

A. DUTIES**1. DAILY DUTIES****1.1 ALL AREAS**

1. Empty all waste baskets (Replace liners as necessary).
2. Dust all horizontal surfaces, including all furniture, window sill, picture frames and cabinets.
3. Spot clean all walls, doors, door frames, partitions and interior glass.
4. Remove cobwebs.
5. Vacuum and spot clean all carpet.
6. Clean, sanitize and polish all water fountains.
7. Spot mop all non-carpeted floors as needed, except cafeteria, kitchen, gyms and restrooms, where damp mopping is required every day.
8. Sweep all non-carpeted floors with a treated dust mop.
9. Cafeteria and dining area should be swept twice daily and machine scrubbed at the end of each school day.
10. Corridors (halls) should be swept twice daily, after school begins in the morning and after school hours.

1.2 BUSINESS OFFICES AND FACULTY ROOMS

1. Damp clean all desks and counter tops where possible.
2. Damp clean all telephones.
3. Vacuum carpet in library and office.

1.3 RESTROOMS (includes classroom restrooms)

1. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, and hand basins as applicable .
2. Clean and polish all chrome fittings.
3. Clean and sanitize toilet seats.
4. Empty all containers and disposal and insert liners as required.
5. Clean and polish all glass and mirrors.
6. Damp mop floors with germicidal disinfectants.
7. Refill dispensers to normal limits.
8. Remove spots, stains and splashes from wall areas around hand basins, urinals and toilets.
9. Resupply all restrooms with hand soap, paper hand towels, and toilet tissue.
10. Resupply approved liquid hand soap in areas where needed.

1.4 CLASSROOMS

1. Vacuum floors, removing all debris.
2. Damp wipe all teacher desk tops ,counter tops and marker rails.
3. Clean sinks, and clean and sanitize water fountains.
4. Wet mop all wet areas daily.

1. DAILY DUTIES , continued**1.5 TEACHERS' LOUNGE AND BREAK AREAS**

1. Spot clean all vending machines, microwaves and refrigerators.
2. Damp clean all tables and chairs.
3. Empty trash receptacles and replace liners.
4. Spot clean exterior of trash receptacles.
5. Clean and sanitize sinks.

1.6 CORRIDORS, LOBBIES, AND ENTRANCE AREAS

1. Spot clean all interior and exterior glass.
2. Clean all walk-off mats.
3. Halls shall be dust mopped at least twice daily, once after the start of the school day and once after lunch, and more often if needed.
4. Machine scrub all hallways daily or more often if needed.

1.7 ALL OUTSIDE AREAS

1. Sweep all porches and sidewalks.
2. Remove all trash, bottles, cans, litter or other foreign matter from the area.
3. Spot clean exterior doors, and adjacent exterior door panels and glass.
4. Remove all trash, bottles, cans, litter other foreign matter from campus.
5. Clean outside door mats.
6. Empty outside trash receptacles

1.8. GYM

1. Empty all waste baskets (Replace liners as necessary).
2. Dust all horizontal surfaces, including all furniture, as applicable.
3. Spot clean all walls, doors, door frames, partitions and interior glass.
4. Remove cobwebs.
5. Dust mop floor using a treatment approved for gymnasium finishes.

2. WEEKLY**2.3 RESTROOMS (includes classroom restrooms)**

1. The walls shall be cleaned with a germicidal disinfectant weekly.

2.4 CLASSROOMS

1. Wash all marker boards using an approved method as determined by the manufacturer and the principal.

2.6 CORRIDORS, LOBBIES, AND ENTRANCE AREAS

1. Spray buff corridors.

2.8 GYM

1. Machine scrub gym floor weekly and as needed

3. BI-WEEKLY

3.1 ALL AREAS

1. Dust all blinds
2. Dust all baseboards
3. Spray buff all waxed floors, except those requiring buffing.

3.2 BUSINESS OFFICES AND FACULTY ROOMS

1. Polish all wooden desk tops and book cases in the media center.
2. Spray buff all waxed floors.

3.4 CLASSROOMS

1. Damp wipe all student desk tops and tables with germicidal disinfectants.

4. MONTHLY

4.3 RESTROOMS

1. Machine scrub all floors.
2. Clean all walls, partitions and ceilings.

5. QUARTERLY

5.6 CORRIDORS, LOBBIES, AND ENTRANCE AREAS

1. Clean and deodorize all carpet and mats in halls that serve as the main entrance and exits for the school.

6. AS NEEDED**6.1 ALL AREAS**

1. Dust all air vents a minimum of once monthly.
2. Clean light fixtures.
3. Clean all carpet using a method approved by the manufacturer and acceptable to the School District.
4. During the school day, the day person will periodically inspect all restrooms which are available for student use, and perform any needed emergency cleaning necessary to maintain the restrooms in an attractive and sanitary condition.
5. Refill liquid soap dispensers.

6.5 TEACHERS' LOUNGE AND BREAK AREAS

1. Polish wooden tables and chair rails.

6.6 CORRIDORS, LOBBIES, AND ENTRANCE AREAS

1. Dust inside of trophy cases.

6.8 GYM

1. Clean as in (A) for special events such as PTA meetings, basketball practice, games, etc.
2. Dust baseboards and wash trash receptacles

6.9 JANITORIAL CLOSETS

1. Keep all janitorial closets clean, free of offensive odors, and neatly arranged.

7. SEMI-ANNUALLY

7.1 ALL AREAS, continued

(Contractor shall perform specifications at least once during holidays and at least once during the summer).

1. Clean all interior and exterior windows
2. Clean all interior glass and mirrors.
3. Clean and deodorize all carpet using a method approved by the manufacturer and acceptable to the school district.
4. Clean all furniture, including students desks; student desk tops.
5. Polish all wooden furniture.
6. Clean all baseboards with an acceptable cleanser/polish.
7. Remove old floor finish and apply new floor finish to all non-carpeted floors in the following areas: cafeteria, corridors, gymnasium, art room, restrooms, classroom, wet areas and clinic. Vinyl tile floors shall be stripped of old wax and three (3) coats of an approved wax shall be applied. Wax Kitchen floor.
8. Note: Exception may be made to this by mutual agreement of the school principal and the Contractor, only in cases where it can be clearly shown that refinishing is not needed.
9. In restroom areas with ceramic tile floors, the ceramic tile floors are to be cleaned and finish applied according to manufacturer's recommendations.

7.5 TEACHERS' LOUNGE AND BREAK AREAS

1. Thoroughly clean all tables, chairs, vending machines, microwaves, refrigerators and trash receptacles.

8. ANNUALLY

8.1 ALL AREAS

1. Remove old floor finish and apply new floor finish to all non-carpeted floors that have been exempted from semi-annual service.
2. Wash all walls, doors, floor frames and partitions.
3. Wash all blinds.
4. Clean all light fixtures.
5. All upholstery shall be cleaned annually and treated with Scotchguard.

9. SUMMER VACATION

9.1 ALL AREAS

1. The day porter shall visit school twice weekly to take out trash and clean and vacuum admin areas and restrooms and dust and clean furniture and fixtures as needed. The Principal will coordinate days.

B. MISCELLANEOUS CLEANING AND SERVICES

1. The day person or other designated employee of the Contractor shall be responsible for unlocking all areas to the school, at time to be designated by the school principal.
2. Employees of the contractor shall carry out reasonable requests by the school principals to perform exceptional services such as moving furniture, installing pencil sharpeners, moving supplies, or other miscellaneous services that the janitorial staff in a school would normally be called on to perform at not additional cost to the School District for the diversion of the Contractor's employees from their normal work; however recognition shall be taken to the diversion and the Contractor will not be penalized because the normal work has not been accomplished.
3. Spills and staining of carpeted areas shall receive prompt attention. When deleterious substances are spilled on the carpet, the Contractor shall immediately clean that area with the approved cleaning method. Deleterious substances include, but are not limited to: bodily fluids, paints, chemicals, and water. Extraordinary measures may be necessary depending upon the type of substance. It is incumbent upon the Contractor to anticipate all probable accidents that may occur in a typical school environment and keep sufficient cleaning supplies and equipment at each location .

C. APPROVED CLEANING MATERIALS AND EQUIPMENT

1. The supplies and equipment stated hereafter represent those supplies and equipment that have satisfactorily performed to their intended purpose. The District recognizes that there are a variety of supplies and equipment that may perform equally or better. The Contractor may substitute equipment or supplies with prior approval of the District. The authority to permit substitution is delegated to Elbert Steward, Cherokee County Schools Maintenance Department.
2. Carpeted Areas shall be cleaned by utilizing a wet extraction method using an Advance AquaClean 18" Carpet Cleaning Machine (or approved equivalent carpet cleaning machine) and its associated detergent and deodorant, or an approved equal. This cleaning machine must be kept at the school at all times during the operation of the school.
3. Vinyl tile floors in areas defined as "large non-carpeted areas", will be cleaned with a self contained cleaning machine, Advance Convertamatic 200B and its associated detergent, or an approved equal. This cleaning machine must be kept at the school at all times during the operation of the school.
4. Wax shall be applied to vinyl tile floors utilizing a hand held mop . Finish wax shall be Johnson's Complete Floor Wax or an approved equivalent brand. Buffing shall be accomplished with Advance Whirlamatic 20 UHS high speed buffer or an approved equal.

C. APPROVED CLEANING MATERIALS AND EQUIPMENT (continued)

5. Johnson's Plaza, or approved equivalent, shall be applied to all quarry tile.
6. All wax, sealer, carpet cleaning detergent, deodorizers, and Scotch guard carpet treatment must be delivered to the school in the original, unopened, sealed containers. The dilution of these materials resulting in a reduction of their recommended strength levels is strictly prohibited and will be grounds for terminating the contractor. The principal will inspect these containers upon delivery to certify compliance.

D. SPECIAL NOTES

1. The contractor shall carry out trash and vacuum the corridor and the office weekly when office personnel are working before and after the regular school session or as requested by the school principal.
2. Should a school have a summer session, the contractor shall provide a day person, supplies, and normal cleaning services during the summer school session (20 days). The same specifications that apply during the regular school session will apply during the summer session.