

- Q. 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 and ceiling.
- R. 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.
- S. 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 to 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 Building Coordinator.
- T. 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.
- U. Spot Clean Carpets. Contractor shall immediately spot clean or shampoo carpets that are stained over an area of two square feet or less.
- V. 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.*)
- W. 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.
- X. 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.
- Y. Dust Blinds, Window Sills and Draperies. All blinds, window sills and draperies shall be cleaned to be free of dust, lint and spider webs.
- Z. 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.

XIII. ADDITIONAL WORK

- A. Upon County request, the Contractor shall submit supplemental proposals for Additional Work not called for under the Scope of Work of this Contract. Contractor must obtain County Project Manager written approval prior to commencing any Additional work.
- B. The County reserves the right to obtain supplemental proposals from, and use, alternate sources for completion of the Additional Work and to utilize the data provided under this Contract relative to necessary services.
- C. If the County authorizes work by an alternate source, the Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period.
- D. Contractor shall continue to provide services to all areas not affected by work provided by alternate sources.
- E. Upon completion of any Additional Work, whether by Contractor or an alternative source, the County's Project Manager or designee and Contractor will inspect the finished product at no additional cost to the County. Upon mutual acceptance of the Additional Work, the Contractor shall again be responsible for all services originally covered under this Contract and the work performed under this section.

XIV. COUNTY OF ORANGE HOLIDAYS OBSERVED FOR THIS CONTRACT

~~Martin Luther King Day, January 17, 2011~~

~~Lincoln's Birthday, February 12, 2011~~

~~President's Day, February 21, 2011~~

~~Memorial Day, May 30, 2011~~ Memorial Day, May 25, 2015

~~Independence Day, July 4, 2011~~ Independence Day, July 4, 2015

~~Labor Day, September 5, 2011~~ Labor Day, September 7, 2015

~~Columbus Day, October 10, 2011~~ Columbus Day, October 12, 2015

~~Veteran's Day, November 11, 2011~~ Veteran's Day, November 11, 2015

~~Thanksgiving Day, November 24, 2011~~ Thanksgiving Day, November 26, 2015

~~Friday after Thanksgiving Day, November 25, 2011~~ Friday after Thanksgiving Day, November 27, 2015

~~Christmas, December 26, 2011~~ Christmas Day, December 25, 2015

~~New Years Day, January 2, 2012~~ New Year's Day, January 1, 2016

Martin Luther King Day, January 18, 2016

Lincoln's Birthday, February 12, 2016

President's Day, February 15, 2016

~~3. FLEET MAINTENANCE FACILITY (SHOP NUMBER 2)~~

~~2023 Collins Avenue, Orange~~

~~I. RESTROOMS AND SHOWERS~~

~~Daily (Monday through Friday)~~

- ~~A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out.~~

~~Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.~~

- ~~B. Clean and polish mirrors and faucets.~~
- ~~C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors, and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of water deposits, dirt, streaks, and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.~~
- ~~D. Thoroughly damp clean and disinfect all surfaces of the partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.~~
- ~~E. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.~~
- ~~F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.~~
- ~~G. Remove trash. Empty and clean (wipe down as needed with an approved all purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.~~
- ~~H. Add water and disinfectant to all floor drains.~~
- ~~I. Unstop common toilet stoppages with plunger.~~

Weekly

- ~~A. Clean and wet wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers and door hardware, including removal of graffiti.~~
- ~~B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.~~
- ~~C. Clean pull bars.~~
- ~~D. Dust tops of partitions, window sills and lockers.~~
- ~~E. NOTE: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire formed bowl brushes are prohibited due to~~

~~the marks left on porcelain, but pumice stones are acceptable. Rings in the toilets are unacceptable.~~

Monthly

- ~~A. Machine scrub and disinfect all of the restrooms with an approved germicidal cleaner. Seal restrooms floors with a minimum of two coats of sealer. Wipe down all walls with an approved disinfect and machine scrub and disinfect floors with an approved hospital cleaner.~~
- ~~B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.~~
- ~~C. Dust venetian blinds (if applicable).~~
- ~~D. Clean door Jambs, removing all finger prints and surface grime.~~

II. ALL OTHER BUILDING AND SERVICE AREAS:

Daily (Monday through Friday)

- ~~A. Sweep all of the building's hard surface areas with the Kex System of dustless sweeping cloths or a similar type of dustless sweeping system.~~
- ~~B. Mop all hard surface floors in break room areas. Spot clean all soiled areas on the remainder of the hard surface floors.~~
- ~~C. Thoroughly vacuum with a hepa filter vacuum, all carpeted floors, hallways, offices and entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable).~~
- ~~D. Spot clean glass entrance doors inside and out, including the metal frame.~~
- ~~E. Remove trash clean around rubbish disposal area and public ashtrays and urns. Change trash can liners as needed.~~
- ~~F. Clean and polish all drinking fountains, both inside and outside the building, if applicable.~~
- ~~G. Clean outside all entrances, ramps, stairs and exit areas, empty trash containers, and clean and empty the cigarette urns. (Replace sand in urn as needed)~~
- ~~H. Clean outside table and benches with a damp cloth and then wipe down with a dry cloth.~~
- ~~I. Keep custodial closet clean and orderly.~~
- ~~J. Clean table tops and counters in employee's break rooms.~~
- ~~K. Remove all Graffiti.~~
- ~~L. Attend to coffee stations, wipe counters and clean sinks.~~
- ~~M. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.~~
- ~~N. Fill paper towel dispensers in employee's lounges and coffee stations.~~

- ~~O. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames under 6ft. high; all surfaces to be left in a clean and dust free condition. Spot clean as necessary~~

~~Weekly~~

- ~~A. Thoroughly vacuum with a hepa filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.~~
- ~~B. "Detail sweep" all hard surface floors with a neutral cleaner, including corners and edges.~~
- ~~C. Spot clean carpet, mats and rugs.~~
- ~~D. Buff all resilient tile floors.~~
- ~~E. Sweep sidewalks, porches, ramps, exterior steps and building entrances.~~
- ~~F. Clean front, top, sides and inside of microwave ovens.~~
- ~~G. Disinfect all phones.~~

~~Every Two Weeks~~

- ~~A. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, and partition frames over 6ft. high; all surfaces to be left in a clean and dust free condition. Spot clean as necessary.~~
- ~~B. Spot clean walls and partitions, including partition glass.~~
- ~~C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.~~

~~Monthly~~

- ~~A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.~~
- ~~B. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.~~
- ~~C. Spot clean upholstered furniture including Naugahyde and other plastic covered furniture.~~
- ~~D. Dust blinds window sills and draperies. (If applicable)~~
- ~~E. Clean and remove all marks and stains from counters and partitions.~~
- ~~F. Buff resilient tile floors in key shop office, entry, and storage warehouse offices.~~
- ~~G. Clean all baseboards with a damp cloth then wipe down with a dry cloth.~~

Quarterly

- ~~A. Strip all hard surface floors and seal and wax the floors. Also, Strip and seal the cement floors from the tuck maintenance corridor, the entrance corridor from the back of the facility and along the corridor past the tool room. Provide more frequent spot floor finish correction when requested by the Contract Administrator or Contract Inspector.~~
- ~~B. Beginning prior to the **fifth week** (and semi annually thereafter) of the Contract, vacuum with a hepa filter vacuum and shampoo carpets. All cleaning and shampooing of the carpets shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is NOT acceptable) using the carpet cleaning method per the manufactures recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.~~
- ~~C. Clean and disinfect all telephones and door hardware.~~
- ~~D. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.~~
- ~~E. Vacuum upholstered furniture and wipe clean all metal and wood furniture.~~
- ~~F. Brush and clean ceiling vents and grills, doors, walls and partition surfaces and door vents; remove grill to clean inside vents.~~
- ~~G. Dust venetian blinds (if applicable).~~

Semi-Annually

~~Clean all glass windows, partitions and glass entrance doors inside and outside. When finished cleaning the glass entrance doors and windows, they shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.~~

Annually

- ~~A. Clean and polish all wood, metal, Formica type furniture, counters, and partitions.~~
- ~~B. Vacuum all drapes (if applicable).~~
- ~~C. Vacuum and wash venetian blinds (if applicable).~~

III. CUSTODIAL CLOSETS

~~The 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.~~

~~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 sinks, 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.~~

~~IV. SERVICE AREA INFORMATION FLEET SERVICES COLLINS~~

~~Area to be serviced: Fleet Services
 2023 Collins Ave.
 Orange Ca. 92865~~

~~Type of facility: Staff Offices
 Staff Break Rooms
 Staff Restrooms
 Warehouse~~

~~Volume of Usage: Staff Offices: Moderate/Heavy
 Staff Break Rooms: Moderate/Heavy
 Staff Restrooms: Moderately/Heavy
 Warehouse: Moderately Heavy~~

~~V. DESCRIPTION OF FACILITY TO BE SERVICED~~

FACILITY SHOP-2	SQ-FT. INSIDE BUILDING			SQ-FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMER PER DAY
	HARD SURFACE	CARPET	OTHER				
Fleet Maint	13,280	-	-	-	13,280	25	0

~~NOTE: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.~~

~~VI. OPERATIONAL HOURS OF SERVICED FACILITY~~

OPERATIONAL HOURS Shop-2	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and Employees	6:00 am to 5:00 pm	6:00 am to 5:00 pm	6:00 am to 5:00 pm	6:00 am to 5:00 pm	6:00 am to 5:00 pm	-	-

~~VII. HOURS FOR JANITORIAL SERVICE~~

HOURS FOR SERVICE Shop-2	MON	TUE	WED	THUR	FRI	SAT	SUN
Regular hours facility is available to provide Service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	-	-

4. LAW LIBRARY

515 N. Flower Street, Santa Ana

I. RESTROOMS

Daily (Sunday through Friday)

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.
- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of deposits, dirt, streaks and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.
- D. Thoroughly damp clean and disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall-mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- E. De-scale toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings.
- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
- G. Remove trash. Empty and clean (wipe down as needed with an approved all purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

Weekly

- A. Clean and wet-wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers, door hardware, including removal of graffiti.
- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions, window sills and lockers.

- E. NOTE: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in toilet bowls are not acceptable.

Monthly

- A. Machine scrub and disinfect floors with an approved hospital cleaner. Seal all ceramic floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).
- D. Clean door jambs, removing all finger prints and surface grime.

II. ALL OTHER BUILDING AND SERVICE AREAS:

Daily (Sunday through Friday)

- A. Sweep all of the building's hard surface floors with the Kex System of dustless sweeping cloths or a similar type of dustless weeping system
- B. Thoroughly vacuum with a Hepa-Filter vacuum all carpeted floors, elevators, entry rugs and mats and remove any spots (including stairs).
- C. Mop all hard surface floors in break rooms and elevators. Spot clean the remainder hard surface floors.
- D. Dust all furniture (including table tops), accessories, ledges, door jambs and all other horizontal surfaces under 6 feet. Dust all empty book shelves from Floor A through Floor 5. All surfaces to be left in a clean dust-free condition. Spot clean as necessary. Reading room table tops and Public Computer table tops shall be cleaned with Johnsons Citrus Stride.
- E. Spot clean glass entrance doors inside and out (including the metal).
- F. Empty all waste baskets and other trash containers and clean around rubbish disposal area and public ash trays and urns. Change liners as needed.
- G. Dispose of trash in designated area.
- H. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- I. Fill paper towel dispensers in employee lounges, conference rooms.
- J. Clean all areas soiled by spills.
- K. Remove all Graffiti.
- L. Clean table tops in employee's lounge.

- M. Attend to coffee stations, wipe counters and clean sink.
- N. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- O. Wipe all smudges, marks and fingerprints from stair railings and spiral glass stair case leading down to Floor A.
- P. Wipe down interior and exterior elevator doors, wipe down cab walls and disinfect call buttons and plates utilizing an approved germicidal cleaner and soft cloth.
- Q. Keep custodial closet clean and orderly. Store all custodial supplies in the assigned cabinets.

Weekly

- A. Thoroughly vacuum with a Hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.
- B. Detail sweep and damp mop all hard surface floors with a neutral cleaner, including corners and edges
- C. Remove marks and spots from carpets and from resilient floors in corridors and traffic lanes. Mop all resilient tiles with a neutral cleaner.
- D. Spray buff all tile floors including lobbies, Level A, break rooms.
- E. Sweep sidewalks, entrances, porches, ramps, exterior front steps and building entrances. Empty trash containers, clean and service ash trays and sand urns.
- F. Clean front, top, sides and inside of microwave oven.
- G. Clean and disinfect all phones.

Every Two Weeks

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, door jams, shelves, lamps, and other office furniture, partitions, ledges, partition frames *over 6ft. high*. Dust tops of all book shelves from Floor A through Floor 5.
- B. Thoroughly clean the walls and partitions, including glass partitions, glass stair case, handrails and inside out side of the entrance doors.
- C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.
- D. Thoroughly clean the elevator doors inside and outside and inside of elevator car, including the light shields.

Monthly

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.

- B. Remove spots and marks from all resilient floors.
- C. Sweep lobby entrances, porches, and sidewalks.
- D. Dust bookcases and book shelves, including tops on all floors.
- E. Spot clean Naugahyde and other plastic-covered furniture.
- F. Dust blinds window sills and draperies.
- G. Thoroughly clean and remove all marks and stains from counters and partitions.
- H. Clean and polish all interior metal fixtures and surfaces, including door push kick

Quarterly

- A. Scrub all resilient floors and wax and buff or apply non-buff floor finish (and provide more frequent spot floor finish correction when requested by the Contract Administrator or the Building Coordinator).
- B. Beginning prior to the **fifth week** (and semi annually their after) of the Contract, vacuum with a Hepa- vacuum and shampoo carpets and mats. All shampooing of the carpets and mats shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufactures recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.
- C. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- D. Brush and clean ceiling vents and grills, door, wall, and partition surfaces, and door vents; remove grill to clean inside vents (if requested).
- E. Dust venetian blinds (if applicable).

Semi-Annually

- A. Thoroughly clean all glass entrance doors, windows, partitions inside and outside including the glass stair case going down to Level A. After windows have been cleaned, exterior frame casings, sills, windows and glass stair case shall be free of all traces of film, dirt, smudges, water and other foreign matter.
- B. Vacuum the tops of all of the books from Floor A through Floor 5 with a HEPA Filter vacuum cleaner.
- C. Wash Naugahyde or plastic-covered furniture.
- D. Clean venetian blinds (if applicable).
- E. Vacuum drapes (if applicable).

Annually

- A. Clean and polish all wood, metal, Formica-type counters, furniture, partitions including the reading room chairs and tables. Reading room table tops and computer table tops are to be cleaned with Johnsons Citrus Stride and polished with Johnson Professional Linobase and 2 coats of Johnson Wax Professional Carefree Mate or Taski Vision Matte and applied according to the manufactures recommendations. (NO SUBSTITUES)
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

III. CUSTODIAL CLOSETS

The 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.

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 sinks, 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.

IV. SERVICE AREA INFORMATION

Area to be serviced: Law Library
 515 N. Flower St.
 Santa Ana,, CA 92703

Type of facility: Reception Area
 Staff Offices
 Staff Break Room
 Public Restrooms
 Staff Restrooms
 Conference Room

Volume of Usage: Reception Area/Heavy
 Staff Offices/Moderate
 Staff Break Room/Moderate
 Public Restrooms/Heavy
 Staff Restrooms/Moderate
 Conference Room/Moderately Heavy

V. DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				

Law Library	26,860	23,010	-0-	-0-	49,370	21	400
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NOTE: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, it may take any measurements desired at the job walk.

VI. OPERATIONAL HOURS OF SERVICED FACILITY

OPERATIONS Law Library	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	8:00 am to 8:00 pm	8:00 am to 8:00 pm	8:00 pm to 8:00 pm	8:00 am to 8:00 pm	8:00 am to 5:00 pm	9:00 am to 5:00 pm	--

VII. HOURS FOR JANITORIAL SERVICE

HOURS FOR SERVICE Law Library	MON	TUE	WED	THUR	FRI	SAT	SUN
Regular hours facility is available to provide service	9:00 pm to 2:00 am	9:00 pm to 2:00 am	9:00 pm to 2:00 am	9:00 pm to 2:00 am	7:30 pm to 1:30 am	--	6:00 pm to 12:00 am

NOTE: This is a six-day service facility with one of the days being Saturday. All cleaning is to be done between the hours noted.

5. COUNTY OPERATIONS CENTER (COC)

1300 South Grand Avenue, Buildings A, B, & C, Santa Ana

I. RESTROOMS AND SHOWERS

Daily (Monday through Friday)

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.
- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors, and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of water deposits, dirt, streaks, and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.

- D. Thoroughly damp clean and disinfect all surfaces of the partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- E. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.
- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
- G. Remove trash. Empty and clean (wipe down as needed with an approved all purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

Weekly

- A. Clean and wet-wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers and door hardware, including removal of graffiti.
- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions, window sills and lockers.

NOTE: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in the toilets are unacceptable.

Monthly

- A. Wipe down all walls with an approved disinfect and machine scrub and disinfect floors with an approved germicidal cleaner. Seal all ceramic floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).
- D. Clean door Jambs, removing all finger prints and surface grime.

II. ALL OTHER BUILDING AND SERVICE AREAS:

Daily (Monday through Friday)

- A. Sweep all of the building's hard surface areas, including elevators with the *Kex* System of dustless sweeping cloths or a similar type of dustless sweeping system.
- B. Mop all hard surface floors with a natural cleaner in the break room areas. Spot clean all soiled areas of the remainder of the hard surface floors.
- C. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, mats, hallways, offices, elevators and entry rugs, and remove any spots in the carpet (including stairs if applicable).
- D. Spot clean glass entrance doors inside and out, including the metal frame.
- E. Empty all waste baskets and other trash containers and clean around rubbish disposal area and public ash trays and sand urns. Change trash can liners as needed.
- F. Dispose of trash in designated area.
- G. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- H. Clean outside all entrances and exit areas, (including the ramp along building A and dock area by building B) empty trash containers, and clean and empty the cigarette urns. (Replace sand in urn as needed)
- I. Keep custodial closet clean and orderly.
- J. Clean table tops and counters in employee's lounges, all administrative conference rooms and counsel areas, etc.
- K. Remove all Graffiti.
- L. Attend to coffee stations, wipe counters and clean sinks.
- M. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- N. Fill paper towel dispensers in employee's lounges and coffee stations.
- O. Clean picnic tables and empty trash and sand urns in the patio between Building B & C and outside building C.
- P. Clean all stair wells and handrails including those from the basement to the upper levels.
- Q. Wipe down interior and exterior elevator doors, wipe down cab walls and disinfect call buttons and plates utilizing an approved germicidal cleaner and soft cloth.

Weekly

- A. Thoroughly vacuum with a Hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.

- B. "Detail sweep" all hard surface floors and mop with a neutral cleaner, including corners and edges.
- C. Spot clean carpet, mats and rugs.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames under 6ft. high. All surfaces to be left in a clean and dust-free condition. Spot clean as necessary.
- E. Buff all resilient tile floors.
- F. Bonnet Buff all carpets in lobbies and traffic lanes. The quarterly carpet cleaning shall be cleaned with the deep extraction method of cleaning.
- G. Sweep sidewalks, porches, ramps, and exterior steps.
- H. Clean front, top, sides and inside of microwave ovens.
- I. Disinfect all phones.

Every Two Weeks

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames over 6ft. high. All surfaces are to be left in a clean and dust-free condition. Spot clean as necessary.
- B. Spot clean walls and partitions, including partition glass.
- C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.

Monthly

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- B. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- C. Spot clean upholstered furniture including Naugahyde and other plastic-covered furniture.
- D. Dust blinds window sills and draperies. (If applicable)
- E. Clean and remove all marks and stains from counters and partitions.
- F. Clean all base boards with a damp cloth.

Quarterly

- A. Strip all hard surface floors, wax and buff. Provide more frequent spot floor finish correction when requested by the Contract Administrator or Contract Inspector.

- B. Beginning prior to the **fifth week** (and semi annually their after) of the Contract, vacuum with a Hepa-filter vacuum and shampoo carpets. All cleaning and shampooing of the carpets shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufactures recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.
- C. Clean and disinfect all telephones and door hardware.
- D. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- E. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- F. Brush and clean ceiling vents and grills, doors, walls and partition surfaces and door vents; remove grill to clean inside vents.
- G. Dust Venetian blinds (if applicable).

Semi-Annually

Clean all glass windows, partitions and glass entrance doors inside and outside. Surfaces shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.

Annually

- A. Clean and polish all wood, metal, Formica-type furniture, counters, and partitions.
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

Other Duties

On Election Days, an additional custodian will be needed for the Registrar of Voters. The custodian starts at 12:00 noon and usually finishes with the dismissal of the Election Day staff; between 12:00 AM and 1:00AM for local elections and between 2:00 AM and 3:00 AM for statewide and national elections.

III. CUSTODIAL CLOSETS

The 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.

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 sinks, 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.

IV. BUILDING COORDINATORS FOR THE COUNTY OPERATIONS CENTER

BUILDING A

2nd Floor

Neil Jensen
 714-567-7341

Publishing Services

Manny Apodaca
 714-567-7446

Records Center

Michelle Camarena
 714-834-6817

BUILDING B

OC Community Services

Gloria Perez
 714-567-5121

BUILDING C

Registrar of Voters

Derek Moore
 714-567-7624

Public Administrator/Public Guardian

Abe Buelna
 714-567-7661

V. SERVICE AREA INFORMATION, COUNTY OPERATIONS CENTER

1300 South Grand Avenue Santa Ana

Building A
 CEO/Purchasing, Publishing Services, Records Center
 Building B
 OC Community Services
 Registrar of Voters/Public Administrator/Public Guardian
 Building C

Type of facility: Reception Areas
 Staff Offices
 Staff Break Rooms
 Staff Restrooms
 Conference Rooms
 Storage Areas
 Storage Warehouse
 Outside Patio tables & Chairs

Volume of Usage: Reception Area/Moderately Heavy
 Staff Offices/Moderate
 Staff Break Room/Moderate Heavy
 Staff Restrooms/Moderately Heavy
 Conference Room/Moderately Heavy
 Storage Areas/Moderate
 Storage Warehouse/Moderately Heavy
 Outside Patio Tables & Chairs/Moderately Heavy

VI. DESCRIPTION/HOURS OF OPERATION/HOURS FOR JANITORIAL SERVICES

COC BUILDING A	SQ. FT. INSIDE BUILDING	SQ. FT. OUTSIDE	TOTAL TO BE	AVG. NO. COUNTY	AVG. NO. CUSTOMERS
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	HARD SURFACE	CARPET	OTHER	BUILDING	CLEANED	EMPLOYEES	PER DAY
CEO Purchasing and Publishing Services	10,000	30,000	--	Ramp & Dock 1500	41,500	66	25
COC BUILDING A OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	--	--
COC BUILDING A HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

COC BUILDING B	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
OC Community Services	10,000	40,000	400 Patio		54,000	93	200-250
COC-BUILDING B OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	Closed	Closed
COC BUILDING B HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

COC BUILDING C	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				

Registrar of Voters and Public Administrator	10,000	25,000	---	Patio 400	35,400	25	200-250
COC BUILDING C OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	--	--
SPECIAL HOURS FOR ELECTIONS	--	12:00 pm to 4:00 am	--	--	--	--	--
COC BUILDING C HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide Service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

NOTE: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.

6. DATA CENTER

1400 South Grand Avenue, Santa Ana

I. RESTROOMS

Daily (Sunday through Friday)

- A. Clean and refill soap, towel, (requires special rolls of towels) toilet tissue, sanitary napkins, sanitary disposal bags, and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all urinals.
- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of deposits, dirt, streaks and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.
- D. Thoroughly damp clean and disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall-mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.

- E. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.
- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
- G. Remove trash. Empty and clean (wipe down as needed with an approved all purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

Weekly

- A. Clean and wet-wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, soap dispensers, partition doors, door hardware, including removal of graffiti.
- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions and window sills.

NOTE: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in toilet bowls are not acceptable.

Monthly

- A. Wipe down all walls with an approved disinfect and machine scrub and disinfect floors with an approved hospital cleaner. Seal all ceramic floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).
- D. Clean door jambs, removing all finger prints and surface grime.

II. ALL OTHER BUILDING AND SERVICE AREAS:

Daily (Sunday through Friday)

- A. Sweep all of the building's hard surface floors with the Kex System of dustless sweeping cloths or a similar type of dustless weeping system, including the receiving area, warehouse, print room, computer rooms and LAN-WAN Tech offices.
- B. Damp mop all hard surface floors with a natural cleaner in break rooms and remove all black marks and spots from the receiving area, warehouse, print room, computer rooms and LAN-WAN Tech offices. NO BUCKETS OR LARGE AMOUNTS OF WATER ARE ALLOWED IN THE COMPUTER ROOMS OR RAISED FLOOR AREAS.
- C. Thoroughly vacuum with a Hepa-Filter vacuum all carpeted floors, mats and entry rugs, and remove any spots (including stairs).
- D. Dust all furniture (including table tops), accessories, ledges and all other horizontal surfaces under 6 feet; all surfaces to be left in a clean, dust-free condition; spot clean as necessary.
- E. Spot clean glass entrance doors inside and out, including metal.
- F. Empty all waste baskets and other trash containers and clean around rubbish disposal area and public ash trays and urns. Change liners as needed.
- G. Dispose of trash in designated area.
- H. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- I. Clean outside all entrances, ramps, docks and exit areas, empty trash containers, and clean and service ash trays and sand urns.
- J. Keep custodial closet clean and orderly.
- K. Fill paper towel dispensers in employee lounges, conference rooms.
- L. Remove all Graffiti.
- M. Clean table tops in employee's lounge.
- N. Attend to coffee stations, clean counter tops and clean sink.
- O. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- P. Clean front, top sides and inside of microwave oven

Weekly

- A. Thoroughly vacuum with a hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.
- B. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames under 6ft. high; all surfaces to be left in a clean and dust-free condition; spot clean as necessary

- C. Detail sweep and damp mop all hard surface floors with a neutral cleaner, including corners and edges.
- D. Spray buff the tile floors including lobbies and traffic lanes.
- E. Sweep sidewalks, porches, ramps, and exterior steps. Clean the cobwebs off the atrium windows and exit doors.
- F. Clean front, top, sides and inside of microwave oven.
- G. Disinfect phones.

Every Two Weeks

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, door jams, ledges, partition frames over 6ft. high.
- B. Spot clean walls and partitions, including partition glass.
- C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.

Monthly

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- B. Remove spots and black marks from all resilient floors.
- C. Spot clean Naugahyde and other plastic-covered furniture.
- D. Dust blinds window sills and draperies. (if applicable)
- E. Clean and remove all marks and stains from counters and partitions.
- F. Clean and polish all interior metal fixtures and surfaces, including door push kick plates and pull handles.
- G. Clean the inside, sides and tops of the refrigerator located in the break room.
- H. Clean all base boards with a damp cloth.

Quarterly

- A. Scrub all resilient floors and wax and buff or apply non-buff floor finish (and provide more frequent spot floor finish correction when requested by the Contract Administrator or the Building Coordinator).
- B. Beginning prior to the **fifth week** (and semi annually thereafter) of the Contract, vacuum with a HEPA VAC vacuum and shampoo carpets. All cleaning and shampooing of the carpets shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufactures recommendations. After

shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.

- C. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- D. Brush and clean ceiling vents and grills, door, wall, and partition surfaces, and door vents; remove grill to clean inside vents (if requested).
- E. Clean all exterior window ledges and door frames.
- F. Dust venetian blinds (if applicable).

Semi-Annually

- A. Clean all glass windows, partitions and glass entrance doors inside and outside. When finished cleaning the glass entrance doors and windows, they shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.
- B. Strip and seal receiving area, warehouse and HVAC room.
- C. Wash Naugahyde or plastic-covered furniture.
- D. Clean venetian blinds (if applicable).
- E. Vacuum drapes (if applicable).

Annually

- A. Clean and polish all wood, metal, Formica-type counters, furniture, and partitions.
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

III. CUSTODIAL CLOSETS

The 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.

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.

IV. SERVICE AREA INFORMATION FOR CEO DATA CENTER

1400 S. Grand Avenue, Santa Ana

Type of facility: Reception Area
 Staff Offices
 Staff Break Room
 Public Restrooms
 Staff Restrooms
 Conference Room
 Mechanical Rooms

Volume of Usage: Reception Area/Heavy
 Staff Offices/Moderate
 Staff Break Room/Moderate
 Public Restrooms/Heavy
 Staff Restrooms/Moderate
 Conference Room/Moderately Heavy
 Mechanical Room/Moderate

V. BUILDING COORDINATORS FOR THE CEO DATA CENTER

Scott Spafford (714-567-7698)

Lee Decena (714-796-8376)

VI. DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
CEO/Data Center	28,890 Raised Tile Over Concrete	19,640 Carpet Over Tile	13,670 concrete	--	62,200	100	75

NOTE: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.

VII. OPERATIONAL HOURS OF FACILITY

OPERATIONS Data Center	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	24 hours	24 hours	24 hours	24 hours	24 hours	--	24 hours
Number of employees	115	70	70	70	70	--	70

VIII. HOURS FOR JANITORIAL SERVICE

HOURS FOR JANITORIAL SERVICE	MON	TUE	WED	THUR	FRI	SAT	SUN

Data Center							
Hours facility is available for service	10:00 pm to 7:00 am	10:00 pm to 7:00 am	10:00 pm to 7:00 am	10:00 pm to 7:00 am	10:00 am to 7:00 am	--	10:00 pm to 7:00 am

NOTE: This is a six-day service facility with one of the days being Sunday. No Saturday service required. Also, please note that this is a graveyard shift! All cleaning is to be done between the hours noted. ALL cleaning is to be completed and the facility vacated by 7:00 a.m.

7. OC WATERSHEDS LABORATORY (LAB)

2245 North Glassell Street, Orange

I. RESTROOMS:

Daily:

- A. Clean and refill soap, paper towel, toilet tissue, and toilet seat cover dispensers.
- B. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- C. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, and lavatory top with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- D. Clean and polish mirror, soap and towel dispenser.
- E. Sweep and wet mop restroom floors with an approved germicidal cleaner.
- F. Remove graffiti from walls and doors.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, and walls.
- I. Notify Contract Inspector of any major repairs.

Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, behind sink, around soap dispenser, all tile walls, doors, and door hardware, with an approved germicidal cleaner, spot clean ceiling.
- B. Clean all trash cans inside and out with an approved germicidal cleaner, except blue recycle trash containers.

II. ALL SERVICE AREAS:

Daily:

- A. Empty ALL wastebaskets and trash containers daily and carry trash to designated areas. Do not empty blue recycle trash containers. Change all soiled or torn liners in lab area floors are to be swept and mopped everyday.
- B. Shower area is to be thoroughly cleaned, disinfected and deodorized with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Bench areas in lab are to be left untouched. Only sweep areas around the bench area.
- D. 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 slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.
- E. Damp mop lab area.

Weekly:

- A. Vacuum all carpeted floors and entry rugs once a week on Wednesday. Do not shake dirt from rugs directly onto the ground.
- B. Shake rugs into a trash can or vacuum them.
- C. Dust conference room once a week on Wednesday.
- D. Dust window ledges.

~~**Bi-Weekly:**~~

~~Dust desks, chairs, tables and telephones.~~

Bi Weekly:

- A. Dust desks, chairs, tables and telephones;
- B. Clean all horizontal surfaces in locker rooms, lab, and offices;
- C. HEPA vacuum all carpeting in the Watersheds office followed by deep cleaning.

Three times Weekly:

Sweeping of warehouse (all floor areas)

Monthly:

- A. Clean all areas soiled by spills using dry cleanup methods e.g. sweeping. Spills must never be hosed down unless the wash water is contained for proper disposal into the sanitary sewer.
- B. Dust file cabinets, windowsills, mini blinds, shelves, lamps, and other furniture, partitions, ledges, corners for cobwebs and partition frames.

- C. Clean all indoor windows on the inside and outside with an approved window cleaner. Clean all outer windows on the inside with an approved window cleaner.
- D. Brush and clean ceiling vents and grills, including the removal of vent plates and vacuum around and into ducts.

Quarterly:

- A. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners, with the exception of the blue recycle trash containers. Replace liners more frequently if soiled or damaged.
- B. Polish and wax laboratory floor.

Annually:

Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Contract Administrator. **Dispose of carpet wash water in the sanitary sewer. Never dispose of wash water in the street, gutter, parking lot, or storm drain system.** Immediately following carpet cleaning apply a protective chemical such as Scotchguard or equal as approved by department.

V. BUILDING COORDINATORS FOR THE WATERSHEDS LAB

Ted von Bitner (714) 955-0680

Alternate: Michele Bartholomew (714) 955-0634

VI. DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
OC Watersheds Lab	2480 2800	2550	800 1100	--	5830 6450	8	10-14

VII. OPERATIONAL HOURS OF FACILITY

OPERATIONS OC Watersheds Lab	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:30am to 5:00 pm	6:30am to 5:00 pm	6:30am to 5:00 pm	6:30am to 5:00 pm	6:30am to 5:00 pm	--	--
Number of employees	8	8	8	8	4	--	--

VIII. HOURS FOR JANITORIAL SERVICE

HOURS FOR SERVICE	SUN	MON	TUE	WED	THUR	FRI	SAT

OC Watersheds Lab							
Hours facility is available for service	--	6:00pm to 5:00 am	6:00pm to 5:00 am	6:00pm to 5:00 am	6:00pm to 5:00 am	6:00pm to 5:00 am	--

8. OC PUBLIC WORKS/OPERATIONS AND MAINTENANCE (O&M COMPLEX)

2301 North Glassell Street, Orange
Warehouse 4, 222 East Bristol Lane, Orange

O & M COMPLEX

2301 North Glassell - Ground Floor

I. RESTROOMS:

Daily:

- A. Clean and refill soap, towel, toilet tissue, and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls
- I. Notify Contract Inspector of any major repairs; utilize the message clipboard inside of an assigned janitor closet.
- J. Clean and mop all tile floors. Floors should have a clean and streak free appearance when dry after mopping.

Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.

- C. Hose out all restroom trash can interior.
- D. Clean walls behind sink and around soap dispenser.

Quarterly:

- A. Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

II. BUILDING AND SERVICE AREAS:

Daily:

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- D. Restock paper towel dispenser in the employee's kitchen and break areas.
- E. Clean and wipe down all sinks using an approved germicidal cleaner.
- F. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- G. Spot clean glass on doors, glass partitions, and interiors of windows.
- H. Any interior doors found to be closed or locked indicate no entry and rooms are not to be serviced.
- I. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.
- J. Dumpsters and other trash containers are provided for disposal of trash. 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 slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

Weekly:

- A. Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday, and Friday, and remove any spots.
- B. Clean and mop all tile floors.
- C. "Detail sweep" all areas.
- D. Clean all areas soiled by spills.
- E. Remove all graffiti.

- F. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring.
- G. Wipe tabletop and countertop in employee break room.
- H. Mop employee break and small supply rooms.

Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic covered furniture (conference room).
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and insides of exterior windows.
- H. Office areas locked by occupants are to be bypassed. Occupant will be responsible for cleaning.

Quarterly:

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).
- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement and Scheduling Supervisor. Immediately following carpet cleaning apply a protective chemical such as *Scotchguard* or equal as approved by department.
- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.
- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.
- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.

Bi-annually

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

O & M COMPLEX
2301 North Glassell - Second Floor

I. RESTROOMS:

Daily:

- A. Clean and refill soap, towel, toilet tissue and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner. Flooring shall have a clean appearance with no residual streaking after drying.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls
- I. Notify Contract Inspector of any major repairs; utilize a message clipboard inside janitor's closet.

Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Hose out all restroom trash can interior.
- D. Clean walls behind sink and around soap dispenser.

Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

II. ELEVATORS

Daily:

- A. Clean and disinfect call buttons and plate utilizing approved germicidal cleaner and a soft cloth.
- B. Clean and disinfect wall rails and paneling utilizing an approved germicidal cleaner and a soft cloth
- C. Wipe down all stainless steel surfaces with an approved stainless steel cleaner using soft cloths
- D. Spot vacuum daily as needed.

Weekly:

Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday, and Friday, and remove any spots.

Quarterly:

Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Contract Manager; immediately following carpet cleaning, apply a protective chemical such as Scotchguard or equal as approved by department.

III. STAIRWAY AND RECEPTION AREA

Daily:

- A. Wipe down banister railing with an approved germicidal cleaner and a soft cloth
- B. Clean all areas soiled by spills.
- C. Remove any and all trash and spot vacuum as needed.
- D. Wipe down all stainless steel surfaces with an approved stainless steel cleaner using soft cloths.
- E. Sweep and wet mop all tiled floors.
- F. Spot clean glass entry doors to remove finger prints and smudges

Weekly:

Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday, and Friday, and remove any spots.

Monthly

Tile floors – machine scrub and disinfect floors with an approved cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

Quarterly:

- A. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Project Manager.
- B. Immediately following carpet cleaning apply a protective chemical such as Scotchguard or equal as approved by department.
- C. Dust all high ledges in the two storey atrium area of reception
- D. Wipe down all wooden railings with an approved wood treatment using soft cloths.

IV. SERVICE STAIRWAY**Daily:**

- A. Wipe down hand railing using an approved germicidal cleaner and a soft cloth.
- B. Spot vacuum daily as needed.
- C. Spot clean walls and doors.

Weekly:

Detail vacuum weekly; Monday, Wednesday, Friday

V. BUILDING AND SERVICE AREAS:**Daily:**

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- D. Restock paper towel dispenser in the employee's kitchen and break areas.
- E. Clean and wipe down all sinks using an approved germicidal cleaner.
- F. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- G. Spot clean glass on doors, glass partitions, and interiors of windows.
- H. Clean and mop all tile floors. Floors should have a clean and streak free appearance when dry after mopping.
- I. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.

- J. Dumpsters and other trash containers are provided for disposal of trash. 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 slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

Weekly:

- A. Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday and Friday, and remove any spots.
- B. Clean and mop all tile floors.
- C. Detail sweep all areas.
- D. Clean all areas soiled by spills.
- E. Remove all graffiti.
- F. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring.

Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic upholstered furniture.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, mini blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices.
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and insides of exterior windows.
- H. Office areas locked by occupants are to be bypassed. Occupant will be responsible for cleaning.

Quarterly:

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).
- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement and Scheduling Supervisor. Immediately following carpet cleaning apply a protective chemical such as Scotchguard or equal as approved by department.
- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.

- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.
- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- F. Perform fabric cleaning on all chairs in storm center, large conference room, and small conference room.
- G. Apply approved furniture wax and polish meeting tables in the Storm Center, Large Conference Room, and Small Conference Room.

Bi-annually

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

O & M COMPLEX - WAREHOUSE 4
 222 Bristol Lane, Orange

I. RESTROOMS:

Daily:

- A. Clean and refill soap, towel, toilet tissue, and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls
- I. Notify Contract Inspector of any major repairs; utilize the message clipboard inside of janitor closet.

Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.

- B. Add water and disinfectant to all floor drains.
- C. Hose out all restroom trash can interior.
- D. Clean walls behind sink and around soap dispenser.

Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

II. "MUSTER" ROOM AND SHOWER AREA:

Daily

Clean and mop floors. Floors should have a clean and streak free appearance when dry after mopping.

Weekly

- A. Shower area: clean and wet-wipe down walls around plumbing fixtures, partitions, any partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Dust tops of lockers.

Monthly

Strip resilient tile floors, wax and buff (or apply approved non-buff floor finish – 2 coats minimum)

Quarterly

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

III. ALL OTHER SERVICE AREAS:

Daily:

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- D. Restock paper towel dispenser in the employee's kitchen and break areas.
- E. Clean and wipe down all sinks using an approved germicidal cleaner.

- F. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- G. Spot clean glass on doors, glass partitions, and interiors of windows.
- H. Any interior doors found to be closed or locked indicate no entry and rooms are not to be serviced.
- I. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.
- J. Dumpsters and other trash containers are provided for disposal of trash. 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 slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

Weekly:

- A. Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday and Friday, and remove any spots.
- B. Clean and mop all tile floors.
- C. "Detail sweep" all areas.
- D. Clean all areas soiled by spills.
- E. Remove all graffiti.
- F. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring.

Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic covered furniture.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and framing inside of exterior windows.

Quarterly:

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).

- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement Supervisor. Immediately following carpet cleaning apply a protective chemical such as Scotchguard or equal as approved by department.
- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.
- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.
- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- F. Perform fabric cleaning on all chairs in conference room.

Bi-annually

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

IV. CUSTODIAL CLOSETS:

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closets 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. Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state Fire Marshall approved containers. All containers shall be properly labeled as to contents. If any toxic materials must be stored, it shall be 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.

V. BUILDING COORDINATOR:

Jessie Prado (714) 955-0257

VI. DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY O & M COMPLEX	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
2301 N Glassell GROUND FLOOR	2500	18063	--	--	20563	75	50

FACILITY O & M COMPLEX	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
2301 N Glassell LOBBY ELEVATOR 2 ND FLOOR REAR STAIRS	2000	18063	--	--	20063	180	50
222 Bristol WHSE 4	6000	14000	--	--	20000	50	100

VII. OPERATIONAL HOURS OF FACILITY

OPERATIONS O & M COMPLEX	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm
Number of employees	305	305	305	305	305	305	305

VIII. HOURS FOR JANITORIAL SERVICE

Hours facility is available for service	MON	TUE	WED	THUR	FRI	SAT	SUN
O & M COMPLEX	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	--	--

requires bona fide proof of cost increases on Contracts prior to any price adjustment. A minimum of one hundred twenty (120) days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The County may enforce, adjust, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor's profit will not be allowed.

- IV. FIRM DISCOUNT AND PRICING STRUCTURE:** Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.
- V. CONTRACTOR'S EXPENSE:** The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract.
- VI. PAYMENT TERMS:** Invoices are to be submitted in monthly arrears, after services have been completed, to the address specified below. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange. Invoices shall be verified and approved by the County and subject to routine processing requirements. The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this contract and shall not be construed as acceptance of any part of the goods or services.

- VII. INVOICING INSTRUCTIONS:** The Contractor will provide an invoice on the Contractor's letterhead. Each invoice will have a unique number and will include the following information:
1. Contractor's name and address
 2. Contractor's remittance address, if different from 1, above
 3. Name of County agency/department
 4. Delivery/service address
 5. Contract number
 6. Service Date
 7. Description of Tasks/Services (as specified above)
 8. Hourly Rate, Classification/Title and Number of Hours for each Task/Service
 9. Total
 10. Taxpayer ID number

Invoices and support documentation are to be forwarded to:

OC Public Works/Facilities Operations
 Attention: Accounts Payable
 1143 East Fruit Street
 Santa Ana, CA 92701-4204

**EXHIBIT I
 STORMWATER MODEL MAINTENANCE PROCEDURES**

	<h2 style="margin: 0;">BUILDING MAINTENANCE AND REPAIR</h2>
<p>Stormwater runoff from building repair, remodeling, and other maintenance activities can be contaminated with toxic hydrocarbons in solvents, other toxic organic compounds, suspended solids, heavy metals, abnormal pH, and oils and greases. Specific activities may involve one or more of the following:</p> <ol style="list-style-type: none"> 1. Building Maintenance 2. Material Storage 3. Building Cleaning 4. Graffiti Cleaning 5. Painting 	

POLLUTION PREVENTION:

Pollution prevention measures have been considered and incorporated in the model procedures. Implementation of these measures may be more effective and reduce or eliminate the need to implement other more complicated or costly procedures. Possible pollution prevention measures for building maintenance and repair include:

- Use dry cleaning methods whenever feasible.
- Use a waterless and non-toxic chemical cleaning method for graffiti removal.
- Once per year, educate municipal staff on pollution prevention measures.

MODEL PROCEDURES:

1. Building Maintenance

<p>General Guidelines</p> <p><i>See Minor Construction procedure sheet</i></p>	<ul style="list-style-type: none"> ✓ Review maintenance activities to verify that they minimize the amount of pollutants discharged. Keep accurate maintenance logs to evaluate materials removed and improvements made. ✓ If when repairing roofs, small particles have accumulated in the gutter, either sweep out the gutter or wash the gutter and trap the particles at the outlet of the downspout. A sock or geofabric placed over the outlet may effectively trap the materials. If the
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	<p>downspout is tight lined, place a temporary plug at the first convenient point in the storm drain and pump out the water with a vacor truck and clean the storm drain inlet where you placed the plug if necessary.</p> <ul style="list-style-type: none"> ✓ If water is used for cleaning out gutters, seal storm drain inlets to prevent water from entering. Either direct the water to a landscaped area or dispose of properly. ✓ When the work involves exposing large areas of soil, employ the appropriate soil erosion and control techniques. ✓ Clean storm drain inlets in the immediate vicinity of the construction activity after it is completed if necessary. <p>OPTIONAL:</p> <ul style="list-style-type: none"> • Recycle residual paints, solvents, lumber, and other materials
<p>Good Housekeeping</p>	<ul style="list-style-type: none"> ✓ Keep the work site clean and orderly. Remove debris in a timely fashion. Sweep the area. ✓ Cover materials of particular concern that must be left out, particularly during the rainy season. ✓ Do not dump waste liquids down the storm drain. ✓ Properly dispose of wash water, sweepings, and sediments; do not allow these materials to enter the storm drain.
<p>Spill Response</p> <p><i>Also see Spill Prevention and Control procedure sheet</i></p>	<ul style="list-style-type: none"> ✓ Clean up spills immediately. ✓ If a spill occurs on dirt, excavate and remove the contaminated (stained) soil.

2. Material Storage

<p><i>Also see Material Storage/ Handling/ Disposal procedure sheet</i></p>	<ul style="list-style-type: none"> ✓ Properly store and cover materials that are normally used in repair and remodeling such as paints and solvents, to protect them from rain. ✓ Properly store and dispose waste generated from the activity.
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3 Building Cleaning

<p>General Guidelines</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>➔ <i>Note: Permission must be obtained for any discharge of wash water to the sanitary sewer from the local sewerage agency.</i></p> </div>	<ul style="list-style-type: none"> ✓ When cleaning building exteriors and walls composed of glass, steel, or painted surfaces with no lead or mercury: <ul style="list-style-type: none"> - Do not allow wash water to enter the storm drain. - When washing without soap, discharges can be directed to landscaped or dirt areas. - When washing with soap, direct discharges to the sanitary sewer if permitted to do so or vacuum/pump water to a tank and dispose of properly
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	<ul style="list-style-type: none"> ✓ When washing building exteriors painted with lead-based or mercury additive paint: <ul style="list-style-type: none"> - Do not allow discharges to enter storm drain - Vacuum/pump discharges to a tank - Dispose of as a hazardous waste as needed ✓ When acid washing mineral deposits: <ul style="list-style-type: none"> - Do not allow discharges to enter storm drain. - Rinse treated area with alkaline soap and direct washwater to a landscaped or dirt area - Alternatively, washwater may be collected and neutralized to a pH between 6 and 8, and disposed of properly. <p>OPTIONAL:</p> <ul style="list-style-type: none"> • If cleaning agents are used, select biodegradable products whenever feasible.
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4. Graffiti Cleaning

<p>Graffiti Removal</p> <p><i>Also see Roads, Streets, and Highways Operation and Maintenance procedure sheet.</i></p>	<ul style="list-style-type: none"> ✓ Avoid graffiti abatement activities during rain events. ✓ When graffiti is removed by painting over, implement the procedures under Painting and Paint Removal in the <i>Roads, Streets, and Highway Operation and Maintenance</i> procedure sheet. ✓ Protect nearby storm drain inlets prior to removing graffiti from walls, signs, sidewalks, or other structures needing graffiti abatement. Clean up afterwards by sweeping or vacuuming thoroughly, and/or by using absorbent and properly disposing of the absorbent. ✓ Note that care should be taken when disposing of waste since it may need to be disposed of as hazardous waste. ✓ OPTIONAL: ✓ Consider using a waterless and non-toxic chemical cleaning method for graffiti removal (e.g. gels or spray compounds).
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5. Painting

<p>General Guidelines</p>	<ul style="list-style-type: none"> ✓ Develop paint handling procedures for proper use, storage, and disposal of paints. ✓ Painting operations should be properly enclosed or covered to avoid drift. ✓ If transporting paint and materials to and from job sites, use containers with secure lids and tie down to the transport vehicle. ✓ Test and inspect spray equipment prior to starting to paint. Tighten all hoses and connections and do not overfill paint container.
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	<ul style="list-style-type: none"> ✓ Mix paint indoors before using so that any spill will not be exposed to rain. Do so even during dry weather because cleanup of a spill will never be 100% effective. ✓ Transfer and load paint and hot thermoplastic away from storm drain inlets. ✓ Replace paints containing lead or tributyltin with less toxic alternatives. ✓ Where there is significant risk of a spill reaching storm drains, plug nearby storm drain inlets prior to starting painting and remove plugs when job is complete. ✓ If sand blasting is used to remove paint, cover nearby storm drain inlets prior to starting work and collect wash water and dispose of properly. ✓ If painting requires scraping or sand blasting of the existing surface, use a ground cloth to collect the chips. Dispose of the residue properly. ✓ If using water based paints, clean the application equipment in a sink that is connected to the sanitary sewer. ✓ Brushes and tools covered with non-water-based paints, finishes, or other materials must be cleaned in a manner that enables collection of used solvents (e.g., paint thinner, turpentine, etc.) for recycling or proper disposal. Waste solvents or oil based paints must be disposed of as hazardous waste.
<p>Paint Disposal</p>	<ul style="list-style-type: none"> ✓ Paints containing lead or tributyl tin are considered a hazardous waste and must be disposed of at an appropriate hazardous waste facility. ✓ Properly store leftover paints if they are to be kept for the next job. <p>OPTIONAL:</p> <ul style="list-style-type: none"> • Recycle paint whenever possible.

LIMITATIONS:

Safer alternative products may not be available, suitable, or effective in every case.

REFERENCES:

California Storm Water Best Management Practice Handbooks. Municipal Best Management Practice Handbook. Prepared by Camp Dresser & McKee, Larry Walker Associates, Uribe and Associates, Resources Planning Associates for Stormwater Quality Task Force. March 1993.

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