | | |
|-------------------------|---|------|---------------------|
| WEEKLY CORRIDORS | 1 | Buff | Hard Surface Floors |
|-------------------------|---|------|---------------------|

| | | | | |
|---------------|--|---|-------------------|---|
| WEEKLY | WAITING ROOMS OFFICE AREAS CONFERENCE ROOMS BREAK ROOMS | 1 | Sweep (detail) | Hard Surface Floors |
| | | 2 | Vacuum (detail) | Carpeted Floors & Entry Rugs |
| | | 3 | Dust | Tables, Chairs, Lamps, Window Sills & Ledges, Partitions & Partition Frames, File Cabinets & Wall Cabinets Bookcases, Bookshelves & Shelves |
| | | | | |
| | | 4 | Wash | Trash Containers |
| | | 5 | Clean / Disinfect | Waiting Room Chairs |
| | | 6 | Wipe Down | White Boards in Conference Rooms (Only Use Whiteboard Cleaner) |

| | | | | |
|---------------|--------------------|---|-----------|--------------------|
| WEEKLY | ENTRY AREAS | 1 | Wash Down | Sidewalks & Patios |
|---------------|--------------------|---|-----------|--------------------|

| | | | | |
|------------------|--|---|--|-----------------------|
| QUARTERLY | OFFICE AREAS CONFERENCE ROOMS | 1 | Vacuum | Cloth Partitions |
| | | 2 | Vacuum | Upholstered Furniture |
| | | 3 | Vacuum / Clean | Vents |
| | | 4 | Clean (by Pressure Extraction) or on as needed basis | Carpets |

| | | | | |
|------------------|------------------|---|-------------------|---------------------|
| QUARTERLY | CORRIDORS | 1 | Strip | Hard Surface Floors |
| | | 2 | Wax & Buff | Hard Surface Floors |
| | | 3 | Clean / Wipe Down | Safety Mirrors |

| | | | | |
|--------------------|---|---|---------------|------------------------------|
| SEMI-ANNUAL | OFFICE AREAS WAITING ROOMS BREAK ROOMS | 1 | Wash | All Windows & Clear Surfaces |
| | | 2 | Clean | Exterior Window Ledges |
| | | 3 | Remove / Wash | Blinds |
| | | 4 | Vacuum | Drapes |

DAY PORTER

ASSIGNMENTS

- 1 PRIMARY PURPOSE Supplemental cleaning tasks during business hours as directed by the Building Liaison or designee.
- 2 REGULAR ASSIGNMENTS Building Liaison or designee shall prepare a listing of regular tasks. Building Liaison or designee shall prepare a schedule for completing regular tasks. Building Liaison or designee shall prepare a schedule (reporting times) for assigning special tasks.
- 3 SPECIAL ASSIGNMENTS Report promptly to Building Liaison or designee when paged for special assignments.
- 4 SPILLS Clean up any spills or other health or safety hazards reported by Building Liaison or designee or other staff.
- 5 RESTROOMS Inspect, clean & restock restrooms at times scheduled by Building Liaison or designee.
- 6 PUBLIC HALLWAYS Inspect & clean public hallways, corridors, entrances & exits at times scheduled by Building Liaison or designee.
- 7 REPORT DEFICIENCIES Report any general maintenance deficiencies to the Building Liaison or designee (plumbing, damaged equipment, etc.). Provide a description of needed work and priority. Assist with repairs, if appropriate, and cleanup. Restrict access to the area, post signs, turn off water or other measures until repair staff arrive.
- 8 PROHIBITED TASKS Day Porter shall not perform any of the regular Janitorial Service work.

REQUIREMENTS

- 1 SIGN IN Sign-in with Building Liaison or designee at the start of each shift.
- SIGN OUT Sign-out with Building Liaison or designee at the end of each shift. Day Porter shall arrive promptly at the scheduled time. If Day Porter does not arrive within thirty (30) minutes of the scheduled time, Contractor shall be notified and be expected to provide a substitute within sixty (60) minutes after notification. Lost hours due to absence will be deducted. Repeat problems will be deficient performance.
- 2 COMMUNICATION Day Porter shall effectively understand and communicate in English. Day Porter shall read and follow both written and oral instructions.
- 3 TWO-WAY RADIO Contractor shall equip each Day Porter with a two-way radio or any remote communication device accessible by the Building Liaison or designee Day Porter shall

- 4 TRAINING immediately report to the Building Liaison or designee when paged.
Day Porter shall be trained in handling hazardous materials and in public safety.
- 5 TOOLS & EQUIPMENT Contractor shall provide Day Porter with all tools, equipment and supplies to complete assigned work.
- 6 UNIFORM & NAME BADGE Day Porters shall wear clean uniforms with name tags at all times. Contractor shall provide each Day Porter with at least two (2) uniforms to allow cleaning time for uniforms.

Location #4: 1719 W 17TH – Communicable Disease Control Division (CDCD)

FACILITY HOURS OF OPERATION: (Facility is open to public & employees)

| DAYS | TIME | |
|-----------------------|---------|---------|
| | OPEN | CLOSED |
| MONDAY | 8:00 AM | 5:00 PM |
| TUESDAY | 8:00 AM | 5:00 PM |
| WEDNESDAY | 8:00 AM | 5:00 PM |
| Last WED of the Month | 8:00 AM | 7:30 PM |
| THURSDAY | 8:00 AM | 5:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |
| SATURDAY | CLOSED | CLOSED |
| SUNDAY | CLOSE | CLOSE |

JANITORIAL SERVICE HOURS: (Facility is available to perform janitorial service). County reserves the right to change/adjust the janitorial services hours at any given time during the term of this Contract.

| DAYS | TIME | |
|-----------------------|---------|---------|
| | | |
| MONDAY | 5:00 PM | 2:00 AM |
| TUESDAY | 5:00 PM | 2:00 AM |
| WEDNESDAY | 5:00 PM | 2:00 AM |
| Last WED of the Month | 7:30 PM | 7:30 PM |

| | | |
|----------|---------|---------|
| THURSDAY | 6:30 PM | 2:00 AM |
| FRIDAY | 5:00 PM | 2:00 AM |
| SATURDAY | 8:00 AM | 5:00 PM |
| SUNDAY | 8:00 AM | 5:00 PM |

FACILITY DATA:

| | |
|-------------------------------------|------------------------|
| Type of Facility | Administrative Offices |
| Resilient Tile (SF) | 200 |
| Carpet (SF) | 5,800 |
| Total Area Inside Building (SF) | 6,000 |
| Total Area Outside Building (SF) | 500 |
| Number of Restrooms | 2 |
| Number of Toilets | 3 |
| Number of Urinals | 1 |
| Number of Exam Rooms with Sinks | 1 |
| Average Number of Employees per Day | 35 |
| Average Number of Customers per Day | 120 |

Communicable Disease Control Division

| | | | |
|--------------------------|----|-------------------------------|---|
| NIGHTLY RESTROOMS | 1 | Clean / Disinfect / Deodorize | Toilets, Urinals & Sinks (Use germicidal cleaner) |
| | 2 | Clean / Disinfect | Sink Tops & Dispensers (Use germicidal cleaner) |
| | 3 | Sweep / Spot Clean / Mop | Floors (Use germicidal cleaner in mop water) |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Rails & Pipes (Use germicidal cleaner) |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Refill | Dispensers: Soap, Paper Towel, Toilet Paper, Toilet Seat Cover, Sanitary Napkin & Tampon |
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kickplates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| | 10 | Unstop Toilets | Common Stoppages with Plunger |

| | | | |
|---|---|----------|--|
| NIGHTLY WAITING ROOMS OFFICE AREAS | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |

| | | | |
|-------------------------|---|-------------------------------|---|
| CONFERENCE ROOMS | 3 | Remove Spots / Marks | Hard Surface Floors |
| | 5 | Spot Clean | Carpeted Floors |
| | 6 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 7 | Clean / Disinfect / Polish | Drinking Fountains |

| | | | |
|----------------------------|---|-------------------------------|---|
| BREAK NIGHTLY ROOMS | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Vacuum | Carpeted Floors |
| | 4 | Spot Clean | Hard Surface & Carpeted Floors |
| | 5 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 6 | Clean / Disinfect | Sinks, Counters & Tabletops |
| | 7 | Clean / Refill | Dispensers: Soap & Paper Towel |

| | | | |
|---|---|------------------|---------------------------------------|
| NIGHTLY GENERAL THROUGHOUT ENTIRE BUILDING | 1 | Clean / Maintain | Custodial Closet |
| | 2 | Clean / Maintain | Rubbish Disposal Area |
| | 3 | Maintain | Stock of Supplies for Emergency Needs |

| | | | |
|-------------------------|---|--------------------------------|--|
| WEEKLY RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile Floors |
| | 3 | Seal | Ceramic Tile Floors (1 Coat of Sealer per Week) |
| | 4 | Maintain / Refill | Air Freshener Units |
| | 5 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 6 | Wash | Trash Containers |
| | 7 | Vacuum / Wipe Down | Vents & Lights Fixtures |

| | | | |
|--|---|-----------------|------------------------------|
| WEEKLY WAITING ROOMS OFFICE AREAS | 1 | Sweep (detail) | Hard Surface Floors |
| | 2 | Vacuum (detail) | Carpeted Floors & Entry Rugs |

| | | | |
|-------------------------|---|-------------------|--|
| CONFERENCE ROOMS | 3 | Dust | Tables, Chairs, Lamps, Window Sills & Ledges |
| | | | Partitions & Partition Frames, File Cabinets & Wall Cabinets, Bookcases, Bookshelves & Shelves |
| BREAK ROOMS | 4 | Spot Clean | Doors, Walls & Partition Surfaces |
| | 5 | Wash | Trash Containers |
| | 6 | Clean / Disinfect | Waiting Room Chairs (Use Germicidal Cleaner) |

| | | | |
|--------------------------|---|-------------------|---|
| MONTHLY RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | 2 | Clean / Disinfect | Grout in Ceramic Tile (Use Germicidal Cleaner) |
| | 3 | Seal | Ceramic Tile Floors (2 coats of sealer minimum) |

| | | | |
|--|---|--------------------|---|
| MONTHLY WAITING ROOMS OFFICE AREAS CONFERENCE ROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | 2 | Clean / Polish | Counters |
| | 3 | Clean / Wipe Down | All Furniture, Telephones & Door Handles (Use Germicidal Cleaner) |
| | 5 | Vacuum / Wipe Down | Vents |
| | 6 | Dust | Blinds |

| | | | |
|---|---|--------------------|---|
| MONTHLY BREAK ROOMS EXAM ROOMS | 1 | Clean / Wipe Down | All Furniture, Telephones & Door Handles (Use Germicidal Cleaner) |
| | 2 | Vacuum / Wipe Down | Vents |

| | | | |
|--|---|--------------------------------|------------------------------|
| QUARTERLY OFFICE AREAS WAITING ROOMS CONFERENCE ROOMS | 1 | Vacuum | Carpets |
| | 2 | Clean (by Pressure Extraction) | Carpets |
| | 3 | Strip | Hard Surface Floors |
| | 4 | Wax & Buff | Hard Surface Floors |
| | 5 | Wash | All Windows & Clear Surfaces |
| | 6 | Clean | Exterior Window Ledges |
| | 7 | Vacuum | Cloth Partitions |

| | | |
|----|----------------|-----------------------|
| 8 | Vacuum | Upholstered Furniture |
| 9 | Vacuum / Clean | Vents |
| 10 | Remove / Wash | Blinds |
| 11 | Vacuum | Drapes |

Location #5: 1729 W 17TH - PUBLIC HEALTH LAB

FACILITY HOURS OF OPERATION: (Facility is open to public & employees)

| DAYS | TIME | |
|-----------|---------|---------|
| | OPEN | CLOSED |
| MONDAY | 8:00 AM | 5:00 PM |
| TUESDAY | 8:00 AM | 5:00 PM |
| WEDNESDAY | 8:00 AM | 5:00 PM |
| THURSDAY | 8:00 AM | 5:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |
| SATURDAY | 9:00 AM | 1:00 PM |
| SUNDAY | CLOSED | CLOSED |

JANITORIAL SERVICE HOURS: (Facility is available to perform janitorial service). County reserves the right to change/adjust the janitorial services hours at any given time during the term of this Contract.

| DAYS | TIME | |
|-----------|---------|---------|
| | | |
| MONDAY | 3:30 PM | 5:30 PM |
| TUESDAY | 3:30 PM | 5:30 PM |
| WEDNESDAY | 3:30 PM | 5:30 PM |
| THURSDAY | 3:30 PM | 6:30 PM |
| FRIDAY | 3:30 PM | 5:30 PM |
| SATURDAY | 8:00 AM | 1:00 PM |
| SUNDAY | CLOSED | CLOSED |

FACILITY DATA:

Type of Facility
 Resilient Tile (SF)
 Carpet (SF)
 Total Area Inside Building (SF)
 Total Area Outside Building (SF)
 Number of Restrooms
 Number of Toilets
 Number of Urinals
 Number of Exam Rooms with Sinks
 Average Number of Employees per Day
 Average Number of Customers per Day

HEALTH LAB

Laboratory & Offices
 12,600
 1,200
 15,500
 800
 2
 6
 1
 0
 50
 35

| | | | |
|--------------------------|----------------|-------------------------------|--|
| NIGHTLY RESTROOMS | 1 | Clean / Disinfect / Deodorize | Toilets, Urinals & Sinks (Use germicidal cleaner) |
| | 2 | Clean / Disinfect | Sink Tops & Dispensers (Use Germicidal Cleaner) |
| | 3 | Sweep / Spot Clean / Mop | Floors (Use Germicidal Cleaner in mop water) |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Rails & Pipes (Use Germicidal Cleaner) |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Refill | Dispensers: Soap, Paper Towel, Toilet Paper, Toilet Seat Cover, |
| | | | Sanitary Napkin & Tampon |
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kickplates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| 10 | Unstop Toilets | Common Stoppages with Plunger | |

| | | | |
|--|---|---------------------------------|---|
| NIGHTLY LAB AREA OFFICE AREAS CONFERENCE ROOM | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Mop (Spot mop only on weekdays) | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Vacuum (traffic areas) | Carpeted Floors & Entry Rugs |
| | 4 | Spot Clean | Carpeted Floors |
| | 5 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 6 | Clean / Disinfect / Polish | Drinking Fountains |
| | 7 | Clean | Spills |
| | 8 | Clean | Conference Room Table |

| | | | |
|---------------------------|---|---------------------------------|---|
| NIGHTLY BREAK ROOM | 1 | Sweep | Hard Surface Floors (Use dustless cloths) |
| | 2 | Mop (Spot mop only on weekdays) | Hard Surface Floors (Use Germicidal Cleaner) |
| | 3 | Vacuum | Carpeted Floors |
| | 4 | Spot Clean | Hard Surface & Carpeted Floors |
| | 5 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 6 | Clean / Disinfect | Sinks, Counters & Tabletops |
| | 7 | Clean / Refill | Dispensers: Soap & Paper Towel |

| | | | |
|----------------------------|---|-------------------------------|--|
| NIGHTLY ENTRY AREAS | 1 | Sweep | Hard Surface Floors, Sidewalks & Patios |
| | 2 | Remove | Trash & Debris |
| | 3 | Empty / Clean / Change Liners | Trash Containers |
| | 4 | Clean / Disinfect / Polish | Drinking Fountains |
| | 5 | Clean / Service | Ash Trays & Urns |
| | 6 | Clean | Inside & Outside Glass Doors & Walls at Entrances (Use Germicidal) |
| | 7 | Remove | Graffiti |

| | | | |
|---|---|------------------|---------------------------------------|
| NIGHTLY GENERAL THROUGHOUT ENTIRE BUILDING | 1 | Clean / Maintain | Custodial Closet |
| | 2 | Clean / Maintain | Rubbish Disposal Area |
| | 3 | Clean / Maintain | Stock of Supplies for Emergency Needs |

| | | | |
|------------------------------------|---|--------------------------------|--|
| WEEKLY RESTROOMS (THURSDAY) | 1 | Maintain / Refill | Air Freshener Units |
| | 2 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 3 | Wash | Trash Containers |
| | 4 | Vacuum / Wipe Down | Vents |

| | | | | |
|------------------------------|----------------------------------|----|----------------------|---|
| WEEKLY (THURSDAY) | LAB AREA OFFICE AREAS | 1 | Sweep (detail) | Hard Surface Floors |
| | | 2 | Remove Spots / Marks | Hard Surface Floors |
| | | 3 | Damp Mop | Hard Surface Floors (Use Germicidal Cleaner) |
| | | 4 | Damp Mop | Walk-In Refrigerator Near Central Processing (Use Germicidal) |
| | | 5 | Vacuum (detail) | Carpeted Floors & Entry Rugs |
| | | 6 | Dust | Tables, Chairs, Lamps, Window Sills & Ledges |
| | | 7 | Dust | Partitions & Partition Frames, File Cabinets & Wall Cabinets |
| | | 8 | Dust | Bookcases, Bookshelves & Shelves |
| | | 9 | Spot Clean | Partition Surfaces |
| | | 10 | Spot Clean | Doors, Walls, Woodwork & Handrails |
| | | 11 | Wash | Trash Containers |

| | | | | |
|------------------------------|---------------------------------------|---|----------------------|--|
| WEEKLY (THURSDAY) | CONFERENCE ROOM BREAK ROOM | 1 | Sweep (detail) | Hard Surface Floors |
| | | 2 | Remove Spots / Marks | Hard Surface Floors |
| | | 3 | Vacuum | Carpeted Floors |
| | | 4 | Dust | Tables, Chairs, Lamps, Window Sills & Ledges |
| | | 5 | Dust | Bookcases, Bookshelves & Shelves |
| | | 6 | Spot Clean | Doors, Walls, Woodwork & Handrails |
| | | 7 | Wash | Trash Containers |

| | | | | |
|---------------|--------------------|---|-----------------|--------------------|
| WEEKLY | ENTRY AREAS | 1 | Wash Down/Sweep | Sidewalks & Patios |
|---------------|--------------------|---|-----------------|--------------------|

| | | | | |
|------------------------------|------------------|---|-------------------|---|
| MONTHLY (DAY TBD) | RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | | 2 | Clean / Disinfect | Grout in Ceramic Tile (Use Germicidal Cleaner) |
| | | 3 | Seal/Wax | Ceramic Tile Floors (2 coats of sealer minimum) |
| | | 4 | Vacuum / Clean | Vents (remove vent, clean vent & duct by vent) |

| | | | | |
|------------------------------------|--------------------|---|-------------------|--|
| MONTHLY (DAY TBD) | LAB AREA | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | OFFICE AREA | 2 | Wax & Buff | Hard Surface Floors |
| | | 3 | Clean / Wipe Down | Door Handles & Telephones (Use Germicidal Cleaner) |
| | | 4 | Clean / Wipe Down | All Furniture |
| | | 5 | Dust | Blinds |

| | | | | |
|--------------------------------------|------------------------|----|--------------------------------|--|
| QUARTERLY (DAY TBD) | LAB AREA | 1 | Vacuum | Carpets |
| | OFFICE AREA | 2 | Clean (by Pressure Extraction) | Carpets |
| | CONFERENCE ROOM | 3 | Strip | Hard Surface Floors |
| | | 4 | Wax & Buff | Hard Surface Floors |
| | | 5 | Wash | All Windows & Clear Surfaces (Interior & Exterior) |
| | | 6 | Clean | Exterior Window Ledges |
| | | 7 | Vacuum | Cloth Partitions |
| | | 8 | Vacuum | Upholstered Furniture |
| | | 9 | Remove / Wash | Blinds |
| | | 10 | Vacuum | Drapes |
| | | 11 | Vacuum / Clean | Vents (remove vent, clean vent & duct by vent) |

| | | | | |
|---|-----------------|---|-------------------|---|
| SEMI-ANNUAL (SATURDAY) | LAB AREA | 1 | Strip | Hard Surface Floors |
| | | 2 | Wax & Buff | Hard Surface Floors |
| | | 3 | Clean / Wipe Down | All Non-Porous Walls (Use Germicidal Cleaner) |

1729 W 17TH – THE LEARNING CENTER TRAILER

FACILITY HOURS OF OPERATION: (Facility is open to public & employees)

| DAYS | TIME | |
|--------|---------|---------|
| | OPEN | CLOSED |
| MONDAY | 8:00 AM | 5:00 PM |

| | | |
|-----------|------------|---------|
| TUESDAY | 8:00 AM | 5:00 PM |
| WEDNESDAY | 8:00 AM | 5:00 PM |
| THURSDAY | 8:00 AM | 5:00 PM |
| FRIDAY | 8:00 AM | 5:00 PM |
| SATURDAY | CLOSE | CLOSD |
| SUNDAY | CLOSE D | CLOSED |

JANITORIAL SERVICE HOURS: (Facility is available to perform janitorial service)

| DAYS | TIME | |
|-----------|------------|---------|
| | | |
| MONDAY | 3:30 PM | 9:00 PM |
| TUESDAY | 3:30 PM | 9:00 PM |
| WEDNESDAY | 3:30 PM | 9:00 PM |
| THURSDAY | 3:30 PM | 9:00 PM |
| FRIDAY | 3:30 PM | 9:00 PM |
| SATURDAY | CLOSE | CLOSD |
| SUNDAY | CLOSE D | CLOSED |

FACILITY DATA:

| | |
|-------------------------------------|-------|
| Type of Facility | |
| Carpet (SF) | 2,106 |
| Hard Surface (SF) | 54 |
| Total Area Inside Building (SF) | 2,160 |
| Total Area Outside Building (SF) | 200 |
| Number of Restrooms | 1 |
| Number of Toilets | 1 |
| Number of Urinals | 0 |
| Number of Exam Rooms with Sinks | 0 |
| Average Number of Employees per Day | 8 |
| Average Number of Customers per Day | 0 |

THE LEARNING CENTER TRAILER

| | | | |
|-------------------------|----|-------------------------------|--|
| NIGHTLY RESTROOM | 1 | Clean / Disinfect / Deodorize | Toilets, Urinals & Sinks (Use germicidal cleaner) |
| | 2 | Clean / Disinfect | Sink Tops & Dispensers (Use Germicidal Cleaner) |
| | 3 | Sweep / Spot Clean / Mop | Floors (Use Germicidal Cleaner in mop water) |
| | 4 | Clean / Wipe Down | Doors, Walls, Partitions, Rails & Pipes (Use Germicidal Cleaner) |
| | 5 | Empty / Clean / Change Liners | Waste containers (including sanitary napkin receptacles) |
| | 6 | Clean / Refill | Dispensers: Soap, Paper Towel, Toilet Paper, Toilet Seat Cover, Sanitary Napkin & Tampon |
| | 7 | Clean / Polish | Glass, Mirrors, Doorplates & Kickplates |
| | 8 | Spot Clean (Remove Graffiti) | Doors, Handles, Windows, Walls & Partitions |
| | 9 | Add Water & Disinfectant | Floor Drains |
| | 10 | Unstop Toilets | Common Stoppages with Plunger |

| | | | |
|--------------------------------|---|-------------------------------|---|
| NIGHTLY CONFERENCE ROOM | 1 | Vacuum (Traffic Areas) | Carpeted Floors & Entry Rugs |
| | 2 | Spot Clean | Carpeted Floors |
| | 3 | Empty / Clean / Change Liners | Trash Containers (Remove trash from facility) |
| | 4 | Clean | Spills |
| | 5 | Clean | Conference Room Table |

| | | | |
|------------------------|---|--------------------------------|--|
| WEEKLY RESTROOM | 1 | Machine Scrub | Hard Surface Floor (Use Germicidal Cleaner) |
| | 2 | Maintain / Refill | Air Freshener Units |
| | 3 | Remove Stains / Water Deposits | Toilets, Urinals, Sinks, Sink Tops, Walls, Partitions & Floors |
| | 4 | Wash | Trash Containers |
| | 5 | Vacuum / Wipe Down | Vents |

| | | | | |
|---------------|------------------------|---|-----------------|---|
| WEEKLY | CONFERENCE ROOM | 1 | Vacuum (detail) | Carpeted Floors and Entry Rugs |
| | | 2 | Dust | Tables, Chairs, Lamps, Window Sills & Ledges, Podium, Counter Tops, Cabinets (surface & top), Wall Cabinets, Drawing Boards |
| | | 3 | Spot Clean | Doors, Walls |
| | | 4 | Wash | Trash Containers |

| | | | | |
|---------------|--------------------|---|-----------|--------------------|
| WEEKLY | ENTRY AREAS | 1 | Wash Down | Sidewalks & Patios |
|---------------|--------------------|---|-----------|--------------------|

| | | | | |
|----------------|------------------|---|--------------------|--|
| MONTHLY | RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | | 2 | Wax & Buff | Hard Surface Floors |
| | | 3 | Vacuum / Wipe Down | Vents |

| | | | | |
|----------------|------------------------|---|-----------------|---|
| MONTHLY | CONFERENCE ROOM | 1 | Vacuum | Carpeted Floors and Entry Rugs |
| | | 2 | Dust | Blinds |
| | | 3 | Clean/Wipe Down | Door Handles & Telephones (Use Germicidal Cleaner), and All Furniture |

| | | | | |
|----------------|------------------|---|--------------------|--|
| MONTHLY | RESTROOMS | 1 | Machine Scrub | Hard Surface Floors (Use Germicidal Cleaner) |
| | | 2 | Wax & Buff | Hard Surface Floors |
| | | 3 | Vacuum / Wipe Down | Vents |

| | | | | |
|----------------|------------------------|---|-----------------|---|
| MONTHLY | CONFERENCE ROOM | 1 | Vacuum | Carpeted Floors and Entry Rugs |
| | | 2 | Dust | Blinds |
| | | 3 | Clean/Wipe Down | Door Handles & Telephones (Use Germicidal Cleaner), and All Furniture |

| | | | | |
|------------------|------------------------|---|--------------------------------|--|
| QUARTERLY | CONFERENCE ROOM | 1 | Vacuum | Carpets |
| | | 2 | Clean (by pressure extraction) | Carpets |
| | | 3 | Wash | All Windows & Clear Surfaces (Interior & Exterior) |

| | | | |
|--|---|--------------|----------------------------|
| | 4 | Clean | All Exterior Window Ledges |
| | 5 | Vacuum | Upholstered Furniture |
| | 6 | Remove/Wash | Blinds |
| | 7 | Vacuum/Clean | Vents |

County reserves the right to change, add or cancel services as outlined in RCA-017-22010002, Attachment A – Scope of Work.

No material adjustments made to the Scope of Work will be authorized without County’s prior written approval. Non-material adjustments may be made with the written approval of the DPA.