

JANITORIAL SERVICES SCHEDULE (revised 3/5/14)

ITEM DESCRIPTION	Parkside Office & Shop **	Del Valle Water Treatment Plant	Water Quality (W.Q.) LAB	Maint. Shop	Maint. Trailer	Patterson-Pass Water Treatment Plant	Ultrafiltration Bldg. (Cntrl Rm. And Rstrm)	P.P.W.T.P - Training Room	M.G.D.P. (Control Rm. & Restroom)	COL #1 (Restroom)
INTERIOR CLEANING (Frequency: W = Weekly; 2W = 2x Weekly; M = Monthly; Q = Quarterly; A = Annually; SA = 2x Annually; AN = As Needed; N/A = Not Applicable)										
Dusting: desks, file/storage cabinets, bookcases	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Clean/wipe down counters tops, tops of tables, (remove fingerprints, smudges, drink rings, etc.)	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Dust, Clean computer consoles (*@ DV & PP, in offices only, NOT in the control room)	2W	N/A	N/A	2W	2W	2W	2W	N/A	N/A	N/A
Dust Miniblinds/Verticals	M	W	W	W	W	W	W	W	W	N/A
Clean/Disinfect drinking fountains	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Empty trash cans and replace w/new liners	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Empty recycling into recycle receptacle	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Clean/Remove fingerprints, marks and smudges from doors, mirrors, walls, partitions, and other vertical surfaces	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Dust partitions, ledges, baseboards and all wall mounted items.	W	W	W	W	W	W	W	W	W	N/A
Clean/disinfect break room counter tops, sinks, exterior of refrigerator, microwaves and stovetops	2W	2W	N/A	2W	2W	2W	N/A	2W	W	N/A
Clean/disinfect refrigerator interior	SA	SA	N/A	SA	SA	SA	N/A	SA	N/A	N/A
Empty shredder container into recycling unit (if one available)	2W	2W	2W	2W	2W	2W	N/A	2W	W	N/A
Flatten/dispose of cardboard boxes, Put in recycling dumpster or garbage	2W	2W	2W	NA	NA	2W	N/A	2W	W	N/A
Refill paper towel dispensers	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A

JANITORIAL SERVICES SCHEDULE (revised 3/5/14)

ITEM DESCRIPTION	Parkside Office & Shop **	Del Valle Water Treatment Plant	Water Quality (W.Q.) LAB	Maint. Shop	Maint. Trailer	Patterson-Pass Water Treatment Plant	Ultrafiltration Bldg. (Cntrl Rm. And Rstrm)	P.P.W.T.P - Training Room	M.G.D.P. (Control Rm. & Restroom)	COL #1 (Restroom)
Remove spider/cob webs	W	W	W	W	W	W	W	W	W	N/A
Thoroughly clean window sills (dust, sweep, wipe down .	M	M	M	M	M	M	M	M	M	N/A
Pour drain cleaner down the drains of all sinks in the building (mix 4 - 6 oz. water with one half (1/2) gallon of drain cleaner)	M	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FLOOR AREAS (Includes stairwells & landings where applicable)										
Sweep and Mop Floors	2W	2W	2W	2W	2W	2W	2W	N/A	W	N/A
Vacuum Carpets/Rugs	2W	2W	N/A	2W	2W	2W	2W	2W	N/A	N/A
Spot Clean Carpets and Upholstery as needed	As Needed	As Needed	N/A	As Needed	As Needed	As Needed	As Needed	As Needed	N/A	N/A
Strip, wax, and seal	A	A	A	N/A	A (if needed)	A	A (if needed)	N/A	AN	N/A
Buff and Polish Floors	M	M	M	N/A	N/A	M	M	N/A	M	N/A
RESTROOMS										
Clean/Disinfect toilets and urinals (includes outside & around the toilets and urinals)	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Clean/Disinfect all walls up to 6 feet and all partitions.	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Clean/disinfect sinks and countertops	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Clean and polish mirrors, dispensers, container fixtures & fittings.	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Clean/disinfect showers	2W	2W	2W	N/A	N/A	2W	N/A	N/A	N/A	N/A
Refill restroom dispenser containers (paper towels, toilet paper, hand soap)	2W	2W	2W	2W	2W	2W	2W	2W	W	W

JANITORIAL SERVICES SCHEDULE (revised 3/5/14)

ITEM DESCRIPTION	Parkside Office & Shop **	Del Valle Water Treatment Plant	Water Quality (W.Q.) LAB	Maint. Shop	Maint. Trailer	Patterson-Pass Water Treatment Plant	Ultrafiltration Bldg. (Cntrl Rm. And Rstrm)	P.P.W.T.P - Training Room	M.G.D.P. (Control Rm. & Restroom)	COL #1 (Restroom)
Sweep, Mop/Disinfect floors	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Contractor to furnish air freshener	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
Empty trash receptacles	2W	2W	2W	2W	2W	2W	2W	2W	W	W
Clean/Disinfect shop restroom including vacuuming interior mats	2W	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Add Agency supplied drain cleaner to toilets, urinals, floor drains, sink drains, wash basin drains, and showers (including shop) (mix 4-6 oz. w/ 1/2 gallon of water, pour slowly.	M	N/A	N/A	N/A	M	N/A	N/A	N/A	N/A	N/A
EXTERIOR CLEANING										
Sweep Exterior Entrances (includes trailer ramp & stairs)	2W	2W	2W	2W	2W	2W	2W	2W	W	N/A
Empty Garbage Cans (if on-site)	2W	N/A	N/A	2W	2W	N/A	N/A	2W	N/A	N/A
Sweep chemical storage area outside Water Quality Lab	N/A	N/A	2W	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Clean exterior lighting fixtures	M	M	M	M	M	M	M	M	M	N/A
Empty ash cans	2W	2W	N/A	2W	2W	2W	N/A	2W	W	N/A
WINDOW CLEANING										
Clean interior/exterior windows (requires advance coordination with facility coordinator)	SA	Q	Q	Q	Q	Q	Q	Q	Q	N/A
ADDITIONAL REQUIREMENTS										
Blinds (remove, clean w/solution, rinse, dry and reinstall)	A	SA	SA	SA	SA	SA	N/A	SA	SA	N/A
Vacuum drapes	Q	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dust/clean ceiling light fixtures	M	N/A	N/A	N/A	A	A	N/A	N/A	A	N/A

JANITORIAL SERVICES SCHEDULE (revised 3/5/14)

ITEM DESCRIPTION	Parkside Office & Shop **	Del Valle Water Treatment Plant	Water Quality (W.Q.) LAB	Maint. Shop	Maint. Trailer	Patterson-Pass Water Treatment Plant	Ultrafiltration Bldg. (Cntrl Rm. And Rstrm)	P.P.W.T.P - Training Room	M.G.D.P. (Control Rm. & Restroom)	COL #1 (Restroom)
Shampoo carpet (requires advanced coordination with facility coordinator)	A or As Needed	A or As Needed	N/A	N/A	SA or As Needed	N/A	A or As Needed	SA or as Needed	N/A	N/A

Locations:	Legend:
Parkside Office (main bldg., shop + restrooms) 5997 Parkside Drive Pleasanton, CA 94588 <i>** Currently, approximately 4,000 sq. ft. of the building is unoccupied; therefore these areas of the building will be serviced on a Monthly basis. The remaining 3,000 sq. ft. will be serviced according to the cleaning schedule. Contractor shall confirm service areas with Facility Coordinator.</i>	W = Weekly Cleaning (Day to be determined after award) Currently Wed. 2W = Cleaning two times per week (days to be determined) Currently Wed. & Sat Q = Quarterly. To be done on first scheduled day of each quarter. (July, Oct., Jan, Apr.)
Del Valle Water Treatment Plant, Laboratory, and Maintenance Buildings & Trailer 601 E. Vallecitos Rd. Livermore, CA 94550	A = Annual cleaning scheduled after award. Contractor to coordinate schedule with facility coordinator. BI-W = Cleaning done every other week
Patterson Pass Water Treatment Plant 8750 Patterson Pass Rd. Livermore, CA 94550	SA = Cleaning done twice a year, May & October or determined between Contractor and Facility coordinator.
Mocho Groundwater Demin. Plant 5215 Stoneridge Rd. Pleasanton, CA 94588	
Chain of Lakes #1 (COL1) 2655 El Charro Rd. Pleasanton, CA 94588	