

## SERVICE AGREEMENT

This Service Agreement (the "Agreement") is made the \_\_\_\_\_ day of \_\_\_\_\_, 2019 between ABM Industry Groups, LLC ("ABM") and Cassia School District 151 ("CLIENT").

1. **Services.** ABM will provide services to CLIENT or its agent at CLIENT sites throughout the District according to the specifications attached as Exhibit B (the "Services"). ABM may perform the Services by any reasonable means and shall not be responsible for delays in performance beyond its control.
2. **Term.** This Agreement shall have an initial term of three (3) years), commencing the 1st day of September, 2019 and shall continue thereafter for two successive periods of twelve months for a total of five (5) years.
3. **Termination.** If CLIENT is dissatisfied with the quality of the Services, CLIENT may inform ABM in writing of the specific areas of dissatisfaction, and if ABM shall fail to substantially correct the deficiencies within 30 days, CLIENT may then terminate this Agreement by giving thirty (30) days' written notice to ABM. Either party may terminate this Agreement by providing sixty (60) days' written notice to the other party and ABM may terminate services at any time without notice for nonpayment. All property and equipment furnished by ABM under this Agreement shall remain its property. Upon the termination of this Agreement, ABM shall have a reasonable time to remove its property and equipment from CLIENT's premises.
4. **Price.** CLIENT agrees to pay ABM monthly for the Services in accordance with the schedule attached as Exhibit A. Payment shall be due within twenty (20) days from the earlier of the date of invoice or the last day of each month for which the Services were performed. A late charge of the lesser of (a) 1.5% per month or (b) the maximum rate permitted by law, shall be paid by CLIENT to ABM on any past due payment not received within fifteen (15) days after the payment due date. If CLIENT's account is referred to an agency or attorney for collection, CLIENT shall reimburse ABM for its attorneys' fees and collection costs. The price is based upon the service area and frequency of the Services in the attached specifications. If there is any change in either, CLIENT and ABM agree to negotiate a reasonable price adjustment.
5. **Adjustments for Wages and Fringe Benefits.** The attached price schedule is based on present wages and fringe benefits as well as the assumptions listed in ABM's proposal. If wages, fringe benefits or payroll taxes increase above those in effect on the date of this Agreement for reasons beyond ABM's control, such as increases to local, state or federal minimum wages, increases to local, state or federal payroll taxes or other government mandated payroll increases, CLIENT agrees to a proportionate increase in the price. Since wage and fringe benefit increases may be retroactive, price increases due to such cost increases shall be payable retroactively. ABM will notify CLIENT as soon as possible if retroactive payments may be due. CLIENT's obligation for such price adjustments shall survive the termination of this Agreement.
6. **Adjustments for CPI.** At the end of each twelve (12) month period during the Term of this Agreement, the price shall be increased by 3% percent.
7. **Extraordinary Cost Changes.** If any extraordinary event affects ABM's costs, upon notice to CLIENT the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national financial or economic disturbances, epidemics, and other events not reasonably foreseeable or against which ABM reasonably cannot protect itself.
8. **Equipment.** In event that this Agreement is cancelled or terminated prior to the expiration of its then current term, CLIENT shall pay ABM within thirty (30) days after such cancellation or termination for any unamortized costs of any equipment purchased by ABM for use at the CLIENT's locations. The amortization

period shall be based on the date that the equipment was put into service. Notwithstanding the above requirement if ABM puts equipment purchased to use at another location, Client shall have no obligation to reimburse ABM for unamortized costs.

**9. Indemnification.** ABM shall indemnify, defend and hold harmless CLIENT from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death, and property damage (hereinafter, referred to as "Claims") but only to the extent same are caused by the negligence, misconduct, or other fault of ABM, its subcontractors, agents, and employees, and which arise out of Services performed under this Agreement. The foregoing provision shall only benefit CLIENT if CLIENT notifies ABM in writing of such Claim within five (5) days of same being reported to CLIENT or its Superintendent. Notwithstanding the foregoing, if ABM is required by CLIENT to clean or wax floors when being used by employees, customers, tenants, or visitors, ABM shall not be responsible for any Claim in connection therewith. ABM shall not be liable for delay, loss, or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond ABM's reasonable control. ABM shall not be liable for disposal of documents or valuable items left on floors, and CLIENT shall indemnify and hold harmless ABM from Claims for such disposal. CLIENT agrees to keep its facilities in a safe condition and in conformance with federal, state, and local laws, ordinances and regulations. CLIENT shall indemnify, defend and hold harmless ABM from Claims to ABM's employees and others resulting from the condition of CLIENT's premises or equipment, but only to the extent same are not caused by ABM's fault.

**10. Insurance and Taxes.** ABM agrees to maintain in full force and effect during the term of this Agreement the following insurance coverage for the work performed for CLIENT under this Agreement:

- a. Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$2,000,000 per occurrence, \$6,000,000 general aggregate;
- b. Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$5,000,000 per occurrence; and
- c. Workers Compensation insurance with statutory limits and with an Employers Liability Coverage of \$1,000,000.
- d. Umbrella Liability of \$10,000,000 each occurrence, \$10,000,000 general aggregate.
- e. Employee Dishonesty/Fidelity \$2,000,000 each occurrence.

ABM has the right to be self-insured where permitted by state law or to provide such coverage subject to a deductible or self-insured retention. ABM will provide CLIENT with a certificate of insurance describing the coverage provided in accordance with these provisions and include CLIENT as an additional insured. ABM, CLIENT, and their insurers shall waive all rights of subrogation against one another for property damage claims. ABM shall be responsible for paying all payroll-based taxes affecting its employees.

In the event of a change in minimum wage laws, social security taxes, federal or state unemployment taxes, or the imposition of new federal, state or local payroll taxes or government mandated healthcare costs applicable to any of ABM's employees performing services under this agreement, this Agreement will be amended in writing by CLIENT and ABM in order to modify the Monthly Fee to reflect the actual cost changes to ABM, provided that ABM has provided CLIENT with advance written notice and evidence of the existence and applicability of such changed taxes or costs.



**11. Independent Contractor.** ABM is an independent contractor and all persons employed to furnish the Services hereunder are employees of ABM and not of CLIENT. The employees performing the Services for ABM will be employees of ABM, and ABM will pay for all wages, expenses, federal, and state payroll taxes and any similar tax relating to such employees; and will provide uniforms in accordance with ABM's established standards. In the event any employees or former employees of ABM or its affiliates are employed by CLIENT or by any of CLIENT's affiliates during the term of this Agreement or within 90 days after its termination to perform similar services that the employee performed for ABM, CLIENT agrees to pay to ABM a fee equal to 10 percent (10%) of the annualized compensation of each such employee or former employee.

**12. Employees.** Upon written request by CLIENT, ABM will remove from service any employee assigned to CLIENT's premises who has engaged in improper conduct, including without limitation, a breach of CLIENT policies or failure to perform the duties herein, provided such request is in accordance with applicable laws and collective bargaining agreements. ABM shall supervise its employees through ABM's designated personnel. In the event CLIENT assumes any supervisory duties toward the ABM's employees or directs their acts or services, CLIENT shall assume responsibility and shall indemnify, defend, and hold ABM harmless from loss, liability, or expense arising therefrom.

**13. Keys.** ABM shall be provided master keys to specific properties within the District. For the purpose of performing maintenance, these properties include

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Should access to a master key be required, CLIENT will provide a key box or lock box for such master key(s) at the property. Notwithstanding anything to the contrary in this Agreement, ABM shall not be responsible for any damages including, without limitation, any costs incurred in re-keying or changing locks caused by the loss or theft of such key(s).

**14. Notices.** Notices, requests, demands, etc., shall be written and delivered or mailed with postage prepaid

To CLIENT At:

Cassia School District 151  
3650 Overland  
Burley, Idaho 83318

To ABM At:

ABM Education  
8076 E. Executive Dr.  
Nampa, ID 83687

With a Copy To:

ABM Legal Department  
3800 Buffalo Speedway  
Suite 325  
Houston, Texas 77098

**15. Entire Agreement.** This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and any other contract, purchase order, agreement, request for proposal, or specification between the parties, this Agreement shall be controlling. This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement as of the date first written above.

**Cassia School District 151**

By: Ryan Cranney  
Name: Ryan Cranney  
Title: Chairman

**ABM INDUSTRY GROUPS, LLC**

By: [Signature]  
Name: Michael R. Morris  
Title: PRESIDENT

**Exhibit A**  
**Pricing and Payment of Schedule**

CLIENT will pay to ABM an annual amount of \$3,054,574.53 divided into twelve (12) equal monthly installment payments of \$254,547.88

October 1, 2019

November 1, 2019

December 1, 2019

January 1, 2020

February 1, 2020

March 1, 2020

April 1, 2020

May 1, 2020

June 1 2020

July 1, 2020

August 1, 2020

September 1, 2020

## **Exhibit B**

### **Scope of Services**

#### **1. Staff Considerations**

- a. CLIENT requires that all employees assigned to this contract are required to pass a criminal background check, sex offender's background check or any other background check required by law or CLIENT.
- b. The CONTRACTOR is expected to hire all the incumbent hourly staff that apply to CONTRACTOR and pass a background screening. Hourly employees that are hired during the transition period will be provided a 60-day probation period.

The CLIENT plans to retain the employment of certain employees on the CLIENT'S payroll. These employees will be supervised and managed by the CONTRACTOR. As these employees retire or vacate these positions, the vacant positions, if required, will be backfilled by CONTRACTOR'S employees.

The CONTRACTOR is expected to hire all incumbent hourly staff that apply to CONTRACTOR and pass a background screening, at the same wage rate they were earning as of **August 1, 2019 plus a 1% increase**. All incumbent staff hired by the CONTRACTOR during the transition period will be offered Healthcare benefits, on a cost sharing basis, similar to those currently offered by CLIENT.

- Healthcare coverage for the incumbent staff hired by the Contractor during the transition period will begin 1st of the month coincident with or following their date of hire.
- c. The CONTRACTOR will provide an effective method to capture the time worked by the hourly staff.
  - d. All employees assigned to CONTRACTOR will complete required training prior to beginning work. All employees must be engaged in an on-going safety training program.
  - e. All employees assigned to CONTRACTOR must have appropriate license(s) and competencies prior to beginning work. All employees must be engaged in an on-going technical training program.
  - f. The CONTRACTOR will provide appropriate uniforms and personal protective equipment to all employees associated within the maintenance, custodial and grounds departments.

#### **2. Mobile Communication Devices**

- a. CONTRACTOR will provide mobile phones to facilitate communication with the maintenance, custodial and grounds technicians.

#### **3. Computers and Office Equipment**

- a. CONTRACTOR will provide office equipment necessary to support the requirements of this scope of work (copier, fax, phones)

#### **4. Quality Control**

- a. Contractor will provide a comprehensive Quality Control System
- b. Contractor will provide customer satisfaction surveys

## **6. Reporting**

- a. Contractor will provide routine communication with the CLIENT.
  - Contractor will provide monthly written reports noting: completed training, future objectives, challenges, quality assurance results and work order completion rates.
  - Contractor will host quarterly meetings with the administration of the CLIENT to review accomplishments and establish future objectives. These quarterly meetings will be hosted by the CONTRACTOR'S Regional Manager and/or their superiors.

## **7. Office and Storage Accommodations**

- a. CLIENT will provide adequate office, work and storage space to support the requirements of this scope of work. Utilities, phone and internet services are included in this accommodation.

## **8. Sub-Contracting**

CONTRACTOR is required to disclose any intent to sub-contract any portion of this scope of work.

## **9. Hours of Operations, Events and Emergencies**

- a. Normal operating hours are considered **08:00-17:00 Monday-Friday**
- b. Contractor is expected to respond to emergencies within 1 hour, 24 hours per day, 7 days per week.
- c. Contractor will provide labor and materials to properly support school events.
  - Labor and materials used for events beyond the scope of work will be considered billable. Any billable work needs to be approved by the CLIENT prior to commencement.

## **10. Scope of Services**

- a. The scope of services described in Exhibit E are based on generally accepted industry standards of care for custodial, grounds and maintenance services within K-12 school environments. They are meant to be general and not all encompassing. More detailed specific tasks and frequencies of service will be developed that take into consideration the unique aspects and service requirements for each facility within the District.



## **Facilities Operations & Maintenance**

### **Basic Definitions:**

- **Minor Repairs:** Work which shall fall within the scope of the contractor's resident team's expertise and ability to perform and which has a financial value of less than \$2,000. The financial value of a minor repair is defined as any one-time repair where the sum on the labor and material are less than \$2,000; regardless if the repair is performed by on-site staff or a 3<sup>rd</sup> party service provider.
- **Major Repairs:** Work which is outside the scope of contractor's resident maintenance technicians' skills or projects large enough to require more personnel than are assigned to resident staff. For purposed of this scope of work any one-time repair expenses over \$2,000 would be considered a major repair and the district's financial responsibility.
- **Capital Projects:** Work which is outside the scope of contractor's resident staff and would require additional management staff for oversight. Capital Projects are work requiring funding outside of the funds allotted for minor and major repairs.

### **1. Labor Specific to support Preventative Maintenance and Minor Repairs**

- a. Contractor will provide on-site management personnel sufficient to satisfy the specifications
- b. Contractor will provide on-site administrative personnel sufficient enough to satisfy the specifications
- c. Contractor will provide on-site maintenance technicians sufficient enough to satisfy the attached scope of work's specifications

### **2. Preventive Maintenance Supplies**

- a. The CONTRACTOR is expected to provide preventative maintenance supplies to support a comprehensive preventative maintenance program

### **3. Minor Repairs Supplies / Services**

- a. The CONTRACTOR is expected to provide maintenance supplies and/or services required to support minor repairs.

### **4. Major Repairs**

- a. Major repairs will be managed and funded by CLIENT. CONTRACTOR can provide management oversight for major repairs approved and fund by CLIENT based on CLIENT'S request

### **5. Capital Projects**

- a. The CONTRACTOR will provide consultative support to CLIENT with the development of capital and deferred maintenance plans.



## **6. Service Contracts (3<sup>rd</sup> party)**

- a. The CONTRACTOR is expected to provide procurement assistance, compliance record keeping and management oversight for the following third-party service contracts. These contracts will remain the financial responsibility of CLIENT. These include:

- Water treatment for HVAC systems
- Generator Preventative Maintenance and annual load testing
- HVAC Equipment (Large or Specialty Units)
- Predictive Maintenance Contracts including Vibration Analysis, Infrared Scanning, Eddy Current Testing
- Building Automation Systems Programming and Diagnostics
- Elevators
- Fire Panels
- Fire Extinguishers
- Fire Pumps
- Fire Suppression (Ansul Systems)
- Kitchen Grease Traps
- Vent Hood Cleaning
- Security Systems
- Back Flow Preventers
- Bleacher Inspections
- Environmental permitting
- Contract/Project Painting
- Kitchen Equipment (non-refrigeration)
- Waste Management; including universal and Hazardous material
- Others TBD

## **7. Maintenance Tools (equipment) and Vehicles**

- a. The CONTRACTOR is expected to evaluate CLIENT tools, equipment and vehicles currently owned by the CLIENT and provide any tools necessary to augment the current inventory and provide maintenance services consistent with the scope of work.

## **8. Computerized Maintenance Management System (CMMS)**

- a. Contractor will provide a non-proprietary Computerized Maintenance Management System (CMMS)
- b. CLIENT will be identified as licensed owner of CMMS
- c. CMMS must include the capabilities to dispatch and track corrective work orders
- d. CLIENT faculty and/or staff are provided internet-based access to the CMMS
- e. CMMS must include a comprehensive Preventative Maintenance Module which clearly outlines the frequency and specific tasks to complete for each piece of equipment receiving preventative maintenance services
- f. Preventative Maintenance tasks should follow manufacturer recommendations whenever possible
- g. All major equipment should be assigned appropriate preventative maintenance tasks and frequencies

- h. CMMS must be capable of managing the activities of third party service providers
- i. Work completed by off-site service providers to be tracked in CMMS
- j. CMMS must be capable of generating effective efficiency reports

CMMS to support work order management and dispatch via Smartphones and/or Tablets.

- Work orders dispatched directly to technician via smart device
- Work order status up-date completed via smart device directly from job site
- Work order creation by technicians from job site via smart device

Asset Tagging / CMMS Commissioning

- Contractor is expected to complete a thorough equipment inventory for the purpose of populating the CMMS equipment database
  - Each piece of equipment requiring preventative maintenance services will be assigned a unique asset number that can be used to cross reference all preventative maintenance and corrective maintenance activities for all assets receiving preventative maintenance.
  - Asset tags noting each piece of equipment's unique asset tag will be affixed adjacent to the serial number plate of the assets inventoried.

## 9. Response times

- a. Contractor is expected to provide timely maintenance services.
  - Response time expectations by Work Order Classifications noted in the following table:

Classification	Minimal Response Time	Correction / Completion
Urgent	1 hour or less	Varies – ASAP
Routine / Corrective	Within 48 hours	Within 10 calendar days
Preventative Maintenance	Per Established Calendar	On the due date per month

## 10. General Expectations

- a. Exterior Building Maintenance and Repair  
Contractor shall conduct visual inspections of all building exterior areas, including the interior of below grade space for evidence of water penetration. Roofs will be inspected to include roofing, flashing, edge strips, drains and gutters.
- b. Interior Building Maintenance and Repair

Contractor shall conduct visual inspections of all building interiors. Interior building maintenance and repair will be completed and will include the inspections, preventive maintenance actions, demand repair work as well routine maintenance and repairs to include floors, floor covering, walls and wall surfaces, ceilings, signage, trim, windows, windows coverings and lighting. Repair minor damage to sheet rock and plaster.

c. Painting (Maintenance and Contract/Project Painting)

Maintenance Painting: Contractor will provide maintenance painting which is considered to be any touch up or specific wall within a classroom, office, or other interior spaces not exceeding 75 linear feet in one area.

\*Painting over 10 feet in height would be considered a Major Repair

Contract/Project Painting: Contract/Project Painting is intended to address the routine bulk painting projects typically scheduled ever few years to refresh the appearance of a building. Contractor will assist with the development and implementation of the District's annual Contract/Project painting schedule.

d. Equipment and Systems Operation

Contractor shall operate all building systems. In addition, contractor shall inspect and record the conditions of all the systems and components that have leak alarms, indicators and gauges. Contract shall take the necessary actions to maintain their normal condition per manufacturers or designers recommendations; or necessary corrective actions to return them to the normal conditions.

e. Heating, Ventilations and Air Conditioning

Contractor shall operate, maintain and troubleshoot problems and make repairs that can be done with the skill-sets of on-site personnel.

\*Major Repairs would be considered for compressor over 5 Tons, motors with horse powers over 7.5 horsepower, and related HW and CHW coils.

f. Plumbing Systems

Contractor shall be generally responsible for unclogging drains, toilets, repairing or replacing gaskets and certain fixtures valves.

\*Major Repairs would be considered for repairs to pipes larger than 3" and/or valves larger than 6".

g. Electrical Systems

Contractor shall be responsible for maintenance and repair activities for the power and wiring systems, and components that are utilized. Regular scheduled maintenance functions shall include checking transformers, panel breakers, switchgear bypass circuits, wires and end devices.

\*Major Repairs would be considered for repairs on equipment larger than 480V.

h. Lighting Systems

Contractor shall be responsible for maintenance, testing, and repair activities for the power and wiring systems, and components that are utilized for emergency power and lighting. Regular scheduled maintenance functions shall include operating and testing systems, panel breakers, wires



and end devices.

i. Key and Lock Systems

The district uses both mechanical and electronic key systems. The contractor will maintain and replace locks and hardware as needed. The contractor must maintain adequate supply of key blanks, card swipes and cores on hand and make keys and swipes as requested by authorize district representatives. The district will maintain all panel boards and software requirements of security systems.

j. Food Service and Kitchen Equipment

Contractor shall provide maintenance to refrigeration equipment within the Food Service and Kitchen areas. All other equipment maintenance will be responsibility of district or the Food Service provider.

## Custodial Operations

**Overview:** The Custodial Operations Specifications address contractual issues that are uniquely associated with custodial functions.

### **1. Labor Specific to Custodial Operations**

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached scope of work specifications.
- b. Contractor will provide on-site administrative personnel sufficient enough to satisfy the attached scope of work specifications.
- c. Contractor will provide on-site custodial technicians sufficient enough to satisfy the attached scope of work's specifications.

### **2. Materials**

- a. The CONTRACTOR is expected to provide all cleaning supplies and hand tools (cleaning chemicals, floor finishes, mops, buckets, brooms, brushes, rags, etc.)

The CONTRACTOR is expected to provide all consumable products (paper towels, toilet tissue, trash bags and hand soaps)

### **3. Custodial Equipment and Vehicles**

- a. The CONTRACTOR is expected to evaluate the **equipment and vehicles** currently owned by the CLIENT and provide any equipment necessary to augment the current inventory and provide custodial services consistent with this scope of work.

## **Cleaning Frequencies by area / assignment**

- a. Classrooms

### Daily

- ☐ Empty wastebaskets and replace liners as needed
- ☐ Spot Clean desk tops (removal of graffiti)
- ☐ Clean and sanitize counters and sinks
- ☐ Dust mop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum all carpet
- ☐ Spot clean carpet as needed
- ☐ Vacuum walk-off mats
- ☐ Secure any exterior doors and windows and turn off lights before leaving room

#### Weekly

- ☐ Low dust all horizontal surfaces to hand height (60") including desks, chairs, tables
- ☐ Sweep baseboards
- ☐ Damp clean window ledges
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- ☐ Spot clean all door glass
- ☐ Vacuum chalk rails and/or damp wipe
- ☐ Mop composition floors

#### Monthly

- ☐ High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. (reachable by 6 ft. ladder)
- ☐ Dust blinds

#### Semi-Annually

- ☐ Clean entire surface of student's desks and chairs
- ☐ Clean carpet to remove all stains, spills and soiled spots

#### Annually

- ☐ Refinish all floors

### b. Offices

#### Daily (five days per week)

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.
- ☐ Dust interior window ledges
- ☐ Dust telephones
- ☐ Spot clean all windows and glass partitions to hand height
- ☐ Spot clean desk tops
- ☐ Dust mop all composition floors (with chemically treated dust mop)
- ☐ Spot mop composition floors with all-purpose cleaners
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles, railings

#### Weekly



- ☐ Low dust all horizontal surfaces to hand height (70")
- ☐ Damp clean baseboards
- ☐ Damp clean window ledges

Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Dust blinds

Annually

- ☐ Refinish all floors

c. Teacher Work Area and Duplication Rooms

Daily (five days per week)

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.
- ☐ Dust interior window ledges
- ☐ Dust telephones
- ☐ Spot clean all windows and glass partitions to hand height
- ☐ Damp clean counter tops
- ☐ Dust mop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaners
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills, and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- ☐ Low dust all horizontal surfaces to hand height (70")
- ☐ Damp clean baseboards

Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

Annually

- ☐ Clean carpet to remove all stains, spills and soiled spots
- ☐ Refinish all floors

d. Library

Daily (five days per week)

- ☐ Empty wastebaskets and replace liners (as needed)
- ☐ Dust furniture, including desks, chairs, tables, lamps, etc.
- ☐ Dust interior window ledges
- ☐ Spot clean all window glass and glass partitions to hand height
- ☐ Spot clean desk tops
- ☐ Dust mop all composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

Weekly

- ☐ Replace all plastic liners in waste receptacles
- ☐ Low dust horizontal surfaces to hand height (70")
- ☐ Dust all book shelves (books to remain in place)
- ☐ Damp clean window ledges

Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

Annually

- ☐ Refinish all floors

e. Cafeteria Areas (Kitchens are cleaned by Food Service staff)

Daily (five days per week)

- ☐ Remove trash from cafeteria area
- ☐ Clean during lunch periods (empty trash, and clean up spills)
- ☐ Sweep and mop
- ☐ Burnish composition floor (as needed)

Semi-Annually

- ☐ Refinish all composition floors

- ☐ High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.

f. Common Areas (Lobbies/Corridors/Stairs/Elevators)

Daily (five days per week)

- ☐ Spot clean interior glass partitions and doors
- ☐ Clean and sanitize water fountains
- ☐ Dust interior window ledges
- ☐ Dust mop composition floors
- ☐ Spot mop composition floors with all-purpose cleaner
- ☐ Vacuum carpet
- ☐ Spot clean carpet to remove all stains, spills and soiled spots
- ☐ Vacuum walk-off mats
- ☐ Clean under entrance mats daily, inside and out
- ☐ Sweep underneath stairs
- ☐ Burnish composition floor (as needed)

Weekly

- ☐ Damp clean baseboards
- ☐ Damp clean window ledges
- ☐ Dust furniture and fixtures

Monthly

- ☐ High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Clean all hall walls (more often if needed)

Semi-Annually

- ☐ Refinish all composition floors
- ☐ Clean carpet to remove all stains, spills, and soiled spots

g. Restrooms/Dressing Rooms



#### Daily

- ☐ Check restrooms throughout the school day
- ☐ Empty wastebaskets/dispensers and replace liners
- ☐ Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- ☐ Clean and polish chrome fittings
- ☐ Clean and sanitize toilet seats
- ☐ Clean and polish glass and mirrors
- ☐ Wash and sanitize exterior of containers
- ☐ Remove spots, stains and splashes from wall area and counter tops
- ☐ Clean metal partitions
- ☐ Sweep floors
- ☐ Mop floors with germicidal disinfectant at least daily
- ☐ Fill expendable supplies in restroom dispensers
- ☐ Wash and sanitize metal partitions
- ☐ Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railing, etc.

#### Weekly

- ☐ Low dust horizontal surfaces to hand height (70")
- ☐ Clean walls thoroughly with cleaning and sanitizing solution

#### Monthly

- ☐ High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- ☐ Machine scrub floors with germicidal disinfectant

### h. Multi-purpose/Gymnasium

#### Daily (Five days per week)

- ☐ Empty wastebaskets
- ☐ Remove fingerprints from doors, frames, light switched, kick plates, push plates, handles, railings, etc.
- ☐ Dust mop floors and/or vacuum all carpeted areas
- ☐ Spot mop composition floors
- ☐ Spot clean carpeted areas and remove any stains, spills or soiled spots

#### Weekly

- ☐ Replace all plastic can liners in waste receptacles
- ☐ Low dust horizontal surfaces to hand height (70")
- ☐ Sweep baseboards
- ☐ Clean bleachers, remove all trash, sweep, and clean floor underneath

Annually

- ☐ High dust above hand height (70") all horizontal surfaces including shelves and molding
- \*Note: Scrub composition floors as needed

i. Grounds Maintenance immediately surrounding the building (within 15 feet)

Daily (Five days per week)

- ☐ Remove trash and debris around entrances
- ☐ Empty trash containers

j. Day Porter Duties

Daily (Five days per week)

- ☐ Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
- ☐ Pick up trash outside of building at least one (1) time per day
- ☐ Change light bulbs and tubes (reachable by 6 ft. ladder)
- ☐ Clean and mop any accident that may occur during the day
- ☐ Respond to clean up request by Account Manager or Principal
- ☐ Clean electrical rooms and storage closets

k. Special Events (Athletic events, Theater productions, Concerts, PTA Meetings, Board Meetings, etc.)

- ☐ Check and maintain clean restrooms, halls, lobbies, etc.

## Grounds Operations

**Overview:** The Grounds Operations Specifications address contractual issues that are uniquely associated with grounds functions.

### **1. Labor Specific to Grounds Operations**

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached scope of work specifications.

### **2. Materials for General Campus Areas** (all areas except competition athletic fields)

- a. The CONTRACTOR is expected to provide all **chemical applications** for general campus areas (fertilizers, weed control, etc.)
- b. The CONTRACTOR will provide **ice melt/sand** for general campus areas during inclement weather
- c. The CONTRACTOR will pay for parts and labor related to **irrigation repairs** for general campus areas
- d. The CONTRACTOR is expected to provide labor to support **tree removal and maintenance up to 12 feet and/or a tree diameter of 14 inches**

### **3. Materials for Athletic Fields** (competitive fields only, baseball field only, football field only, etc.)

- a. The CONTRACTOR is expected to provide all **chemical applications** for athletic fields (fertilizers, weed control, etc.) CLIENT to provide chemicals
- b. The CLIENT will pay for fees related to certifications related to backflow protection related to irrigation systems

### **4. Materials for Playgrounds** (playgrounds equipment and adjacent landing areas)

- a. The CONTRACTOR will provide annual inspection of playgrounds. CLIENT will provide and pay for all **landing area materials** for playground areas

### **5. Grounds Equipment and Vehicles**

- a. The CONTRACTOR is expected to evaluate the **equipment and vehicles** currently owned by the CLIENT and provide any equipment necessary to augment the current inventory and provide grounds services consistent with this scope of work

### **5. Frequency of services for general campus areas**

- a. Policing requirements
  - The grounds should be policed to remove litter, including paper, cans, bottles and cigarette butts prior to each mowing process. The Policing process is to occur prior to each mowing to mitigate the chance of projectiles or other debris is thrown by a mower.



- b. Mowing requirements
  - Warm season grasses should be maintained at a height between 2.0" – 3.0"
  - Cool season grasses should be maintained at a height between 3.0" – 2.5"
  - Lawn clippings are to be removed from all hardscape surfaces immediately after each mowing process
- c. String trimming requirements
  - String trimming should be completed during each mowing of the general campus
    - All areas unable to be cut with a mower should be cut with a string trimmer to the same height as the adjacent turf.
- d. Mechanical edging requirements
  - Mechanical edging, utilizing a stick edger with a blade, should be completed during every other mowing of the general campus. School building entrances shall be done with every mowing.
    - All areas where hardscape meet turf should be mechanical edged
- e. Pruning requirements
  - Shrubs should be maintained at appropriate height and width for the species and location
    - Safety is a primary consideration when pruning plants for a school
      - Views around entranceways should not be obstructed by plant material
      - Walkways should not be obstructed
    - Pruning frequencies vary by the growth rate of plant material
      - Most plants require semi-annual pruning
- f. Tree maintenance requirements
  - Landscape trees will be pruned on an on-going basis to remove "eye pokers" and any branches that may interfere with traffic or lighting.
  - Pruning will also take place annually to remove any dead, diseased or damaged limbs.
  - Pruning shall take place on all trees to a workable height of 12'
  - Pruning over 12' or mature trees over 14" diameter at breast height will be coordinated by the Contractor and paid for by the CLIENT
- g. Irrigation requirements
  - Irrigation systems will be monitored weekly and adjusted accordingly
    - Adjust clock accordingly
    - Adjust head spray patterns
  - Repairs should be reported to the maintenance department immediately for corrective action.
  - Winterize the system at the end of each season
  - Start the system at the beginning of each season

k. Snow and Ice removal

- Snow removal shall occur when one and one-half (1.5) inches or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, driveways, etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a “slip free” condition, clear of snow and ice at all times.
  - Snow and ice should be cleared from parking lots, sidewalks, stairs and pathways
  - Snow cleared from the school grounds should be placed in specified collection areas in a manner which does not create snow piles/mounds which may cause dangerous conditions.
- Ice melt should be applied to the parking lots, sidewalks, stairs and pathways to create a “slip free” condition.

**6. Frequency of Services for Athletic Fields**

h. Mowing requirements

- Warm season grasses should be maintained at a height between 1.0” – 1.5”
- Cool season grasses should be maintained at a height between 2.5” – 3.0”
- Lawn clippings to be removed from all hardscape surfaces immediately after each mowing process

i. String trimming requirements, if applicable

- String trimming should be completed during each mowing of the general campus.
  - All areas unable to be cut with a mower should be cut with a string trimmer.

j. Mechanical edging requirements, if applicable

- Mechanical edging, utilizing a stick edger with a blade, should be completed during every other mowing of the general campus.
  - All areas where hardscape meet turf should be mechanical edged

k. Application requirements

- Warm season grasses should 6 applications annually
- Cool season grasses should 5 applications annually
- Post emergent weed control of turf is expected to occur year round

l. Irrigation requirements

- Irrigation systems should be monitored weekly and adjusted accordingly
  - Adjust clock accordingly
  - Adjust head spray patterns
- Repairs should be reported to the maintenance department immediately for corrective action.
- Winterize the system at the end of each season
- Start the system at the beginning of each season

**7. Frequency of services for synthetic fields**

a. Grooming

- Synthetic Fields are to be lightly groomed weekly during the playing season to remove debris and “fluff” up fibers.

**8. Frequency of services for playgrounds**

a. Equipment Inspections

- Playground equipment should be inspected by a certified individual once per year
- Routine inspections should take place at least monthly
- Repairs required are to be reported directly to the maintenance department for corrective action