



INVITATION TO BID

I. Project **Janitorial Services, Hard Floor Maintenance, Carpet & Window Cleaning**

II. Contact Information Darren Caniparoli
Operations Supervisor
City of Sherwood
15527 SW Willamette Street
Sherwood, Oregon 97140
Telephone (503) 925-2334
caniparolid@SherwoodOregon.gov

III. Scope
The City of Sherwood has six facilities within our jurisdiction with specific janitorial requirements. We have detailed the janitorial service tasks for each building within the City including specific requirements for that building. Building Service Contractors shall provide services that meet or exceed the minimum janitorial requirements to maintain the facilities in a clean and neat condition.

IV. Schedule

- Request for Quote Issued October 24, 2019
- Quotes Due at Public Works Department November 7, 2019 at 2:00 PM
(15527 SW Willamette St, Sherwood)
- Contract Schedule January 1, 2020 to December 31, 2020

V. Submittal Requirement
Contractor is required to submit 2 copies of the bid. Contractor shall provide a copy of Business License and Proof of Insurance.

Bids shall be submitted to the Public Works Department by 2:00 PM, Thursday November 7, 2019. Bids received after 2:00 PM will not be accepted.

All responses to this bid shall be addressed to the attention of Darren Caniparoli, Operations Supervisor, City of Sherwood Public Works Department, 15527 SW Willamette Street, Sherwood, OR 97140. All quotes shall be clearly marked "Janitorial Services, Hard Floor Maintenance, Carpet & Window Cleaning".

Each bid must contain a statement as to whether the bidder is a Resident Bidder as defined in ORS 279A.120.

The City reserves the right to reject any or all bids submitted, or to waive any minor formalities of this request if, in the judgment of the City Manager, the best interest of the City would be served (ORS 279B.100). The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

VI. Length of Contract

The length of this contract will be for one (1) year with the ability to extend up to an additional four (4) years upon mutual agreement between the City and Contractor. Total term of contract including extensions shall not exceed five (5) years.

VII. Cooperative Participation

- a. Pursuant to the intent of Oregon Revised Statutes, Chapter 279.015(1)(g), any publicly funded city, county, district, agency or similar entity shall have the authority to purchase specified goods/services directly from contractor under the terms and conditions of this contract.
- b. The contractor agrees to extend identical pricing and services to other public agencies for the same terms.
- c. Each contracting agency will execute a separate contract with the successful contractor for its requirements. Any ordering and billing shall take place directly between the contractor and such entity.
- d. Any contractor, by written notification at the time of the bid due date and time, may decline to extend the prices, services and terms of this bid to any, and/or all other public agencies.

VIII. Other Information

Equal Opportunity Policy for Contractors

The City of Sherwood requires all proposers to comply with equal opportunity policies. The City of Sherwood's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, set age, marital status, handicap, or political affiliation.

Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the bid and in the performance of the work set forth in this ITB.

Request for Clarification

To insure all contractors receive consistent and accurate information, questions regarding this bid will only be accepted through email. Questions will be responded to in email format and all contractors will be copied on the response. Deadline for questions will be November 4, 2019 at 10:00 AM.

Questions regarding this Invitation to Bid should be directed to:

Darren Caniparoli
Operations Supervisor
email: caniparolid@sherwoodoregon.gov

DATED this 24th day of October 2019.

CITY OF SHERWOOD



**Craig Sheldon
Public Works Director**

PERFORMANCE STANDARDS



PERFORMANCE STANDARDS

Descriptions of General Janitorial Cleaning Standards

GENERAL JANITORIAL CLEANING STANDARDS

Standards are a required or agreed level of quality or attainment to be achieved. The following are the minimum standards the Contractor will be required to meet. By signing the janitorial contract, the Contractor agrees to meet or exceed the minimum standards listed below.

Concrete Floor Areas – Concrete floor areas are to be free of all dirt and dust, litter and debris is to be removed, and spot cleaned as required. Machine scrub coated concrete floor surfaces as needed to maintain surfaces free of embedded soiling, film, removable stains, gum, marks, and standing water. Trash cans, seating, and other moveable items will be shifted for complete cleaning of floor surfaces and returned to original positions. Floor will have a uniformly clean appearance. Dust and clean all ledges, edged and maintain walls, railings, and windows according to standards listed herein.

Dispenser Batteries – When batteries are low or spent, the janitor is to notify their supervisor who will replace and recycle them. The supervisor will inform the Contract Administrator when battery supply is low to resupply battery inventory.

Drinking Fountains – Drinking fountains and bottle filling stations shall be free of streaks, stains, spots, smudges, scale, and other removable soil, and present a uniformly bright appearance, Clean and disinfect all polished metal surfaces including the orifices and drain. Care shall be taken to prevent overspray or damage to other surrounding finishes or walls. Surrounding walls, floors, and other surfaces shall be kept clean and free of streaks, water spots and stains.

Dry Erase Boards (Whiteboards) – Properly cleaned Chalk boards, dry erase and whiteboards shall be free of markings of any kind. Includes the removal of markings, shadowing, ghosting permanent markers, or any other foreign substance. A clean surface will have a homogeneous clean look, free from dirt, dust, stains, streaks, dry marker residue or any other foreign substance.

Dumpster Area – Garbage and recycling dumpster areas are to be maintained in an organized and orderly manner. Refuse or recyclable material should be placed in the appropriate dumpster and the dumpster lids should be lowered to protect materials from exposure to weather conditions and potential overflow or discharge.

Dusting – A properly dusted surface is free of all dirt, dust, streaks, lint and cobwebs. Dusting will be accomplished with proper cloths and apparatus. All sensitive and electronic surfaces will be avoided. No personal or individual office equipment or supplies will be moved or disturbed.

Dust Mopping – A satisfactorily dust mopped floor is free of all dirt, dust, lint and debris. The contractor shall use appropriate tools to reduce air-borne contaminants. All hard floors shall be dust mopped appropriately to ensure the necessary level of cleanliness including under all furniture and behind all pottery, waste receptacles, machines, etc. Stanchions shall be moved and placed back in the same configuration after work is completed. Any other items moved shall be returned to the original positions.

Elevators and Adjacent Areas – All interior and exterior walls, floors, doors, ceilings, door tracks, glass, switches, buttons, controls and equipment will have a uniformly clean appearance, free from dirt, dust, stickers, stains, streaks, lint and cleaning marks. Floors are to be maintained according to standards for carpet and/or hard surface materials. Metal and bright work is to be maintained in accordance with standards listed herein. All adjacent areas are to be left free of residue and spotting following cleaning procedures. Elevator and adjacent areas are to be maintained as needed to ensure acceptable appearance always.

Entrance Matting Systems – Entrance matting systems will be cleaned regularly, ensuring effective functionality of the matting system. An adequately cleaned matting system will have exterior scraping mats free of debris and the interior fiber and textile mats free of moisture and soil, and adequately dry when replaced on the interior floor surface (dry).

File Storage Rooms – File storage rooms with mobile shelving systems on carriage or rail systems will be properly cleaned and vacuumed. Mobile shelves or cabinets will be moved, the rails will be cleaned and carpet vacuumed underneath.

Glass Cleaning – Glass is clean when all glass surfaces are without streaks, film, deposits, and stains and have a uniformly bright appearance and adjacent surfaces, including mullions and windowsills, have been wiped clean. Glass cleaning work shall be accomplished with the least possible interference to the City of Sherwood operations. Dark or tinted glass is to be included in cleaning surface.

Graffiti Removal – Graffiti is to be removed from surfaces on the outside and inside of the City of Sherwood buildings and from items located on the City of Sherwood grounds. Care is to be taken to maintain the original surface where graffiti appeared. Graffiti is to be removed as soon as it is discovered and/or reported by the City of Sherwood. Any gang, violent, or hate-related graffiti must be reported to the City of Sherwood before the graffiti is removed.

Ground Fault Circuit Interrupters (GFCI's) – Portable or temporary Ground Fault Circuit Interrupters are to be used in conjunction with all carpet cleaning and floor maintenance equipment.

Janitorial Closets – All janitorial closets are to be kept in a clean and organized manner. Do not leave buckets with cleaning solution and mops in the closets (dump solution and hang mop to dry). Do not allow dirty and/or damp cloths to accumulate. Remove and launder frequently (contingent on accumulation). Organize storage of supplies on shelves. Keep articles in boxes to reduce clutter. Work out of boxes when possible to contain contents; open or cut top off or cut access port to remove

Performance Standards

products (e.g., toilet paper, paper towels and soap). Do not overload storage areas with excessive supplies; store only what is needed. Sinks, splash guards, walls, drains and floors are to be in a clean appearance. Remove trash daily; do not leave garbage set in closet. Keep janitor closets secure.

Metal Cleaning – All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance, free from spots, smudges and streaks. Cleaning agent is to be removed from all adjacent surfaces, and surrounding finishes will not be damaged.

Plumbing Fixtures and Dispenser Cleaning – Plumbing fixtures (i.e., toilets, sink basins, urinals, faucets, etc.) and dispensers are clean and free of all deposits and stains so that the item is left without dust, streaks, film, odor or stains and has a bright and uniform appearance. Care shall be taken to ensure that cleaning chemicals do not harm, dull or mark chrome finishes, do not scratch porcelain fixtures and do not harm or stain finishes of walls or stalls.

Public Telephones – Public telephones and surrounding areas shall present a clean appearance free of dust, dirt stains, debris, graffiti and smudges. Telephones shall be cleaned and sanitized and left with a uniformly bright appearance.

Recycling Removal: - Recycled materials will be picked up, sorted and removed from the building and placed in the appropriate recycling containers. All recycled material will be removed in accordance with the policies and specifications detailed in the scope of services.

Reduced Fragrance Environment - A Reduced fragrance environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms. The City of Sherwood will work with building service contractors to ensure that products used to clean the workplace are without added fragrance and follow best practices to limit employee exposure to cleaning chemicals.

Security – All buildings will be properly secured prior to leaving the facility. A properly secured facility will have all doors and windows shut and locked. All alarms will be set in accordance with specific alarm. Some facilities may require meeting with or notifying a security guard before departing. Security is a very high priority; non-secured buildings is unacceptable and cause for immediate termination of contract.

Showers – Showers shall be kept clean and shall not become dull. All surfaces will be properly cleaned, sanitized, rinsed and dried spot free. Removal of residue shall be performed as required to keep surfaces free from streaks, stains, scale, scum, and rust stains.

Spot Cleaning (Carpet Surfaces) – A carpet adequately spot cleaned is free of all stains, deposits, gum, and spills, leaving a uniform appearance. Care will be taken to use a product that will not harm the carpet fibers and will ensure complete surface removal. Adjacent surfaces will be protected or cleaned following the spot removal operation.

Spot Cleaning (Fabrics) – All stains, gum, food debris, sticky substances, vomit, trash, bio-hazard spills, and any other substances shall be removed from the fabric on chairs, benches, and other surfaces as necessary, using proper cleaning products. The Contractor shall take care to use a product/ that will not harm the fabric fibers and ensure complete spot removal. The adjacent surfaces shall be protected or cleaned following the spot removal operation.

Spot Cleaning (Interior Glass) – Interior glass, such as entrances (doors and surrounding), reception and teller panels, partition, and relites will be free of smudges, finger prints, streaks, stains, lint, dust, etc.

Stairwells/Halls – All walls, floor, stairs, stair treads, doors, door thresholds, and glass will have a uniformly clean appearance, free from dirt, dust, stickers, gum, stains, marks, streaks, lint and cleaning marks. Floor and wall finishes will be maintained according to the standards listed herein, care and detail shall be paid to treads, grids, edges and base boards to ensure acceptable appearance always. Concrete surfaces are to be swept of all dirt, dust, cobwebs and debris and pressure washed according to need. Railings will have a uniformly clean appearance, free from dirt, stains, smudges, adhered foreign substances, grease, oil and grime.

Sweeping – A properly swept floor is free of all dirt, dust, gum, grit, lint and debris.

Trash Removal – Trash will be gathered, removed from the building and placed in the appropriate trash container or dumpster. All trash will be removed in accordance with the policies and specifications detailed in the scope of services. Trash receptacles will be cleaned and maintained.

Vacuuming – Carpet and hard surface floors are to be free from soil and debris. After vacuuming carpets will be free of all visible litter, soil and dust, including in corners and edges along walls, partitions and baseboards. If vacuums are used on hard surface flooring the same criteria applies.

Venetian Blinds – Properly dusted venetian blinds will be free of dust and present a clean appearance. Any damaged or malfunctioning units shall be reported to management.

Vents/Grills/Exhaust Fans/Light Fixtures – Exterior equipment covers, which include vents, diffuser and exhaust fans, grills, and light fixtures, will have a uniformly clean appearance, free from dirt, dust, stains and cobwebs. Coordination shall be made with the maintenance manager to ensure equipment is in the appropriate state for cleaning.

Wall Cleanliness (Vertical Surfaces) – After cleaning, the surfaces of all walls, exposed pipes and equipment will have a uniformly clean appearance, and be free from dirt, stains, streaks, lint and cleaning marks. Painted surfaces must not be unduly damaged. Hard finish wainscot or glazed ceramic tile surfaces must be bright, free of film streaks and deposits. Tile grout joints shall be clean and free of mold, mildew and stains.

Waste and Recycling Receptacles – Waste and recycling receptacles are to be emptied and spot cleaned as needed to maintain safe and sanitary conditions. Walls or surfaces surrounding the receptacles are to be spot cleaned and the floors under and near the cans are to be clean and kept free of stains, spots, rust, and rings. Liners are to be replaced at each emptying of the receptacle; receptacles shall not be allowed to overflow. Periodically, all receptacles are to be thoroughly cleaned and

Performance Standards

sanitized, inside and out as needed. All receptacles in the public areas are to be kept neatly aligned and the receptacle(s) turned with lettering or signage facing out for easy visibility.

WASTE DISPOSAL STANDARDS

All collected trash and recyclables must be moved by the Contractor to the dumpster areas designated by the City of Sherwood for material-specific disposal. Trash is to be collected in dark liners (black) and recyclables in clear liners. Lids of waste disposal containers should be kept in the lowered position to protect recycling materials from exposure to weather conditions.

Waste must be transported with the least amount of impact or inconvenience to City of Sherwood tenants, employees, and the public. Trash is not to be left within the public walkway or within the public view during business hours. All stored trash shall be placed on waterproof drop cloth, tarpaulin or plastic sheeting, which shall be maintained in clean and odor free condition. If waste is stockpiled for reduced frequency of trips to the dumpster areas, the stockpiling shall be done out of the public view and for no more than two (2) hours.

The Contractor shall ensure that its employees are trained to utilize the same elevators as the public while transporting waste, large trash carts, or other cleaning equipment. All trash carts shall incorporate covers to keep waste out of view, be kept clean, odor free, and well maintained. Tracking of oil, dirt, debris, salt, grease, black drag or wheel marks, or other outside substances into the City of Sherwood facilities is to be prevented always. The Contractor shall be held responsible for damages to floor finishes or other surfaces caused by improper use or maintenance of waste carts or other equipment. All waste collection containers shall be pretreated and cleaned on a regular basis to prevent offending odors and unprofessional/soiled appearance.

The Contractor shall remain the owner of all chemical products it specifies, procures, uses, and stores at the City of Sherwood facilities. Upon completion of the services, or termination of the agreement for any reason, the Contractor must remove and take possession of remaining stock except for a two (2) week supply of janitorial products and supplies for each City of Sherwood facility to ensure that adequate supplies are available through a transition period to a new contractor.

Management and disposal of all chemical waste (and waste otherwise restricted from disposal as sanitary waste), and any associated costs generated through the Contractor's cleaning actions, are the sole responsibility of the Contractor. Solid waste that exhibit no hazardous characteristics or contamination by regulated substances may be disposed of responsibly in available on-site City of Sherwood trash receptacles or dumpsters. Recyclable materials should be collected and disposed of per the industrial guidelines below.

Waste materials or wastewater may not be discharged outdoors or into the City of Sherwood's wastewater, storm water system, parking lots, or grounds. Only wastewater permitted for discharge to the sanitary sewer will be allowable. All sanitary sewer discharges shall comply with all applicable federal, state and local regulations.

RECYCLABLE PROGRAM COLLECTION STANDARDS:

The Contractor shall support the City of Sherwood's commitment to recycling. The Contractor shall be responsible for placing segregated waste materials into the proper receptacles. The contractor shall

handle segregated materials in a manner to ensure that recycling receptacles are not used for inappropriate materials. Plastic liners are not to be placed in recycling containers with the exception of shredded paper, which may be in a clear plastic liner to reduce potential of paper being scattered. Lids of recycling containers should be kept in the lowered position to protect recycling materials from exposure to weather conditions

All recyclables accepted by the City of Sherwood recycling service provider, including but not limited to mixed paper, plastic, aluminum, glass, and cardboard shall be transported to the dumpster areas or collection sites as designated by the City of Sherwood. Recyclables collected from any areas within the City of Sherwood facilities shall be placed in clear liners so that recyclable materials can be clearly identified and kept separate from collected waste. The Contractor's employees are responsible for collecting, transporting and disposing of these materials in appropriate receptacles, including any recyclable material they encounter at any time during their work. Contractor employees shall at no time be permitted to remove recycle materials or items found in the trash from City property without written permission of the City of Sherwood Operation Supervisor.

The Contractor shall be responsible for supporting the City of Sherwood's present and future recycling and waste prevention efforts or program enhancements that the City of Sherwood implements during the term of the agreement. This may include, but is not limited to expanding recyclable materials lists, changes in material separation requirements, new or different locations and types of receptacles, and variable volume of materials generated. The Contractor shall be constructive in their efforts to support the City of Sherwood's recycling and waste management programs and be proactive in alerting the City of Sherwood to any waste related issues encountered during routine and non-routine tasks.

POLICING AREA STANDARDS

Policing of the City of Sherwood public areas is a supplement to the standards listed herein for restrooms, public areas and other spaces within the City of Sherwood properties. The services performed under policing reflect the specific items detailed under these standards. The primary difference in performance of policing services and the detailed janitorial standards are that not all the services under the standards are required when policing services are performed. Policing constitutes that the Contractor schedules the appropriate level of cleaning and supply replenishing in a manner necessary to keep the City of Sherwood facilities in an acceptable condition always.

The Contractor may have to adjust policing frequencies at various times and at various locations established at the start of the agreement to accommodate the conditions and usage patterns of various buildings. This may include continuous service during peak periods of operation in high use areas such as restrooms. Policing shall be done to ensure the City of Sherwood facilities present a clean image to staff and the public, and to ensure the City of Sherwood facilities are free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills, and odors.

SPECIFIC AREA CLEANING STANDARDS

Public Restrooms – Restrooms shall be kept clean and shall not become dull. Waste receptacles are to be emptied and spot cleaned, trash is not allowed to overflow. All surfaces of basins, bowls, toilets, seats, urinals, and all other restroom surfaces within touchable range will be properly cleaned,

Performance Standards

sanitized, rinsed and dried spot free. De-scaling shall be performed as required to keep surfaces free from streaks, stains, scale, scum, urine deposits, and rust stains.

Dispensers shall not run out of supplies during operational hours and supplies will only be stocked or stored in designated locations. Sharps/needle disposal containers shall be removed and properly disposed of when full and replaced with a new container. Spot clean light switches, doors and walls. All restroom mirrors, basins, shelves/counters, bright work, and stainless steel or solid surface partitions shall have a clean and polished appearance. Solid surface materials shall not become stained or dingy.

Floor and wall tile shall be maintained to standards listed herein and special care given to grout, baseboards, drains, and edge details around stall wall and floor mounts, counters, trash receptacles and all other permanently fixed equipment to prevent buildup of odor causing bacteria. Approved air fresheners will be maintained to ensure continued fresh and pleasant-smelling facilities. Special care shall be given to prevent standing water and slick surfaces and the Contractor shall use appropriate signage and barricades to protect against slip and falls. Flooding of restroom surfaces is not acceptable.

Policing of public restrooms shall be accomplished to provide for the least impact on users and to maintain restrooms at the highest level of cleanliness possible to ensure the standard is met. Frequencies for policing are to be scheduled by the contractor as necessary to meet or exceed the standard. High usage restrooms may require continuous policing services during the day to meet the required standards. Closure of the public restrooms shall only be allowed during the agreed upon hours with the City of Sherwood and the Contractor shall coordinate restroom closures to have the least amount of impact on use.

The Contractor shall notify the City of Sherwood of any inoperable fixture within the restrooms. The Contractor shall perform non-invasive operational checklist inspections of all fixtures in public restrooms per the City of Sherwood provided Work Breakdown Sheets a minimum of one time per day prior to 7:00 AM each day and report any discrepancies to City of Sherwood Operation Supervisor.

Public Seating and Eating Space Areas – Seating and eating areas that are designated as part of the Contractor's responsibility are to be maintained free of litter, spills, food and drink waste, packaging, accumulated dust, dirt, gum, stickers, and debris. All furniture surfaces, table tops, counters, seats, backs, legs, feet, parts and seams shall be wiped clean and fabrics shall be spot free and have a uniformly clean appearance, free from dirt, dust, stickers, stains, streaks, lint, and cleaning marks. Tables and chairs that have been displaced shall be repositioned and straightened, taking care to prevent damage to wall and floor finishes.

Floors are to be maintained according to standards for carpet and/or hard surface materials. Metal and bright work is to be maintained in accordance with Standards listed herein. Regular policing of public seating and eating spaces areas shall be done to ensure all seating, eating and adjacent areas are maintained as needed to ensure acceptable appearance.

The Contractor shall be responsible for janitorial cleaning services and policing of vending machine areas, where it is not done by the machine operators.

Common Areas – The Contractor may have to adjust Policing frequencies at various times and at various locations to accommodate the conditions and usage patterns throughout the term of the

Agreement. Policing shall be done to ensure City of Sherwood facilities present a clean image to the public and other users of the area, and is free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills, and odors.

Office Areas – Office areas shall present a clean, well kept, orderly and professional appearance. Waste receptacles are to be emptied, spot cleaned, and liners replaced as required; this includes clear liners for recyclables. Non-carpeted floors are to be maintained to the hard floor surface standards. Carpeted floors shall be maintained to the carpeted floor standards. All shelves, counters, cabinets and cases are to be free of accumulated dust and debris.

Wipe clean all tables, desks, counters, chairs and chair legs. Spot clean all hard surface walls, doors and doorknobs, to remove fingerprints, dust, soil, and marks. Leave all areas as found with regards to occupant's personal effects and work items, personal effects, electronics, work items, and electrical plugs are not to be moved or rearranged during cleaning. The Contractor shall prohibit its employees from opening desk drawers or cabinets or using the telephone or other office equipment.

FLOOR CARE STANDARDS

The Contractor shall provide all carpet and hard floor cleaning products and equipment. It is not the City of Sherwood's intent to require a specific brand of product or equipment; however, the City reserves the right to review the selected Contractor's proposed cleaning equipment and materials. If the Contractor's cleaning equipment or products do not provide effective sanitation and/or cleanliness of the facilities, the City of Sherwood may request alternate products or equipment. Flooring manufacturer's cleaning recommendations should be closely followed.

Floor care equipment must be in good repair and operable. The City of Sherwood reserves the right to inspect equipment regularly. The Contractor shall strain water from machines prior to water being poured down any sink drain. The Contractor's straining device/method shall be pre-approved by the City of Sherwood. The Contractor shall incur charges if carpet fibers, mop strings, rubber gloves, paper towels or any other cleaning debris are the cause for any clogged drains.

All chemicals and procedures used in floor care must be pre-approved by the City of Sherwood Operation Supervisor. If result is below standards and the discrepancy is caused by improper procedures or materials used, then it is the Contractor's responsibility to correct the deficiency within twenty-four hours of notification of the discrepancy.

The Contractor shall provide sufficient approved safety barricades, cones, placards and signage for each floor area being cleaned to adequately protect the public, building occupants and contractors personnel. All barricades, cones and signage will be professionally designed for its intended use and will meet OSHA safety standards. All signage used by the Contractor shall have symbols on signage that meet International Standards developed by ISO, (available at http://www.iso.org/iso/graphical-symbols_booklet.pdf). All barricades and directional equipment will be maintained to provide a clean and professional appearance.

HARD FLOOR SURFACE STANDARDS

The following standards are not to be construed as complete. Any items not specifically included but found necessary to properly care for all hard floor surfaces, shall be included as though written into

Performance Standards

these specifications. Hard floors should be maintained in accordance with manufacturers recommended maintenance methods. If manufacturer is not known, then category and classification must be identified and best practices for the general category and classification will be performed.

Hard floors shall be maintained in such a manner as to promote longevity and shall be left in a clean, orderly and safe condition. The result of all hard floor cleaning procedures is to leave all surfaces free of dust, dirt, soil, gum, cleaning agents, and all removable stains. Care shall be taken to avoid damaging any hard floor surface irrespective of the cleaning technique employed.

Hard floor surfaces which have been swept, mopped, or cleaned with an auto scrubber shall present a uniformly clean appearance with no evidence of surface spoilage or spotting. Floors shall be dry prior to any metal objects being placed back on the floor so as not to allow any rust to form on the floor. All cleaning solutions shall be removed from baseboards, furniture, trash, receptacles, chairs, and other similar items. The selected Contractor is responsible for moving and replacing all furniture and small items in the area to be cleaned.

All finished floor areas will be burnished to a high sheen with an acceptable burnisher as needed to sufficiently maintain maximum gloss on flooring that does not have intended matte finish. All residual dust from this process will be captured by a vacuum system on the burnisher and otherwise removed from the floor, edges, and baseboards, and surrounding surfaces.

Auto scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains and marks, or standing water, and floor has a uniformly clean appearance. The method used must be sufficient to clean all grout and uneven floor surfaces. Incorporate detail mopping of corners, edges, around furniture, plants etc. and removing any water left behind from the machine.

CARPET CLEANING STANDARDS

The following standards are not to be construed as complete. Any items not specifically included, but found necessary to properly care for carpets, shall be included as though written into these specifications.

Carpets shall be maintained in such a manner as to promote longevity and shall be left in a clean, orderly and safe condition. Upon completion of routine work, carpet shall be free of debris, soil and dust and shall present a uniform and bright appearance when dry. Practices shall be implemented to prevent damage to carpet fibers.

All carpets are to be maintained utilizing means and methods that are in accordance with manufacturers recommendations. Utilization of cleaning and care methods prohibited by the manufactures is prohibited. If manufacturer is not known, carpets will be maintained using best practices for classification as established in the ANSI/IICRC S100 minimum standards for professional on-location cleaning of installed textile floor coverings or equivalent.

The Contractor is responsible for the appropriate care and cleaning the interior and exterior walk-off mats. After service, the mats shall be free of all visible lint, litter and soil. Soil underneath entrance mats shall be removed, rubber backing shall be cleaned to prevent mats from shifting or “walking”, and clean mats returned to their normal location (mats are not to be replaced on a wet floor).

The Contractor is responsible for moving and replacing all furniture, seating, waste receptacles and non-stationary objects in the areas to be cleaned, to ensure the entire floor surface will be cleaned. All carpet coverings in traffic areas shall be dry by 5:00 a.m.

Regular spot removal cleaning of carpet in all City of Sherwood public areas is required by the Contractor to ensure a visibly clean surface. The Contractor shall remove all stains, gum, food, debris, sticky substances, vomit, trash, bio-hazard spills, and other substances from the carpet. Care will be taken to use a product that will not harm the carpet fibers and ensure complete surface removal. The adjacent surfaces shall be protected or cleaned following the spot removal operation. Damaged carpet shall be reported to the City of Sherwood Operation Supervisor with description and location. Notification of damage or of stains that cannot be removed from a surface shall also be reported to the City of Sherwood no later than the following workday.

Interim cleaning shall be performed as necessary to provide for carpets free of spots, and accumulated dirt and grime. Chairs, trash and recycling receptacles, tables, benches and any other non-fixed items shall be tipped or moved where necessary to allow for cleaning of the whole surface and shall then be placed back into their original positions after the carpets are adequately dry.

Deep cleaning of carpets shall be performed to remove embedded dirt and grime, to lift carpet pile, and to return carpets to a clean, bright and uniform appearance. Chairs, trash and recycling receptacles, tables, benches, and any other non-fixed items shall be tipped or moved where necessary to allow for cleaning of the whole surface and shall then be placed back into their original positions after the carpets are adequately dry. Ensure proper drying of carpets. Work shall be scheduled in such a way that it does not disrupt the functions and normal day-to-day operations of the City of Sherwood.

The City of Sherwood has a reduced fragranc policy and therefore, carpet deodorizers, fragrance sprays and powders are not permitted to be used on the carpets. Chemicals used to clean or maintain carpets should be odorless or produce minimal aroma after carpet is cleaned.

**TRAINING AND CERTIFICATION
REQUIREMENTS**



TRAINING AND CERTIFICATION REQUIREMENTS

EMPLOYEE TRAINING AND CERTIFICATION

The Contractor shall develop, maintain and document a training program for all employees performing the services to assure that all the services are performed in a competent and efficient manner. Janitorial training shall include all aspects of the janitorial cleaning of facilities. Documentation, subject matter, outlines and agendas shall be approved. Records shall be maintained and available on-site for the inspection. Janitorial staff should have ISSA Basic Custodial Technician certification or equivalent. Lead Technicians and Supervisors should have ISSA Advanced Custodial Technician certification or equivalent.

CARPET MAINTENANCE CERTIFICATION

Daily carpet spotting is part of the janitorial contract, it is the responsibility of the Contractor to provide fundamental carpet spotting instruction to ensure that this function is carried out in an appropriate manner that removes the spots and spills without damaging the carpet. Spotting kits are required to assure the janitorial staff has the necessary chemicals, tools and materials to effectively remove spots and spills.

Interim and restorative maintenance in the form of low moisture cleaning and extraction will require qualified personnel. Carpet technicians performing these service procedures must possess certification from the Institute of Inspection, Cleaning and Restoration Certification (IICRC) or equivalent. Acceptable IICRC certification include Carpet Cleaning Technician (CCT) and Commercial Carpet Maintenance Technician (CCMT) or equivalent.

HARD FLOOR MAINTENANCE CERTIFICATION

Daily dust mopping and wet mopping of hard surfaces is part of the janitorial contract. It is the responsibility of the Contractor to provide fundamental training to ensure that these service procedures are provided correctly.

Initial, periodic and restorative maintenance service procedures shall be performed by certified personnel. Technicians providing these services should possess at minimum the Floor Care Technician (FCT) certification from the Institute of Inspection, Cleaning and Restoration (IICRC) or equivalent.

CLEANING TERMINOLOGY



CLEANING TERMINOLOGY

Common Vocabulary Terms in the Cleaning Industry

DEFINITIONS OF TERMINOLOGY

Terminology is the system of terms belonging to a specific science, art, or specialized subject. Webster's Dictionary defines clean as; free from dirt and impurities; unsoiled. Cleanliness is the state or quality of being clean or being kept clean. Because words without definitions are subjective to the individual's interpretation, the following terms are defined to ensure reliable communication to achieve expectations of end results.

"Blood-Borne Pathogens" means pathogenic microorganisms that are transmitted via human blood and cause disease in humans. They include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Although several pathogens can be transmitted percutaneously, HIV-1 remains the most common.

"Buffing" means a method of gloss maintenance using a soft pad and a low speed (175 RPM) rotary floor machine.

"Burnishing" means a method of high-speed gloss maintenance that uses various buffing/burnishing pads in conjunction with a high-speed (1500+ RPM) buffing machine. Also referred to as high-speed buffing.

"Carpet Spotting" means removal of stains, spots, and soil in less than an entire carpet and non-carpeted area.

"Clean" means the surface is visibly free from dust, dirt, fingerprints, grease, grime, rust, spots, stains or smudges. The surface must be free from all foreign substances. In restrooms, particularly, "clean" means all surfaces must be free of organic material, feces, urine and other soil. Bowls must be free of stains and mineral build-up, inside and out.

"Centralized Location" means the location(s) of wastebaskets and recyclable receptacles, central to as many Facility staff as possible.

"Common Areas" means those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, vestibules, exits, access to buildings, etc.
- Lobbies, foyers, atriums, reception, waiting areas, etc.

- Elevator lobbies and elevators.
- Corridors, hallways, halls and aisles, etc.
- Cafeterias, lunchrooms, kitchens, kitchenettes, etc.
- Breakroom, coffee station, vending area, etc.
- Conference rooms, meeting rooms, assembly rooms, training rooms, classrooms, etc.
- Restrooms, washrooms, bathrooms, lavatories, toilets, changing & nursing stations, etc.
- Locker rooms, shower rooms and showers.
- Auditorium, hall, theater, etc.
- Stairs, stairways, staircases, escalators, etc.

“Disinfect” means the method and product used is enough to kill bacteria, viruses and fungi and prevent or slow their return. Products used to disinfect must provide appropriate disinfection protection approved by the Center for Disease Control (CDC) for disinfection of the Influenza A virus. A list of disinfectants approved for Influenza A can be found at <http://.epa.gov/oppad001/influenza-disinfectants.html>.

“Dusting” means removing the dust from all vertical and horizontal surfaces. All furnishings, fixtures, and structural surfaces including ledges must be free of dust, Documents must not be moved to accomplish dusting.

“Dry Soil Removal” means removal of dry particulate from a flooring surface (i.e., sweeping, dust mopping, microfiber and cloth systems, and vacuuming).

“Edge Vacuuming” means specifically focusing on vacuuming the perimeter of the carpet, including corners, and edges along walls, partitions and baseboards using tank or backpack vacuum in conjunction with edging and/or crevasse tool(s).

“Gloss Maintenance” means restoring gloss to a finished or non-finished flooring surface (i.e., buffing, spray buffing, conditioning and burnishing, etc.).

“Hot Water Extraction” means a restorative method for removal of heavy soiling from carpet using truck mount or portable extractor. Also, referred to as “Warm Water Extraction.

“Interior Window Coverings” means blinds, draperies or any other material furnished as interior window coverings, it does not include items/materials placed on or at windows by individuals as decoration.

“Low Moisture Carpet Cleaning” means using a low moisture carpet cleaning method in conjunction with appropriate machine (cylindrical brush machine or rotary brush machine) as an interim method of removing moderate soiling conditions on carpets.

“Non-Applicable Areas” means those areas that are off limits to the public and building occupants.

- Mechanical Rooms
- Elevator Rooms
- Storage Areas
- Rooms at the Police Department (need to define)

Cleaning Terminology

“Office Areas” means those areas that are used as individual workspaces, compartmental communal workstations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms
- Copy Rooms
- Workstations
- Administrative Stations
- Reception Stations
- Janitor Closets

“Personal Space” means office and cubicle areas that contain confidential and personal items that are sensitive to the occupant. Personal areas include desktops, wall/cubicle shelves, book shelves, white boards, table tops, credenzas, coffee and end tables

“Police Area” means to make clean and put in order an area (i.e., entry, lobby, stairs, lunchroom, waiting area, etc.); make neat and orderly. Maintain order and neatness in (an area, as a military camp).

“Relites” mean windows or translucent panels above doors or high in a partition wall intended to allow natural light to penetrate deeper into a building.

“Sanitize” means the method and product used is enough to significantly reduce the number of bacteria, viruses and fungi on the cleaned surface.

“Scrub and Recoat” means the floor maintenance process that takes off only the top one (1) or two (2) layers of finish to remove heavy and embedded soil and scratches. Process includes recoating with one (1) or two (2) layers of finish as needed to complete the process.

“Specialty Designated Areas” means those areas that have additional spaces that have distinct or unusual cleaning requirements.

- *Police Stations; holding cells, restricted areas, evidence lockers, etc.*
- *Fire Stations; sleeping dorms, communal living areas, time constraints, etc.*
- *Libraries; library stacks, book storage, restricted areas, etc.*

“Spot Cleaning” means removal of fingerprints and smudges from walls, doors, glass, kick and push plates and all other vertical surfaces

“Spot Mopping” means a type of mopping usually associated with the cleaning of spills that occur during operating hours or mopping only noticeable soiled areas to reduce labor hours.

“Spray Buff” means the restorative maintenance of a previously finished floor with a suitable polishing machine immediately following the mist-spraying of an appropriate product onto the surface whereby the wet application is buffed to dryness creating a “wet look” or glossy floor.

“Strip and Refinish” means the restorative process of removal of all pre-existing coats of seal and/or finish (getting down to the bare floor), detailing all corners, edges and cove base followed by multiple applications of seal and/or finish to protect the floor and enhance appearance.

“Traffic Area” means lobbies, hallways and all other areas where people normally walk. Traffic conditions within a traffic area may be light, moderate or heavy; depending on the amount of traffic moving across the traffic area.

“Vacuuming” means the process of using vacuuming equipment on all floor surfaces, including ones hidden under furniture, until free of dirt, dust and debris.

“Wipe” means to clean or dry (something) by rubbing its surface with a cloth, a piece of paper, or one's hand.

“Wet mopping” means a process for removal of soil adhered to a hard flooring surface and includes; spot, damp, wet and aggressive mopping techniques.

CIVIC BUILDING - LIBRARY



City of Sherwood Oregon

Interior Environment Preventative Maintenance System

Civic Building - Library

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Civic Building - Library

22560 SW Pine Street
 Sherwood, OR 97140

Civic Building - Library Profile

The Sherwood Civic Building - Library combines the functions of government operations with public services; City Hall, Municipal Court, Planning and Development, Community Meetings and a full capacity Library occupy this building

General Information

Hours of Operation:	
Civic Center: Monday – Friday.....	8:00 AM – 5:00 PM
Library: Monday – Thursday	10:00 AM-8:00 PM
Library: Friday & Saturday	10:00 AM-6:00 PM
Library: Sunday	1:00 PM-5:00 PM
Security:	Key Card
Trash/Recycle:	Behind Building
Janitor Closet:.....	1 st and 2 nd floor

Building Measurements (Square Footage)

Floor	Janitorial	N/A	Total
1st Floor	16,005	1,547	17,552
2nd Floor	8,872	1,939	10,811
Total	24,877	3,486	28,363

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Changing Stations, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private), etc.
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.

Office Areas

Are those areas that are used as individual workspaces, compartmental communal workstations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Open Offices and Cubicles
- Individual Offices
- Workrooms and Workstations
- Copy Rooms
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for an area.

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms
- Elevator Rooms

- Storage Areas

Janitorial Service Tasks

Janitorial services will be performed three times per week on Mondays, Wednesdays and Fridays. Services will be performed 6:00 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean Entrances, Vestibules and External Access		X		X		X	
Clean Lobbies, Foyers, Atriums, Reception and Waiting Areas		X		X		X	
Clean Elevator Lobbies and Elevators		X		X		X	
Clean Corridors and Hallways		X		X		X	
Empty Trash and Replace Liners (Common Areas)		X		X		X	
Empty Recycling and Replace Liners (Common Areas)		X		X		X	
General Dusting (Within Average Reach)		X		X		X	
General Spot Cleaning (Vertical Surfaces)						X	
Clean Cafeteria, Lunch, Break, Coffee, Kitchens and Kitchenettes		X		X		X	
Clean Conference, Meeting, Training and Classrooms		X		X		X	
Clean and Restock Restrooms		X		X		X	
Clean Locker Rooms, Shower Rooms and Showers							
Clean Drinking Fountains		X		X		X	
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)		X		X		X	
Carpet Spot and Spill Removal		X		X		X	
Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X		X		X	
Clean Stairs (vacuum or sweep and mop; wipe handrails).		X		X		X	
Janitorial Closets		X		X		X	

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

Office Areas and Additional Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash and Replace Liners (Offices and Cubicles)		X		X		X	
Empty Recycling and Replace Liners (Offices and Cubicles)		X		X		X	
Low Dusting (Below Average Reach); All Areas		X		X		X	
Clean offices, cubicles, hallways, corridors and aisles		X		X		X	
Clean Administrative, reception and waiting areas		X		X		X	
Clean small meeting rooms, copy rooms and workstations.		X		X		X	
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)		X		X		X	
Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X		X		X	

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean and Restock Public Restrooms (Downstairs)	X	X	X	X	X	X	X
Clean and Restock Public Restrooms (Upstairs)		X	X	X	X	X	
Dust all office desks, chairs and tables (when cleared)						X	
Wash walls with germicidal solution						X	
Clean stainless-steel kick plates to be free of fingerprints.						X	

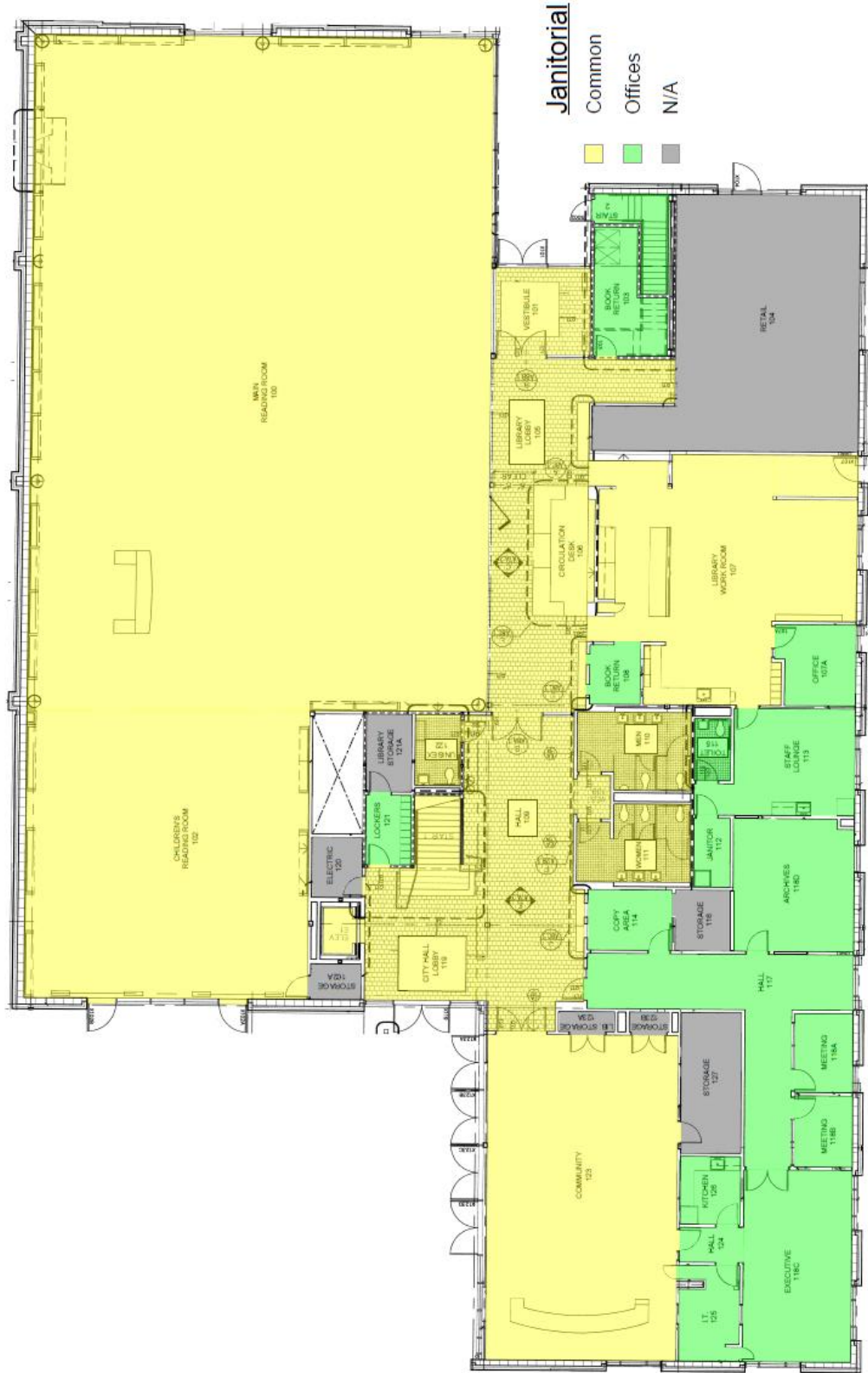
Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services (Number Represents the Week of the Month)	J	F	M	A	M	J	J	A	S	O	N	D
High Dusting above 70"	X	X	X	X	X	X	X	X	X	X	X	X
Dust Blinds	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Between Refrigerator and Counter.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Fabric Furniture/Wipe plastic chairs w/ germ. Sol.	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X

Civic Building - Library 1st Floor – Janitorial Floor Plan

COS - CIVIC BUILDING - FIRST FLOOR



Civic Building - Library 1st Floor – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
100	Main Reading Room	6,589	Common	Carpet	Heavy
101	Vestibule	96	Common	Slate	N/A
101A	Vestibule WOM	63	Common	Carpet	Heavy
102	Children’s Reading Room	1,741	Common	Carpet	Heavy
102A	Storage	39	N/A	Carpet	Light
103	Book Return	155	Offices	Concrete	N/A
104	Retail	1,079	N/A	N/A	N/A
105	Library Lobby	663	Common	Slate	N/A
106	Circulation Desk	165	Common	Rubber Crumb	N/A
107	Library Work Room	1,085	Common	Rubber Crumb	N/A
107A	Office	129	Offices	Carpet	Light
107B	Work Room Entrance	69	Common	Carpet	Heavy
108	Book Return	67	Offices	Carpet	Light
109	Hall	736	Common	Slate	N/A
110	Men	174	Common	Ceramic	N/A
111	Women	172	Common	Ceramic	N/A
112	Janitor	54	Offices	Sheet Vinyl	N/A
113	Staff Lounge	300	Offices	Rubber Crumb	N/A
114	Copy Area	98	Offices	Carpet	Light
115	Toilet	48	Offices	Ceramic	N/A
116	Storage	66	N/A	Carpet	Light
117	Hall	475	Offices	Carpet	Moderate
118A	Meeting	97	Offices	Carpet	Light
118B	Meeting	88	Offices	Carpet	Light
118C	Executive	440	Offices	Carpet	Light
118D	Archives	308	Offices	Carpet	Light
119	City Hall Lobby	177	Common	Slate	N/A
119A	City Hall Lobby WOM	73	Common	Carpet	Heavy
120	Electric	64	N/A	Concrete	N/A
121	Lockers	68	Offices	Concrete	N/A
121A	Library Storage	74	N/A	Concrete	N/A
122	Unisex RR	69	Common	Ceramic	N/A
123	Community	1,318	Common	Carpet	Heavy
123A	Lib. Storage	26	N/A	Carpet	Light
123B	Storage	19	N/A	Carpet	Light
124	Hall	50	Offices	Carpet	Light
125	I.T.	117	Offices	Carpet	Light
126	Kitchen	86	Offices	Rubber Crumb	N/A
12	Storage	180	N/A	Carpet	Light
E1	Elevator	31	Common	Linoleum	N/A
S00	Stair 1 (1)	114	Common	Concrete	N/A
S00	Stair 2 (1)	90	Offices	Concrete	N/A
	Total Square Feet	17,552			

Civic Building - Library 2nd Floor – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
200	Meeting	171	Offices	Carpet	Moderate
200A	Storage Room	115	N/A	Carpet	Light
201	City Hall Open Office	1,709	Offices	Carpet	Moderate
201A	Office	178	Offices	Carpet	Light
201B	Office	109	Offices	Carpet	Light
201C	Office	109	Offices	Carpet	Light
201D	Office	110	Offices	Carpet	Light
201E	Office	163	Offices	Carpet	Light
201F	Office	112	Offices	Carpet	Light
202	Men	123	Common	Ceramic	N/A
203	Women	123	Common	Ceramic	N/A
204	Hall	225	Offices	Carpet	Moderate
205	I.T. Work Room	494	Offices	Rubber Crumb	N/A
205A	Server Room	101	Offices	Rubber Crumb	N/A
206	Municipal Court	350	Common	Carpet	Moderate
207	Janitor	42	Offices	Sheet Vinyl	N/A
208	Closet	11	N/A	Carpet	Light
209	Copy Room	365	Offices	Carpet	Light
209	Electrical	66	N/A	Concrete	N/A
210	Planning and Building	1,866	Offices	Carpet	Moderate
210A	P & B Reception	195	Common	Carpet	Heavy
210B	Office	246	Offices	Carpet	Light
211	Reception	123	Common	Carpet	Heavy
213	Waiting Area	621	Common	Carpet	Heavy
214	Mechanical Room	1,415	N/A	Concrete	N/A
214A	Boiler Room	122	N/A	Concrete	N/A
214B	Mech. Elev.	52	N/A	Concrete	N/A
216	Plan Check	336	Common	Carpet	Heavy
217	City Hall Commons	719	Common	Carpet	Heavy
E1	Elevator Void	31	N/A	N/A	N/A
S00	Stair 1 (1)	69	N/A	N/A	N/A
S00	Stair 1 (2)	214	Common	Concrete	N/A
S00	Stair 2 (1)	59	N/A	N/A	N/A
S00	Stair 2 (2)	68	Offices	Concrete	N/A
	Total Square Feet	10,811			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Flooring	1st Floor	2nd Floor	Totals
Ceramic	463	247	709
Concrete	565	1936	2,501
Linoleum	31	0	31
Rubber Crumb	1,637	595	2,232
Sheet Vinyl	54	42	96
Slate	1,673	0	1,673
Total	4,422	2,820	7,241

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Hard surface floor care represents all surfaces that are not textile.

Areas will be grouped by classification and maintained according to best practices for each classification.

Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

Hard Surface Flooring		J	F	M	A	M	J	J	A	S	O	N	D
Class 1:	Ceramic												
Routine													
Periodic	Machine Scrub and Rinse				X								
Restorative	Machine Scrub and Rinse (focus on grout)										X		
Class 2:	Concrete												
Routine													
Periodic	Machine Scrub and Rinse (on request only).												
Restorative	Machine Scrub and Rinse (on request only).												
Class 3:	Linoleum												
Routine													
Periodic	Scrub and Rinse				X								
Restorative	Heavy Scrub and Rinse.										X		
Class 4:	Rubber Crumb												
Routine													
Periodic	Light scrub (soft brush), rinse & wet vacuum.				X								
Restorative	Heavy Scrub and Rinse with soft nylon brush.										X		
Class 5:	Sheet Vinyl												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and Refinish										X		
Class 6:	Slate												
Routine													
Periodic	Scrub and Rinse				X								
Restorative	Heavy Scrub and Rinse										X		
Class 7:													
Routine													
Periodic													
Restorative													

Civic Building - Library 1st Floor – Hard Surface Floor Plan

COS - CIVIC BUILDING - FIRST FLOOR



Civic Building - Library 2nd Floor – Hard Surface Floor Plan

COS - CIVIC BUILDING - SECOND FLOOR



Civic Building - Library 1st Floor – Hard Surface Flooring Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
110	Men	174	Common	Ceramic	N/A
111	Women	172	Common	Ceramic	N/A
115	Toilet	48	Offices	Ceramic	N/A
122	Unisex RR	69	Common	Ceramic	N/A
103	Book Return	155	Offices	Concrete	N/A
120	Electric	64	N/A	Concrete	N/A
121	Lockers	68	Offices	Concrete	N/A
121A	Library Storage	74	N/A	Concrete	N/A
S00	Stair 1 (1)	114	Common	Concrete	N/A
S00	Stair 2 (1)	90	Offices	Concrete	N/A
E1	Elevator	31	Common	Linoleum	N/A
104	Retail	1,079	N/A	N/A	N/A
106	Circulation Desk	165	Common	Rubber Crumb	N/A
107	Library Work Room	1,085	Common	Rubber Crumb	N/A
113	Staff Lounge	300	Offices	Rubber Crumb	N/A
126	Kitchen	86	Offices	Rubber Crumb	N/A
112	Janitor	54	Offices	Sheet Vinyl	N/A
101	Vestibule	96	Common	Slate	N/A
105	Library Lobby	663	Common	Slate	N/A
109	Hall	736	Common	Slate	N/A
119	City Hall Lobby	177	Common	Slate	N/A
	Total Square Feet	5,501			

Civic Building - Library 2nd Floor – Hard Surface Flooring Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
202	Men	123	Common	Ceramic	N/A
203	Women	123	Common	Ceramic	N/A
209	Electrical	66	N/A	Concrete	N/A
214	Mechanical Room	1,415	N/A	Concrete	N/A
214A	Boiler Room	122	N/A	Concrete	N/A
214B	Mech. Elev.	52	N/A	Concrete	N/A
S00	Stair 1 (2)	214	Common	Concrete	N/A
S00	Stair 2 (2)	68	Offices	Concrete	N/A
E1	Elevator Void	31	N/A	N/A	N/A
S00	Stair 1 (1)	69	N/A	N/A	N/A
S00	Stair 2 (1)	59	N/A	N/A	N/A
205	I.T. Work Room	494	Offices	Rubber Crumb	N/A
205A	Server Room	101	Offices	Rubber Crumb	N/A
207	Janitor	42	Offices	Sheet Vinyl	N/A
	Total Square Feet	2,979			

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	1st Floor	2nd Floor	Totals
Heavy	9,854	1,994	11,848
Moderate	475	4,320	4,795
Light	1,723	1,517	3,240
Total	12,052	7,831	19,883

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

- Low Moisture Cleaning..... (Interim)
- Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Low Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed and shall have a motor driven brush only if there is no padding under the carpet.

Vacuum all carpeted areas including wall-to-wall, staircases and mats; (spot as needed).

Move chairs when vacuuming and replace them in an orderly manner when complete.

General Carpet Cleaning Frequencies

Traffic	Service Description													
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			

Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Civic Building - Library 1st Floor – Carpets Itemized

Room	Description	SF	Janitorial	Classification	Carpet
100	Main Reading Room	6,589	Common	Carpet	Heavy
101A	Vestibule WOM	63	Common	Carpet	Heavy
102	Children’s Reading Room	1,741	Common	Carpet	Heavy
102A	Storage	39	N/A	Carpet	Light
107A	Office	129	Offices	Carpet	Light
107B	Work Room Entrance	69	Common	Carpet	Heavy
108	Book Return	67	Offices	Carpet	Light
114	Copy Area	98	Offices	Carpet	Light
116	Storage	66	N/A	Carpet	Light
117	Hall	475	Offices	Carpet	Moderate
118A	Meeting	97	Offices	Carpet	Light
118B	Meeting	88	Offices	Carpet	Light
118C	Executive	440	Offices	Carpet	Light
118D	Archives	308	Offices	Carpet	Light
119A	City Hall Lobby WOM	73	Common	Carpet	Heavy
123	Community	1,318	Common	Carpet	Heavy
123A	Lib. Storage	26	N/A	Carpet	Light
123B	Storage	19	N/A	Carpet	Light
124	Hall	50	Offices	Carpet	Light
125	I.T.	117	Offices	Carpet	Light
12	Storage	180	N/A	Carpet	Light
	Total Square Feet	12,052			

Civic Building - Library 2nd Floor – Carpet Floor Plan

COS - CIVIC BUILDING - SECOND FLOOR



Civic Building - Library 2nd Floor – Carpets Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
200	Meeting	171	Offices	Carpet	Moderate
200A	Storage Room	115	N/A	Carpet	Light
201	City Hall Open Office	1,709	Offices	Carpet	Moderate
201A	Office	178	Offices	Carpet	Light
201B	Office	109	Offices	Carpet	Light
201C	Office	109	Offices	Carpet	Light
201D	Office	110	Offices	Carpet	Light
201E	Office	163	Offices	Carpet	Light
201F	Office	112	Offices	Carpet	Light
204	Hall	225	Offices	Carpet	Moderate
206	Municipal Court	350	Common	Carpet	Moderate
208	Closet	11	N/A	Carpet	Light
209	Copy Room	365	Offices	Carpet	Light
210	Planning and Building	1,866	Offices	Carpet	Moderate
210A	P & B Reception	195	Common	Carpet	Heavy
210B	Office	246	Offices	Carpet	Light
211	Reception	123	Common	Carpet	Heavy
213	Waiting Area	621	Common	Carpet	Heavy
216	Plan Check	336	Common	Carpet	Heavy
217	City Hall Commons	719	Common	Carpet	Heavy
	Total Square Feet	7,831			

Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all interior glass (offices and doors), wipe sills.		X				X				X			
Wash all exterior window glass (inside and out)		X				X				X			
Wash all ledges.		X				X				X			

Additional Services

Additional Services	CO.	J	F	M	A	M	J	J	A	S	O	N	D

Profile Changes

Date	Change Description

CENTER FOR THE ARTS



City of Sherwood Oregon

Interior Environment Preventative Maintenance System

Center for the Arts

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Center for the Arts Profile

The Sherwood Center for the Arts serves as the centerpiece of the Sherwood Arts & Culture community – a hub for cultural activity, and a resource for local artists, arts organizations and arts patrons to expand the Sherwood cultural experience. The Center also serves as an event center and gathering space for the residents of Sherwood and the surrounding community.

General Information

Hours of Operation:
 Monday – Friday10am-6pm
 Evenings & weekends..... Rentals & Events
 Security: Alarm and Keys
 Trash/Recycle: Behind Building
 Janitor Closet:..... 1st floor
 Water Access: Janitor Closets

Building Measurements (Square Footage)

Janitorial	
Common	6,750
Offices	3,180
Total	9,930
N/A	3,354
Total All	13,284

Floor Classifications	
Concrete	392
Linoleum	839
Po Concrete	7,142
Sprung Floor	1,464
Total	9,836
Carpet	427
N/A	3,021
Total	13,284

Carpet	
Heavy	0
Moderate	136
Light	291
Total	427
N/A	12,857
Total All	13,284

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Changing Stations, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private), etc.
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.

Office Areas

Are those areas that are used as individual workspaces, compartmental communal workstations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Open Offices and Cubicles
- Individual Offices
- Workrooms and Workstations
- Copy Rooms
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for an area.

- Stage.

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms
- Elevator Rooms
- Storage Areas

Janitorial Service Tasks

Janitorial services will be performed three times per week on Sundays, Tuesdays and Thursdays, with additional restroom services performed on Friday and Saturdays. Services will be performed 10:30 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean Entrances, Vestibules and External Access	X		X		X		
Clean Lobbies, Foyers, Atriums, Reception & Waiting Areas	X		X		X		
Clean Elevator Lobbies and Elevators							
Clean Corridors and Hallways	X		X		X		
Empty Trash and Replace Liners (Common Areas)	X		X		X		
Empty Recycling and Replace Liners (Common Areas)	X		X		X		
General Dusting (Within Average Reach)					X		
General Spot Cleaning (Vertical Surfaces)	X		X		X		
Clean Cafeteria, Lunch, Break, Coffee, Kitchenettes, etc.	X		X		X		
Clean Conference, Meeting, Training and Classrooms	X		X		X		
Clean and Restock Restrooms	X		X		X	X	X
Clean Locker Rooms, Shower Rooms and Showers							
Clean Drinking Fountains	X		X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)	X		X		X		
Carpet Spot and Spill Removal	X		X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only							
Hard Floors; Sweep, Dust Mop and Wet Mop	X		X		X		
Clean Stairs (vacuum or sweep and mop; wipe handrails).	X		X		X		
Janitorial Closets	X		X		X		

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

Office Areas and Additional Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash & Replace Liners (Offices and Cubicles)	X		X		X		
Empty Recycling & Replace Liners (Offices and Cubicles)	X		X		X		
Low Dusting (Below Average Reach); All Areas					X		
Clean offices, cubicles, hallways, corridors and aisles	X		X		X		
Clean Administrative, reception and waiting areas	X		X		X		
Clean small meeting rooms, copy rooms & workstations.	X		X		X		

Office Areas and Additional Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)	X		X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)	X		X		X		

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Vacuum & scrub entrances with machine & conditioner.	X		X		X		
Wash restroom walls & partitions with germicidal solution.						X	
Clean dressing rooms every other Sunday unless requested.	X						
Clean stainless-steel kick plates to be free of fingerprints.					X		
Scrub tile and concrete floors (see hard floor notes below).	X				X		
Remove black marks, tar and oil from hard floors.	X				X		
Spot clean all interior windows (offices & doors) both sides.	X				X		

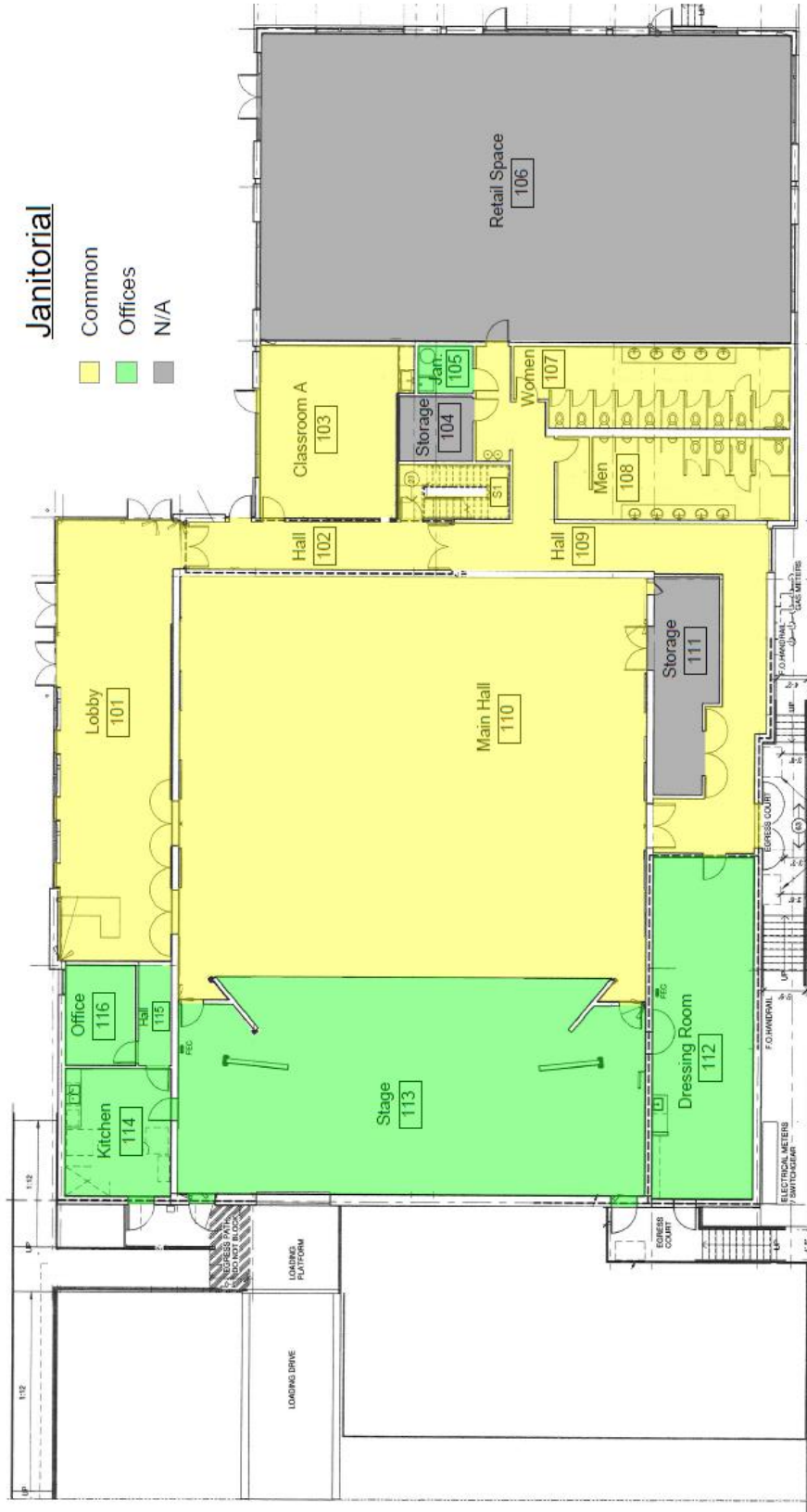
Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services (Number Represents the Week of the Month)	J	F	M	A	M	J	J	A	S	O	N	D
High Dusting above 70"	X	X	X	X	X	X	X	X	X	X	X	X
Dust Blinds & vacuum HVAC outlets to remove dust and cobwebs.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Fabric Furniture twice a month. (*mid and last week)	X	X	X	X	X	X	X	X	X	X	X	X
Wipe plastic chairs with germicidal Solution twice a month. (*)	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X
Remove flies and other foreign material from light fixtures.	X			X			X			X		
Wash Blinds.				X								

Center for the Arts 1st Floor – Janitorial Floor Plan

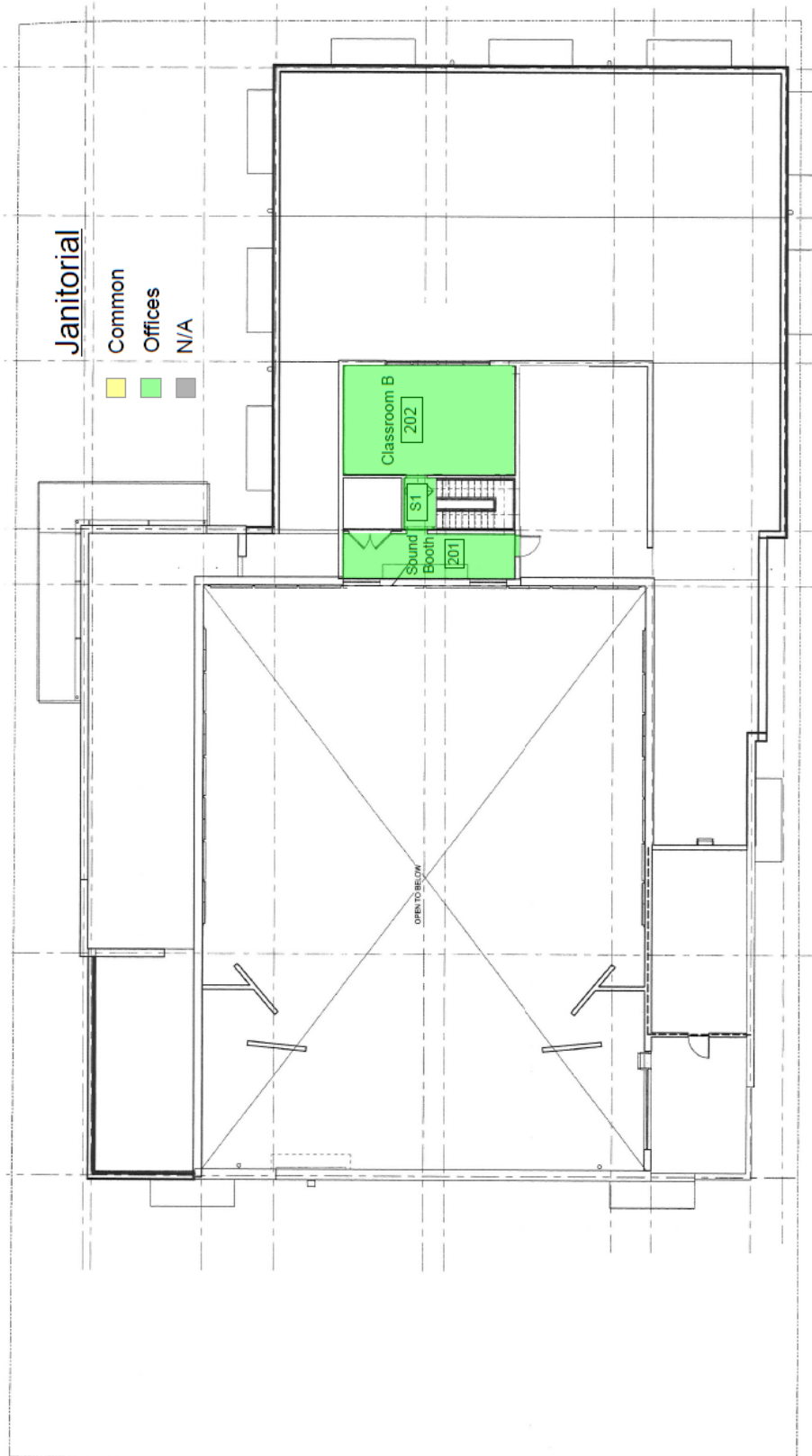
Center for the Arts



1 LEVEL 1
(0.2200 inch = 4 Feet)

Center for the Arts 2nd Floor – Janitorial Floor Plan

Center for the Arts



Center for the Arts 1st and 2nd Floors – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
101	Lobby	937	Common	P Concrete	N/A
102	Hall	235	Common	P Concrete	N/A
103	Classroom A	454	Common	Linoleum	N/A
104	Storage	89	N/A	Concrete	N/A
105	Janitor	50	Offices	Concrete	N/A
106	Retail Space	3,021	N/A	N/A	N/A
107	Women's RR	400	Common	P Concrete	N/A
108	Men's RR	358	Common	P Concrete	N/A
109	Hall	764	Common	P Concrete	N/A
110	Main Hall	3,501	Common	P Concrete	N/A
111	Storage	244	N/A	P Concrete	N/A
112	Dressing Room	639	Offices	P Concrete	N/A
113	Stage Area	1,464	Offices	Sprung Wood	N/A
114	Kitchen	253	Offices	Concrete	N/A
115	Hall	62	Offices	P Concrete	N/A
116	Office	129	Offices	Carpet	Light
201	Sound Room	162	Offices	Carpet	Light
202	Classroom B	385	Offices	Linoleum	N/A
S1	Stair	100	Common	Carpet	Moderate
S1	Stair Landing	36	Offices	Carpet	Moderate
	Total Square Feet	13,284			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Floor Classifications	Square Feet
Concrete	392
Linoleum	839
P Concrete	7,142
Sprung Wood	1,464
Total	9,836

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Daily/routine floor care notes;

Scrub floors (tile/concrete) with machine scrubber and conditioner supplied by City. In theater, scrub around chairs in walking paths. This needs to be done with minimal moving of chairs and tables.

The backstage floor (sprung wood) shall is not included in this.

Vinyl floor shall be mopped with a properly mixed quaternary ammonium germicidal cleaner.

Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

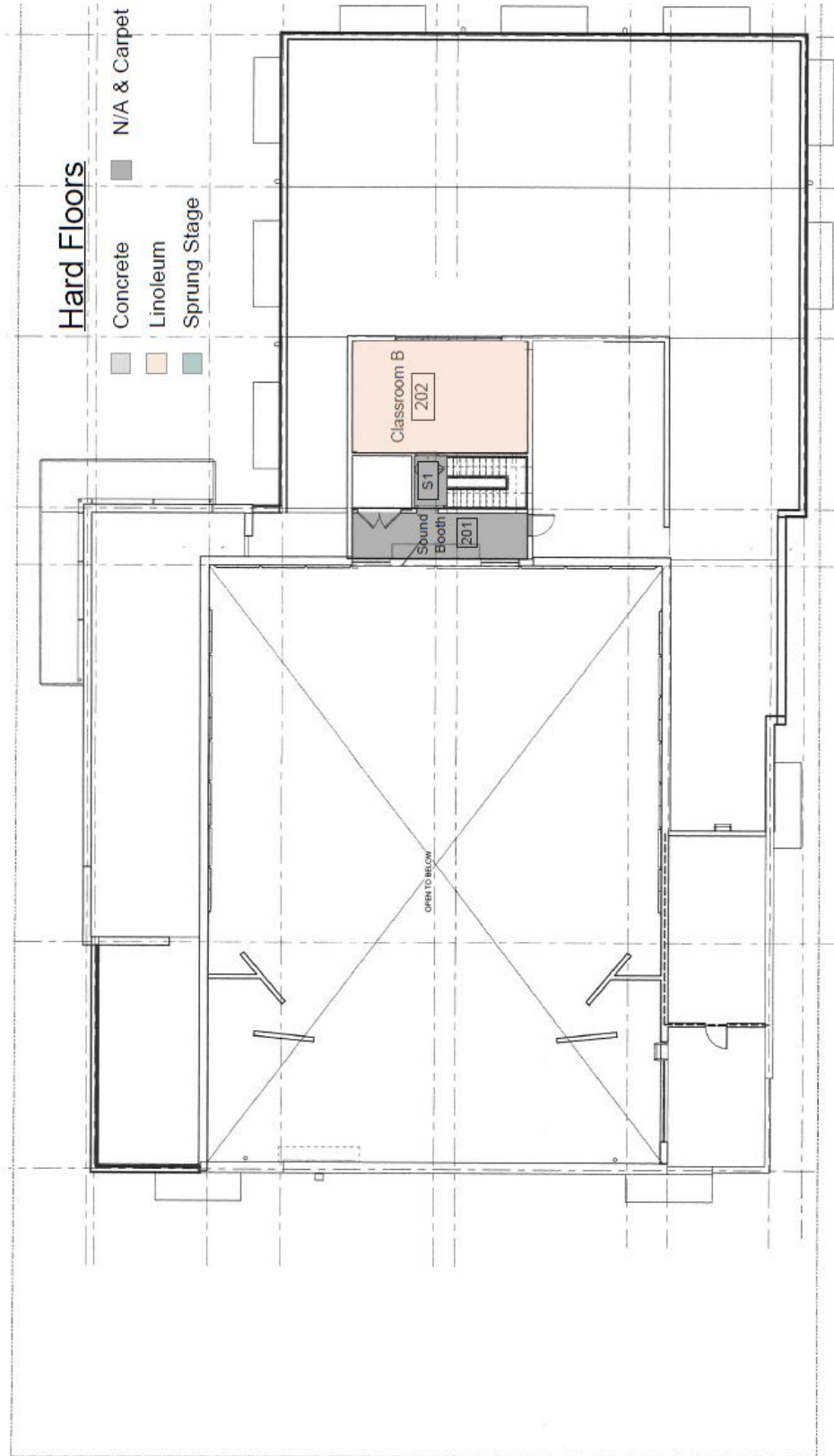
	Hard Surface Flooring	J	F	M	A	M	J	J	A	S	O	N	D
Class 1:	Concrete												
Routine													
Periodic	Sweep and Mop (on request only).				X								
Restorative	Machine scrub & rinse (on request only).										X		
Class 2:	Linoleum												
Routine													
Periodic	Scrub and Rinse.				X								
Restorative	Medium scrub and rinse.										X		
Class 3:	Polished Concrete (on request only)												
Routine													
Periodic	Light scrub, rinse and wet vacuum.				X								
Restorative	Medium scrub, rinse and wet vacuum.										X		
Class 4:	Sprung Floor (on request only)												
Routine													
Periodic	Light scrub, rinse and wet vacuum.				X								
Restorative	Medium scrub, rinse and wet vacuum.										X		
Class 5:													
Routine													
Periodic													
Restorative													
Class 6:													
Routine													
Periodic													
Restorative													
Class 7:													
Routine													
Periodic													
Restorative													

Center for the Arts 1st Floor – Hard Surface Flooring Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
104	Storage	89	N/A	Concrete	N/A
105	Janitor	50	Offices	Concrete	N/A
114	Kitchen	253	Offices	Concrete	N/A
103	Classroom A	454	Common	Linoleum	N/A
202	Classroom B	385	Offices	Linoleum	N/A
101	Lobby	937	Common	P Concrete	N/A
102	Hall	235	Common	P Concrete	N/A
107	Women's RR	400	Common	P Concrete	N/A
108	Men's RR	358	Common	P Concrete	N/A
109	Hall	764	Common	P Concrete	N/A
110	Main Hall	3,501	Common	P Concrete	N/A
111	Storage	244	N/A	P Concrete	N/A
112	Dressing Room	639	Offices	P Concrete	N/A
115	Hall	62	Offices	P Concrete	N/A
113	Stage Area	1,464	Offices	Sprung Wood	N/A
	Total Square Feet	9,836			

Center for the Arts 2nd Floor – Hard Surface Floor Plan

Center for the Arts



1 LEVEL 2
20.02' x 100'-11"

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	
Heavy	0
Moderate	136
Light	291
Total	427

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

Low Moisture Cleaning..... (Interim)

Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

Low Moisture Cleaning..... (Interim)

Extraction (Restorative)

Low Traffic Areas

Low Moisture Cleaning..... (Interim)

Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed and shall

and shall have a motor driven brush only if there is no padding under the carpet.

Vacuum all carpeted areas including wall-to-wall, staircases and mats; (spot as needed).

Move chairs when vacuuming and replace them in an orderly manner when complete.

General Carpet Cleaning Frequencies

Traffic	Service Description													
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D	
Interim	Low Moisture Carpet Cleaning													
Restorative	Hot Water Extraction				X						X			

Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

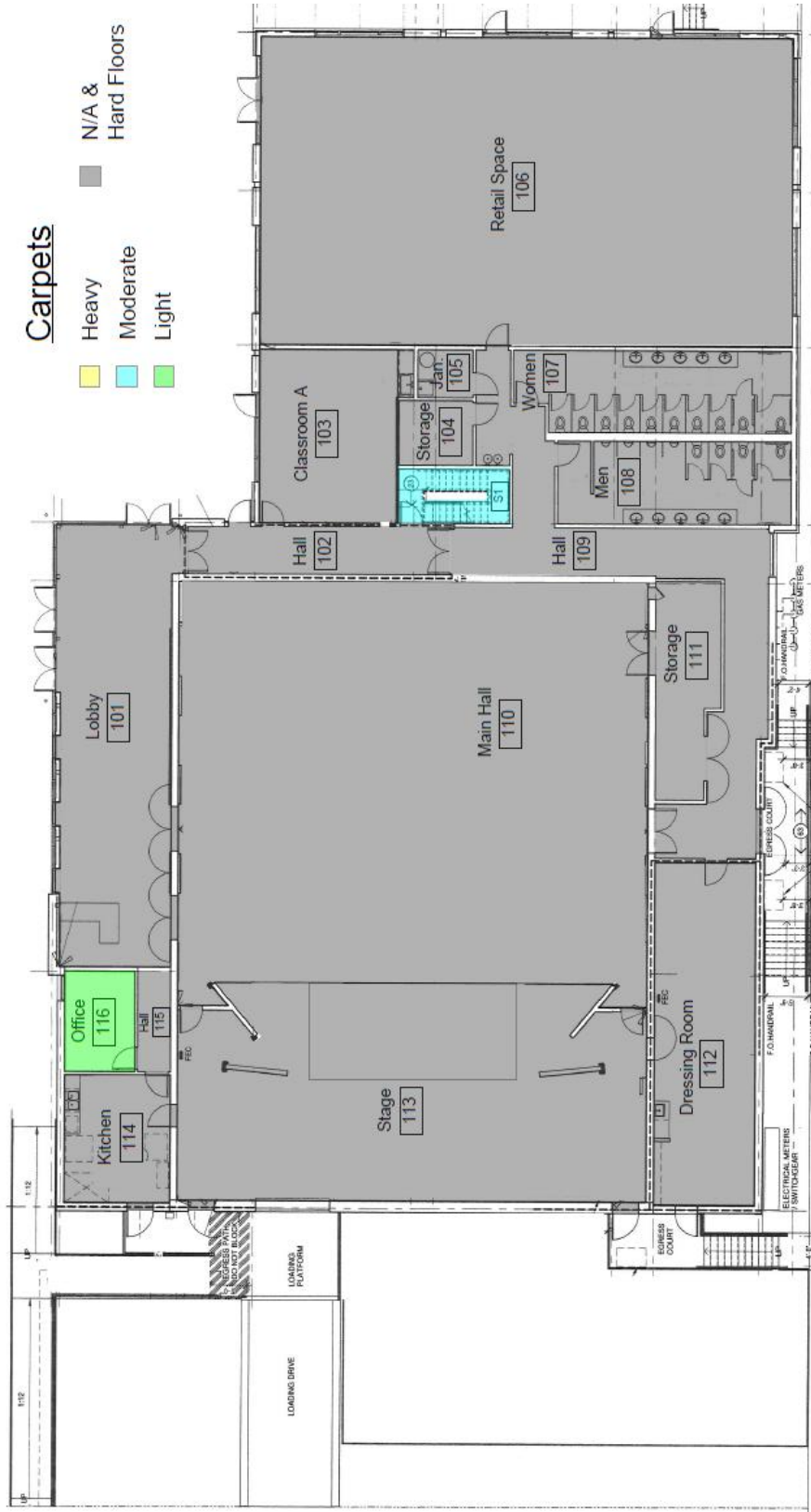
Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Center for the Arts 1st and 2nd Floors – Carpets Itemized

Room	Description	SF	Janitorial	Classification	Carpet
116	Office	129	Offices	Carpet	Light
201	Sound Room	162	Offices	Carpet	Light
S1	Stair	100	Common	Carpet	Moderate
S1	Stair Landing	36	Offices	Carpet	Moderate
	Total Square Feet	427			

Center for the Arts 1st Floor – Carpet Floor Plan

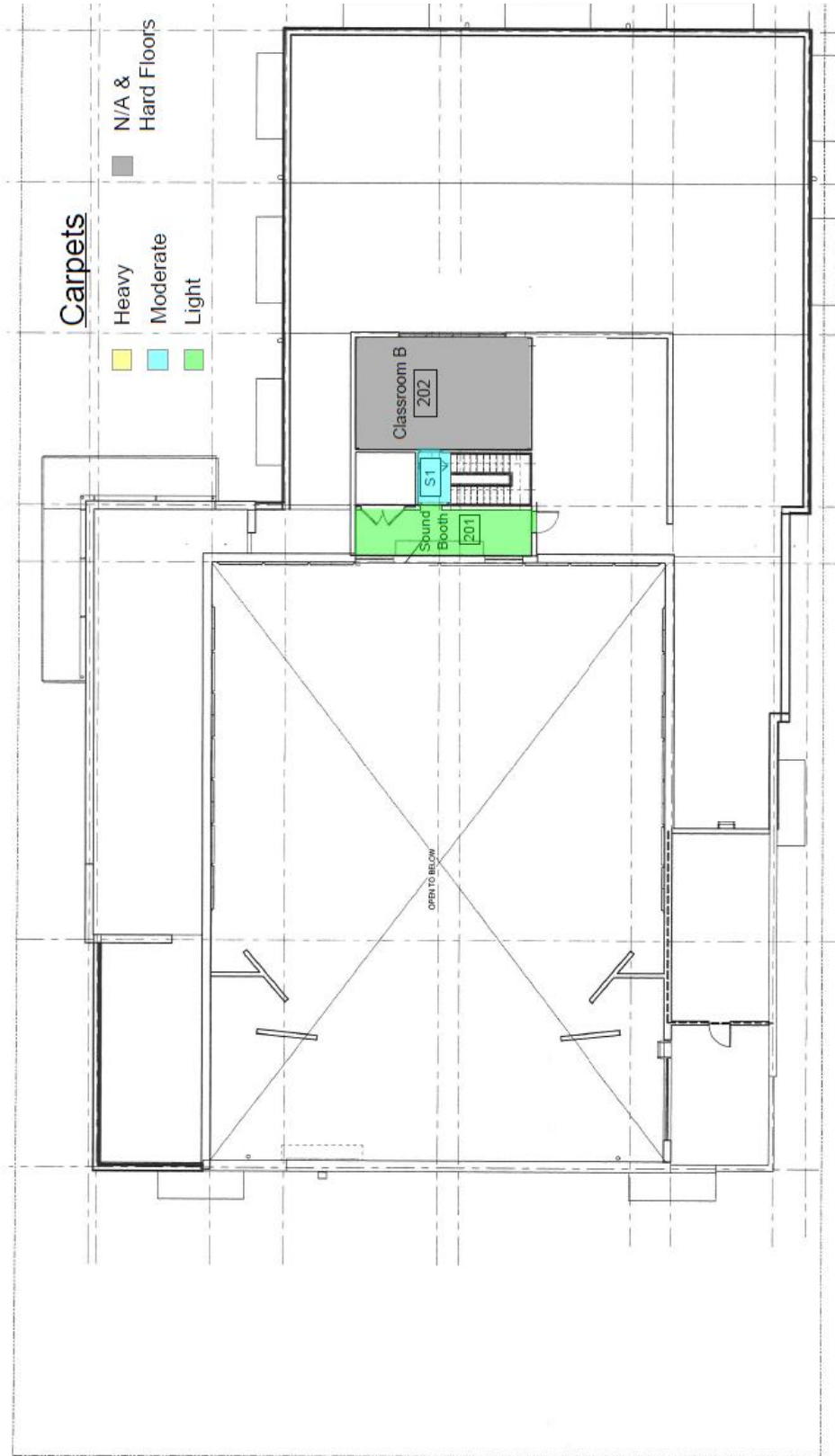
Center for the Arts



1 LEVEL 1
(0.2000 inch = 4 Feet)

Center for the Arts 2nd Floor – Carpet Floor Plan

Center for the Arts



1 LEVEL 2
A6.12 | 1/8" = 1'-0"

Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Spot clean all interior windows two times per week.

Completely wash glass in interior and exterior offices and doors two times per week.

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all exterior windows including leased (in & out).		X				X				X			
Wipe down all ledges.		X				X				X			

Additional Services

On weeks/weekends where there are multiple and potential messy rentals, janitorial contractor will be called for extra cleanings on Friday and Saturday (mainly for restroom, lobby, theater floors and garbage container cleaning). This scheduling shall receive a two week notice from Public Works.

Profile Changes

<u>Date</u>	<u>Change Description</u>

POLICE DEPARTMENT



City of Sherwood

Interior Environment Preventative Maintenance System

COS - Police Department (SPD)

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Police Department

20495 Borchers Drive
Sherwood, OR 97140

Sherwood Police Department (SPD) Profile

The Sherwood Police Department (HPD) is the municipal law enforcement agency of the city of Sherwood, Oregon. The Sherwood Police Department is dedicated to providing professional law enforcement services and preserving the quality of life for its citizens and community.

General Information

Hours of Operation:

7 Days per Week 24 hours per day

Security: Key Card

Building Characteristics: Police Station

Trash/Recycle: Back of Building

Janitor Closet: 1st Floor

Water Access: Janitor Closet

Building Measurements (Square Footage)

Janitorial	
Common	6,881
Offices	3,993
Total	10,874
N/A	4,995
Total All	15,870

Floor Classifications	
Ceramic	296
Linoleum	394
Pa Concrete	1,486
S Concrete	3,576
S&S Concrete	871
Slate	673
Total	7,296
Carpet	8,574
N/A	0
Total	15,870

Carpet	
Heavy	2,157
Moderate	2,886
Light	3,531
Total	8,574
N/A	7,296
Total All	15,870

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Toilets, Changing, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private)
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.
- Janitor Closets

Office Areas

Are those areas that are used as individual work spaces, compartmental communal work stations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms
- Copy Rooms
- Workstations
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for a particular area.

- Sallyport, Booking, Holding Cells
- Evidence Administration, Evidence,
- Armory, Firing Range, etc.

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms,
- Elevator Rooms
- Storage Areas
- Sallyport, Booking, Holding Cells
- Evidence Administration, Evidence,
- Armory, Firing Range, etc.

Janitorial Notes

Reusable plastic liners are acceptable if they are maintained-replaced as needed.

Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

Do not disturb papers.

Vacuums shall have a motor driven brush and beater bar for carpet with pad.

Janitorial Service Tasks

Janitorial services will be performed two times per week on Tuesdays and Thursdays. Services will be performed between 6:00 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean External Access, Vestibules and Entrances			X		X		
Clean Lobbies, Foyers, Atriums, Reception and Waiting.			X		X		
Clean Elevator Lobbies and Elevators							
Corridors and Hallways			X		X		
Empty Trash and Replace Liners (Common Areas)			X		X		
Empty Recycling and Replace Liners (Common Areas)			X		X		
General Dusting (Within Average Reach)					X		
General Spot Cleaning (Vertical Surfaces)			X		X		
Clean Cafeteria, Lunch, Break, Coffee and Kitchenettes			X		X		
Clean Conference, Meeting, Training and Classrooms			X		X		
Clean and Restock Restrooms			X		X		
Clean Locker Rooms, Shower Rooms and Showers			X		X		
Clean Drinking Fountains			X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)			X		X		

Common Areas Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Carpet Spot and Spill Removal			X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)			X		X		
Clean Stairs							
Clean and organize janitorial closets.			X		X		

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

Office Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash and Replace Liners (Offices and Cubicles)			X		X		
Empty Recycling and Replace Liners (Offices and Cubicles)			X		X		
Low Dusting (Below Average Reach)					X		
Clean offices and cubicles			X		X		
Clean Administrative, reception and waiting areas			X		X		
Clean all meeting rooms, copy rooms and workstations.			X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)			X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only.							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)			X		X		

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

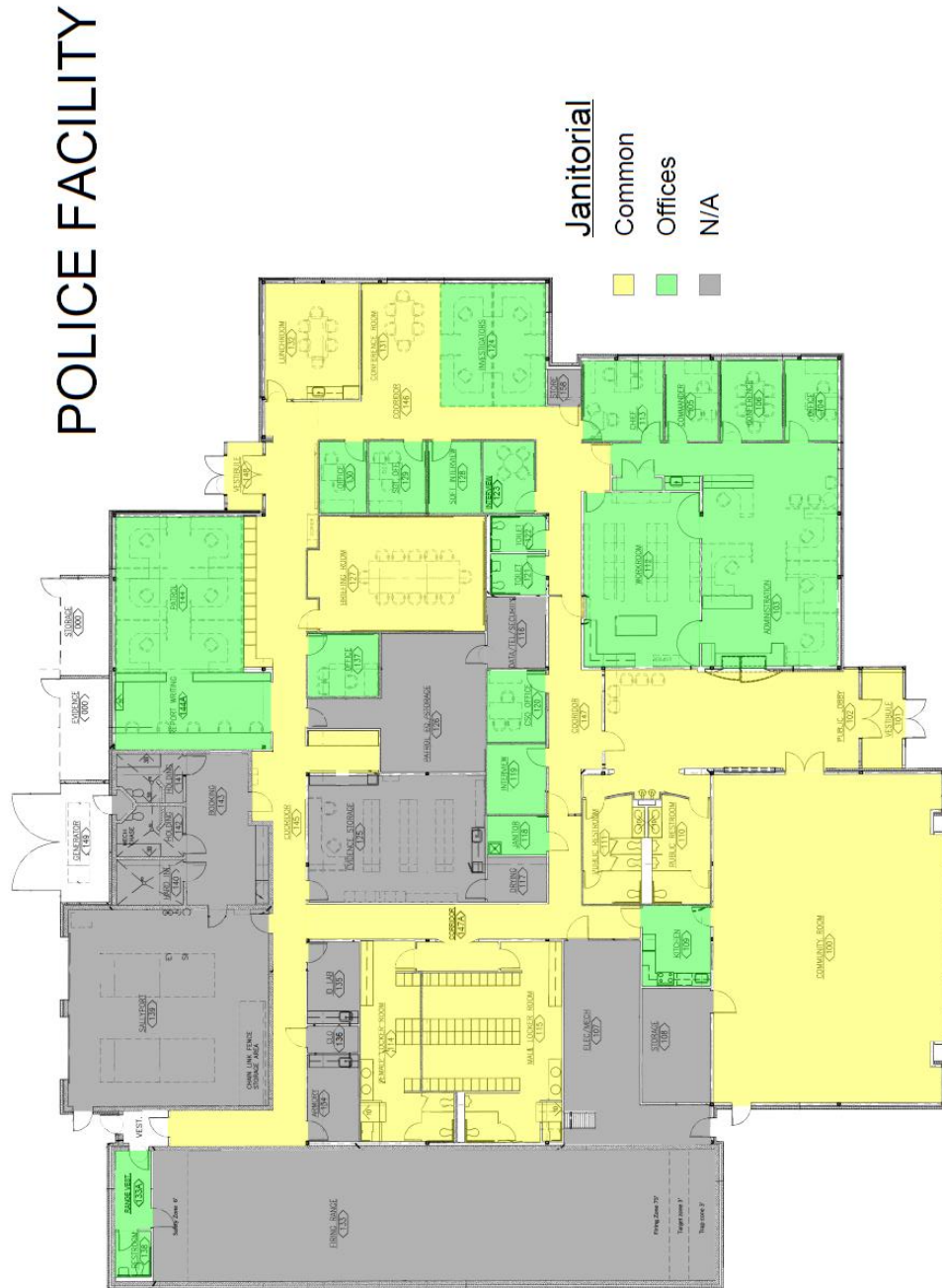
Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash restroom walls and partitions with germicidal sol.					X		
Dust all office desks, chairs and tables (when cleared).					X		
Spot clean all interior windows (offices & doors) both sides.			X		X		
Remove black marks, tar and oil from hard floors.			X		X		

Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services	J	F	M	A	M	J	J	A	S	O	N	D
High Dusting above 70" and dust blinds	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Between Refrigerator and Counter.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Fabric Furniture/Wipe plastic chairs w/ germicidal Sol.	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum HVAC outlets to remove dust cobwebs and debris.	X	X	X	X	X	X	X	X	X	X	X	X
Remove flies and other foreign material from light fixtures.		X			X			X			X	
Wash blinds, clean window coverings.					X							

Sherwood Police Department (SPD) – Janitorial Floor Plan



Sherwood Police Department (SPD) – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
100	Community Room	1,799	Common	Carpet	Moderate
101	Vestibule	99	Common	Carpet	Heavy
102	Public Lobby	673	Common	Slate	N/A
103	Administrative	831	Offices	Carpet	Light
104	Office	102	Offices	Carpet	Light
105	Commander	102	Offices	Carpet	Light
106	Conference	120	Offices	Carpet	Light
107	Elect/Mech	427	N/A	S Concrete	N/A
108	Storage	189	N/A	Pa Concrete	N/A
109	Kitchen	132	Common	Linoleum	N/A
110	Public Restroom	147	Common	Ceramic	N/A
111	Public Restroom	148	Common	Ceramic	N/A
112	Workroom	482	Offices	Carpet	Light
113	Chief	155	Offices	Carpet	Light
114	Female Locker Room	319	Common	S & S Concrete	N/A
115	Male Locker Room	552	Common	S & S Concrete	N/A
116	Data/Tel	102	N/A	S Concrete	N/A
117	Drying	65	N/A	Pa Concrete	N/A
118	Janitor	57	Offices	Pa Concrete	N/A
119	Interview	97	Offices	Carpet	Light
120	CSO Office	100	Offices	Carpet	Light
121	Toilet	53	Offices	S Concrete	N/A
122	Toilet	48	Offices	S Concrete	N/A
123	Interview	88	Offices	Carpet	Light
124	Investigators	312	Offices	Carpet	Light
125	Evidence	535	N/A	Pa Concrete	N/A
126	EQ. Storage	396	N/A	Carpet	Moderate
127	Briefing Room	469	Common	Carpet	Moderate
128	Soft Interview	90	Offices	Carpet	Light
129	Sargent	97	Offices	Carpet	Light
130	Office	81	Offices	Carpet	Light
131	Conference Room	222	Common	Carpet	Moderate
132	Lunchroom	262	Common	Linoleum	N/A
133	Firing Range	1,760	N/A	S Concrete	N/A
133A	Range Vest.	68	N/A	S Concrete	N/A
134	Armory	106	N/A	Pa Concrete	N/A
135	ID Lab	100	N/A	S Concrete	N/A
136	Closet	33	N/A	Pa Concrete	N/A
137	Office	106	Offices	Carpet	Light
138	Restroom	39	Offices	S Concrete	N/A

City of Sherwood

Room	Description	SF	Janitorial	Classification	Carpet
139	Sally port	950	N/A	S Concrete	N/A
140	Hard Interview	74	N/A	Pa Concrete	N/A
140	Holding 1	74	N/A	Pa Concrete	N/A
142	Holding 2	76	N/A	Pa Concrete	N/A
143	Booking	266	Offices	Pa Concrete	N/A
144	Patrol	482	Offices	Carpet	Light
144A	Report Writing	286	Offices	Carpet	Light
145	Corridor	966	Common	Carpet	Heavy
146	Corridor	405	Common	Carpet	Heavy
147	Corridor	224	Common	Carpet	Heavy
147A	Corridor	403	Common	Carpet	Heavy
148	Vestibule	60	Common	Carpet	Heavy
149A	Holding Access	10	N/A	Pa Concrete	N/A
158	Storage	29	N/A	S Concrete	N/A
	Total Square Feet	15,870			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Floor Classifications	
Ceramic	296
Linoleum	394
Painted Concrete	1,486
Sealed Concrete	3,576
Stained & Sealed Concrete	871
Slate	673
Total	7,296

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Hard surface floor care represents all surfaces that are not textile.

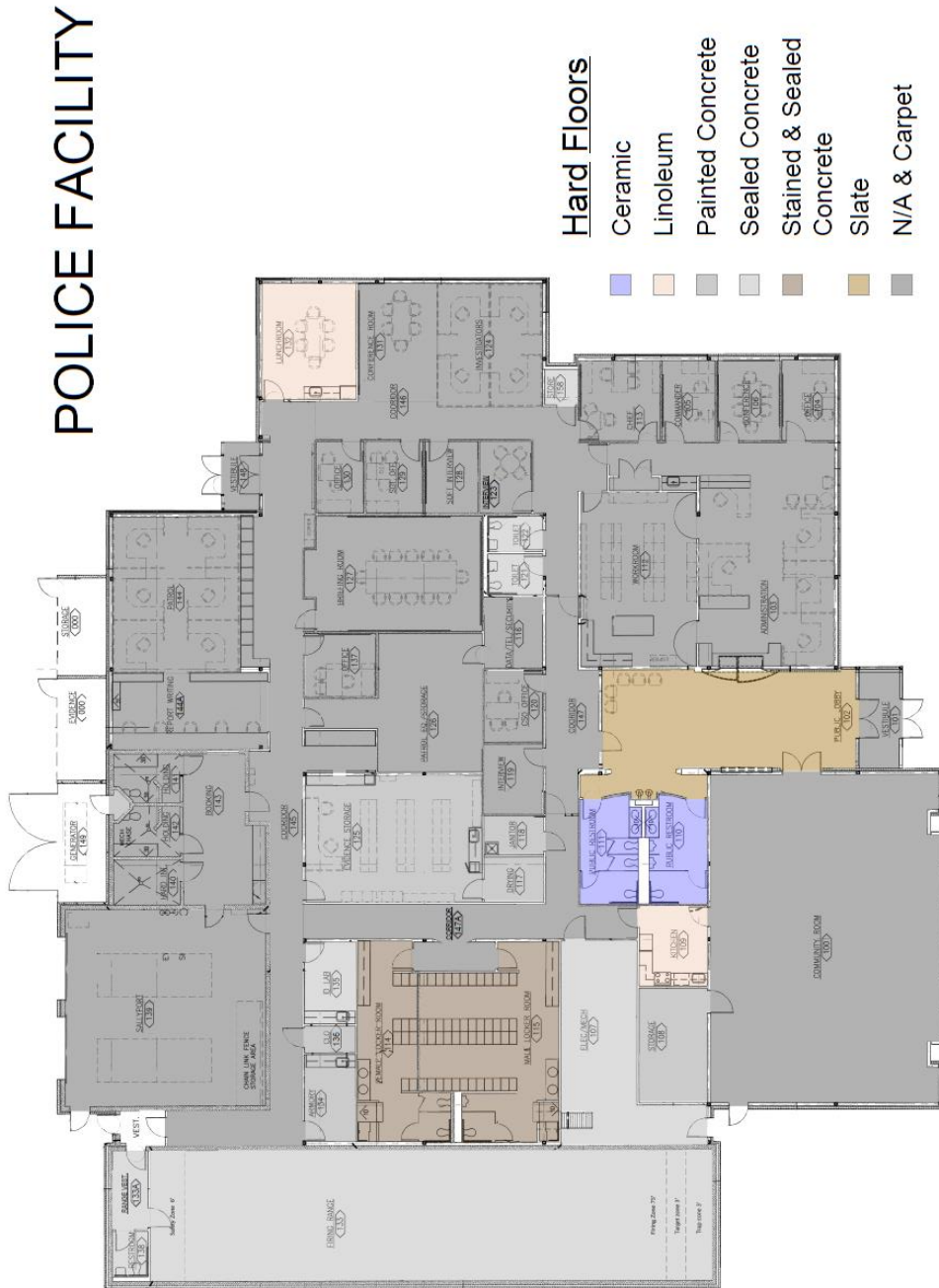
Areas will be grouped by classification and maintained according to best practices for each classification.

Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

	Hard Surface Flooring	J	F	M	A	M	J	J	A	S	O	N	D
Class 1:	Ceramic												
Routine													
Periodic	Machine Scrub and Rinse				X								
Restorative	Machine Scrub and Rinse (Focus on Grout)										X		
Class 2:	Concrete (Painted, Stained & Sealed, and Sealed)												
Routine													
Periodic	Machine Scrub and Rinse.				X								
Restorative	Machine Scrub and Rinse.										X		
Class 3:	Linoleum												
Routine													
Periodic	Machine Scrub and Rinse				X								
Restorative	Machine Scrub and Rinse.										X		
Class 4:	Slate												
Routine													
Periodic	Scrub and Rinse (on request)				X								
Restorative	Heavy Scrub and Rinse (on request)										X		
Class 5:													
Routine													
Periodic													
Restorative													
Class 6:													
Routine													
Periodic													
Restorative													
Class 7:													
Routine													
Periodic													
Restorative													

Sherwood Police Department (SPD) – Hard Surface Floor Plan



Sherwood Police Department (SPD) – Hard Surface Flooring Itemized

Room	Description	SF	Janitorial	Classification	Carpet
110	Public Restroom	147	Common	Ceramic	N/A
111	Public Restroom	148	Common	Ceramic	N/A
109	Kitchen	132	Common	Linoleum	N/A
13	Lunchroom	262	Common	Linoleum	N/A
108	Storage	189	Offices	Pa Concrete	N/A
117	Drying	65	N/A	Pa Concrete	N/A
118	Janitor	57	Offices	Pa Concrete	N/A
125	Evidence	535	N/A	Pa Concrete	N/A
134	Armory	106	N/A	Pa Concrete	N/A
136	Closet	33	N/A	Pa Concrete	N/A
140	Hard Interview	74	N/A	Pa Concrete	N/A
140	Holding 1	74	N/A	Pa Concrete	N/A
142	Holding 2	76	N/A	Pa Concrete	N/A
143	Booking	266	Offices	Pa Concrete	N/A
149A	Holding Access	10	N/A	Pa Concrete	N/A
114	Female Locker Room	319	Common	S & S Concrete	N/A
115	Male Locker Room	552	Common	S & S Concrete	N/A
107	Elect/Mech	427	N/A	S Concrete	N/A
116	Data/Tel	102	N/A	S Concrete	N/A
121	Toilet	53	Offices	S Concrete	N/A
122	Toilet	48	Offices	S Concrete	N/A
133	Firing Range	1,760	N/A	S Concrete	N/A
133A	Range Vest.	68	N/A	S Concrete	N/A
135	ID Lab	100	N/A	S Concrete	N/A
138	Restroom	39	Offices	S Concrete	N/A
139	Sallyport	950	N/A	S Concrete	N/A
158	Storage	29	N/A	S Concrete	N/A
102	Public Lobby	673	Common	Slate	N/A
	Total Square Feet	7,296			

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	
Heavy	2,157
Moderate	2,886
Light	3,531
Total	8,574

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

- Low Moisture Cleaning..... (Interim)
- Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Low Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed and shall and shall have a motor driven brush only if there is no padding under the carpet.

Vacuum all carpeted areas including wall-to-wall, staircases and mats; (spot as needed).

Move chairs when vacuuming and replace them in an orderly manner when complete.

General Carpet Cleaning Frequencies

Traffic	Service Description	Number represents the week of service.											
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		

Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Sherwood Police Department (SPD) – Carpets Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
100	Community Room	1,799	Common	Carpet	Moderate
101	Vestibule	99	Common	Carpet	Heavy
103	Administrative	831	Offices	Carpet	Light
104	Office	102	Offices	Carpet	Light
105	Commander	102	Offices	Carpet	Light
106	Conference	120	Offices	Carpet	Light
112	Workroom	482	Offices	Carpet	Light
113	Chief	155	Offices	Carpet	Light
119	Interview	97	Offices	Carpet	Light
120	CSO Office	100	Offices	Carpet	Light
123	Interview	88	Offices	Carpet	Light
124	Investigators	312	Offices	Carpet	Light
126	EQ. Storage	396	N/A	Carpet	Moderate
127	Briefing Room	469	Common	Carpet	Moderate
128	Soft Interview	90	Offices	Carpet	Light
129	Sargent	97	Offices	Carpet	Light
130	Office	81	Offices	Carpet	Light
131	Conference Room	222	Common	Carpet	Moderate
137	Office	106	Offices	Carpet	Light
144	Patrol	482	Offices	Carpet	Light
144A	Report Writing	286	Offices	Carpet	Light
145	Corridor	966	Common	Carpet	Heavy
146	Corridor	405	Common	Carpet	Heavy
147	Corridor	224	Common	Carpet	Heavy
147A	Corridor	403	Common	Carpet	Heavy
148	Vestibule	60	Common	Carpet	Heavy
	Total Square Feet	8,574			

Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all exterior windows (inside & out).					X						X		
Wipe down all ledges.					X						X		
Wash all window coverings					X						X		

Additional Services

Additional Services	CO.	J	F	M	A	M	J	J	A	S	O	N	D

Profile Changes

<u>Date</u>	<u>Change Description</u>

SENIOR CENTER



City of Sherwood

Interior Environment Preventative Maintenance System

COS - Senior Center (SSC)

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Sherwood Senior Center (SSC) Profile

The Marjorie Stewart Senior Community Center offers exercise, education, games, and camaraderie for our wonderful Senior Citizens in Sherwood Oregon.

General Information

Hours of Operation:

5 Days per Week Weekend Rentals

Security: Keys

Building Characteristics: Community Center

Trash/Recycle: In Loading Dock Area

Janitor Closet: 1st Floor

Water Access: In Janitor Closet

Building Measurements (Square Footage)

Janitorial	
Common	6,907
Offices	406
Total	7,313
N/A	371
Total	7,684

Hard Surfaces	
Concrete	47
LVP	3,509
Sheet Vinyl	921
VCT	1,128
Total	5,605
Carpet	2,079
Total	7,684

Carpet	
Heavy	842
Moderate	933
Light	304
Total Carpet	2,079
N/A	5,605
Total	7,684

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Toilets, Changing, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private)
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.
- Janitor Closets

Office Areas

Are those areas that are used as individual work spaces, compartmental communal work stations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms
- Copy Rooms
- Work Stations
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for a particular area.

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms
- Elevator Rooms
- Storage Areas

Janitorial Notes

Do not disturb papers on desks.

Reusable plastic liners are acceptable if they are maintained-replaced as needed.

Thick black garbage can liners shall be used in all large trash containers.

Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

Vacuums shall have a motor driven brush and beater bar for carpet with pad.

Janitorial Service Tasks

Janitorial services will be performed three times per week on Mondays, Wednesdays and Fridays. Services will be performed 6:00 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean External Access, Vestibules and Entrances		X		X		X	
Clean Lobbies, Foyers, Atriums, Reception and Waiting.		X		X		X	
Clean Elevator Lobbies and Elevators							
Corridors and Hallways		X		X		X	
Empty Trash and Replace Liners (Common Areas)		X		X		X	
Empty Recycling and Replace Liners (Common Areas)		X		X		X	
General Dusting (Within Average Reach)						X	
General Spot Cleaning (Vertical Surfaces)						X	
Clean Cafeteria, Lunch, Break, Coffee and Kitchenettes		X		X		X	
Clean Conference, Meeting, Training and Class Rooms		X		X		X	
Clean and Restock Restrooms		X		X		X	
Clean Locker Rooms, Shower Rooms and Showers							
Clean Drinking Fountains		X		X		X	
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)		X		X		X	
Carpet Spot and Spill Removal		X		X		X	
Hard Floors; Sweep, Dust Mop or Vacuum Only							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X		X		X	
Clean Stairs							
Clean and organize janitorial closets.		X		X		X	

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

COS - Senior Center (SSC)

Office Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash and Replace Liners (Offices and Cubicles)		X		X		X	
Empty Recycling and Replace Liners (Offices and Cubicles)		X		X		X	
Low Dusting (Below Average Reach)						X	
Clean offices and cubicles		X		X		X	
Clean Administrative, reception and waiting areas		X		X		X	
Clean all meeting rooms, copy rooms and workstations.		X		X		X	
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)		X		X		X	
Hard Floors; Sweep, Dust Mop or Vacuum Only.							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X		X		X	

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

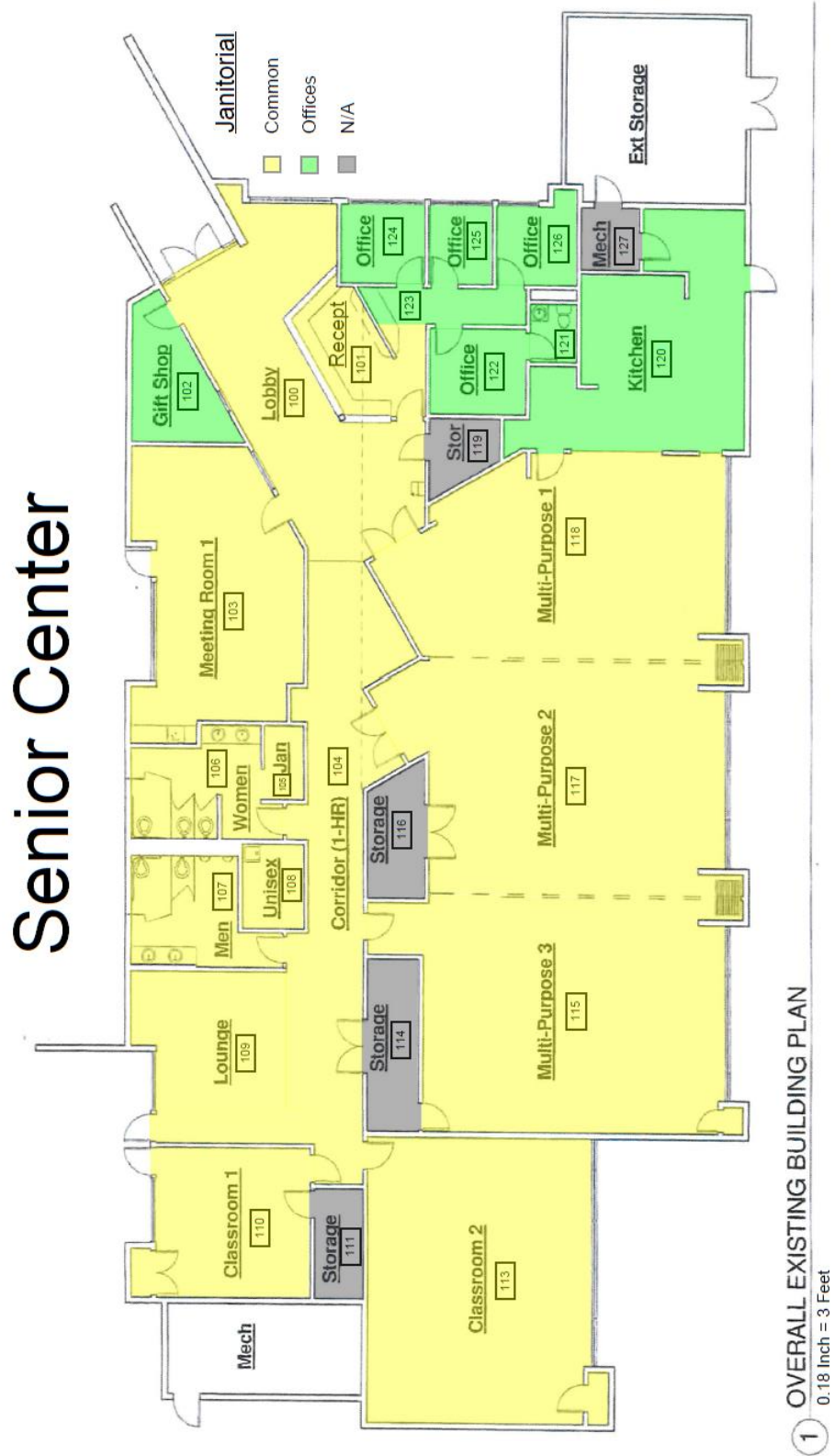
Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash restroom walls and partitions with germicidal sol.						X	
Dust all office desks, chairs and tables (when cleared)						X	
Clean stainless-steel kick plates to be free of fingerprints.						X	
Spot clean all interior windows		X		X		X	

Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services	J	F	M	A	M	J	J	A	S	O	N	D
High Dusting above 70" and dust blinds	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Between Refrigerator and Counter.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Fabric Furniture/Wipe plastic chairs w/ germicidal Sol.	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum HVAC outlets to remove dust cobwebs and debris.	X	X	X	X	X	X	X	X	X	X	X	X
Remove flies and other foreign material from light fixtures.		X			X			X			X	
Wash blinds/Window Coverings					X							

Sherwood Senior Center (SSC) – Janitorial Floor Plan



Sherwood Senior Center (SSC) – Janitorial Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
100	Lobby	547	Common	LVP	N/A
101	Reception	156	Common	LVP	N/A
102	Gift Shop	126	Common	Carpet	Moderate
103	Meeting Room 1	507	Common	Carpet	Moderate
104	Main Corridor	584	Common	Carpet	Heavy
105	Janitor	36	Common	Sheet Vinyl	N/A
106	Women's RR	167	Common	Sheet Vinyl	N/A
107	Men's RR	161	Common	Sheet Vinyl	N/A
108	Unisex RR	63	Common	Sheet Vinyl	N/A
109	Lounge	259	Common	Carpet	Heavy
109A	Entry	73	Common	VCT	N/A
110	Classroom 1	299	Common	Carpet	Moderate
111	Storage	68	N/A	VCT	N/A
113	Classroom 2	798	Common	VCT	N/A
114	Storage	112	N/A	LVP	N/A
115	Multi-Purpose 3	918	Common	LVP	N/A
116	Storage	89	N/A	LVP	N/A
117	Multi-Purpose 2	911	Common	LVP	N/A
118	Multi-Purpose 1	777	Common	LVP	N/A
119	Storage	55	N/A	VCT	N/A
120	Kitchen	493	Common	Sheet Vinyl	N/A
121	Toilet	33	Common	VCT	N/A
122	Office	102	Offices	VCT	N/A
123	Hall	81	Offices	Carpet	Light
124	Office	81	Offices	Carpet	Light
125	Office	60	Offices	Carpet	Light
126	Office	82	Offices	Carpet	Light
127	Mechanical	47	N/A	Concrete	N/A
<i>Total Square Feet</i>		<i>7,684</i>			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Hard Surfaces	
Concrete	47
LVP	3,509
Sheet Vinyl	921
VCT	1,128
Total	5,605

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Hard surface floor care represents all surfaces that are not textile.

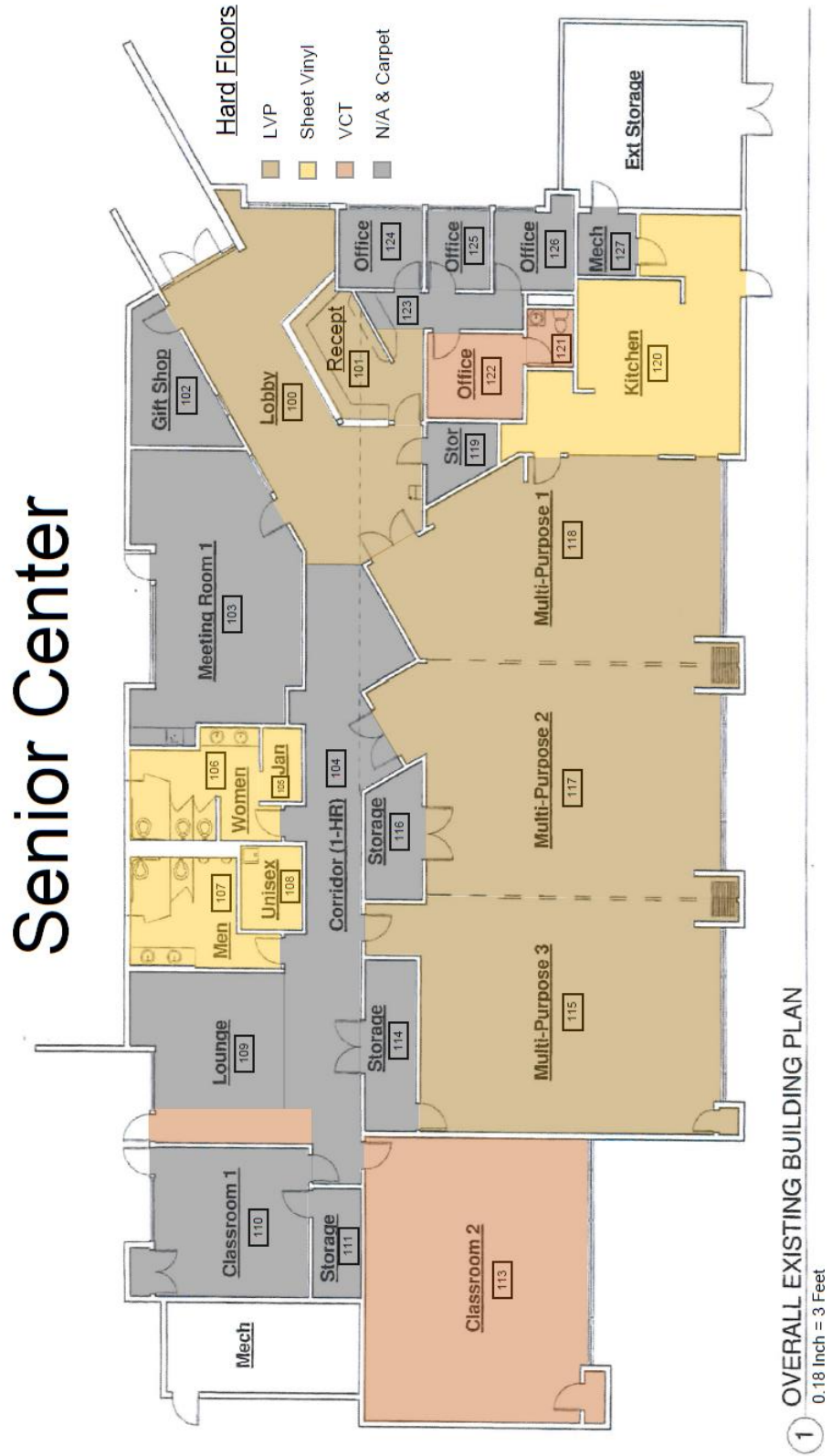
Areas will be grouped by classification and maintained according to best practices for each classification.

Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

	Hard Surface Flooring	J	F	M	A	M	J	J	A	S	O	N	D
<i>Class 1:</i>	<i>Concrete (on request only)</i>												
Routine													
Periodic	Scrub and Rinse												
Restorative													
<i>Class 2:</i>	<i>Luxury Vinyl Plank (LVP)</i>												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and refinish										X		
<i>Class 3:</i>	<i>Sheet Vinyl</i>												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and Refinish										X		
<i>Class 4:</i>	<i>Vinyl Composition Tile (VCT)</i>												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and Refinish										X		
<i>Class 5:</i>													
Routine													
Periodic													
Restorative													
<i>Class 6:</i>													
Routine													
Periodic													
Restorative													
<i>Class 7:</i>													
Routine													
Periodic													
Restorative													

Sherwood Senior Center (SSC) – Hard Surface Floor Plan



Sherwood Senior Center (SSC) – Hard Surface Flooring Itemized

Room	Description	SF	Janitorial	Classification	Carpet
127	Mechanical	47	N/A	Concrete	N/A
100	Lobby	547	Common	LVP	N/A
101	Reception	156	Common	LVP	N/A
114	Storage	112	N/A	LVP	N/A
115	Multi-Purpose 3	918	Common	LVP	N/A
116	Storage	89	N/A	LVP	N/A
117	Multi-Purpose 2	911	Common	LVP	N/A
118	Multi-Purpose 1	777	Common	LVP	N/A
105	Janitor	36	Common	Sheet Vinyl	N/A
106	Women's RR	167	Common	Sheet Vinyl	N/A
107	Men's RR	161	Common	Sheet Vinyl	N/A
108	Unisex RR	63	Common	Sheet Vinyl	N/A
120	Kitchen	493	Common	Sheet Vinyl	N/A
109A	Entry	73	Common	VCT	N/A
111	Storage	68	N/A	VCT	N/A
113	Classroom 2	798	Common	VCT	N/A
119	Storage	55	N/A	VCT	N/A
121	Toilet	33	Common	VCT	N/A
122	Office	102	Offices	VCT	N/A
	Total Square Feet	5,605			

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	
Heavy	842
Moderate	933
Light	304
Total	2,079

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

Low Moisture Cleaning..... (Interim)

Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

Low Moisture Cleaning..... (Interim)

Extraction (Restorative)

Low Traffic Areas

Low Moisture Cleaning..... (Interim)

Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed and shall and shall have a motor driven brush only if there is no padding under the carpet.

Vacuum all carpeted areas including wall-to-wall, staircases and mats; (spot as needed).

Move chairs when vacuuming and replace them in an orderly manner when complete.

General Carpet Cleaning Frequencies

Traffic	Service Description	Number represents the week of service.											
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		

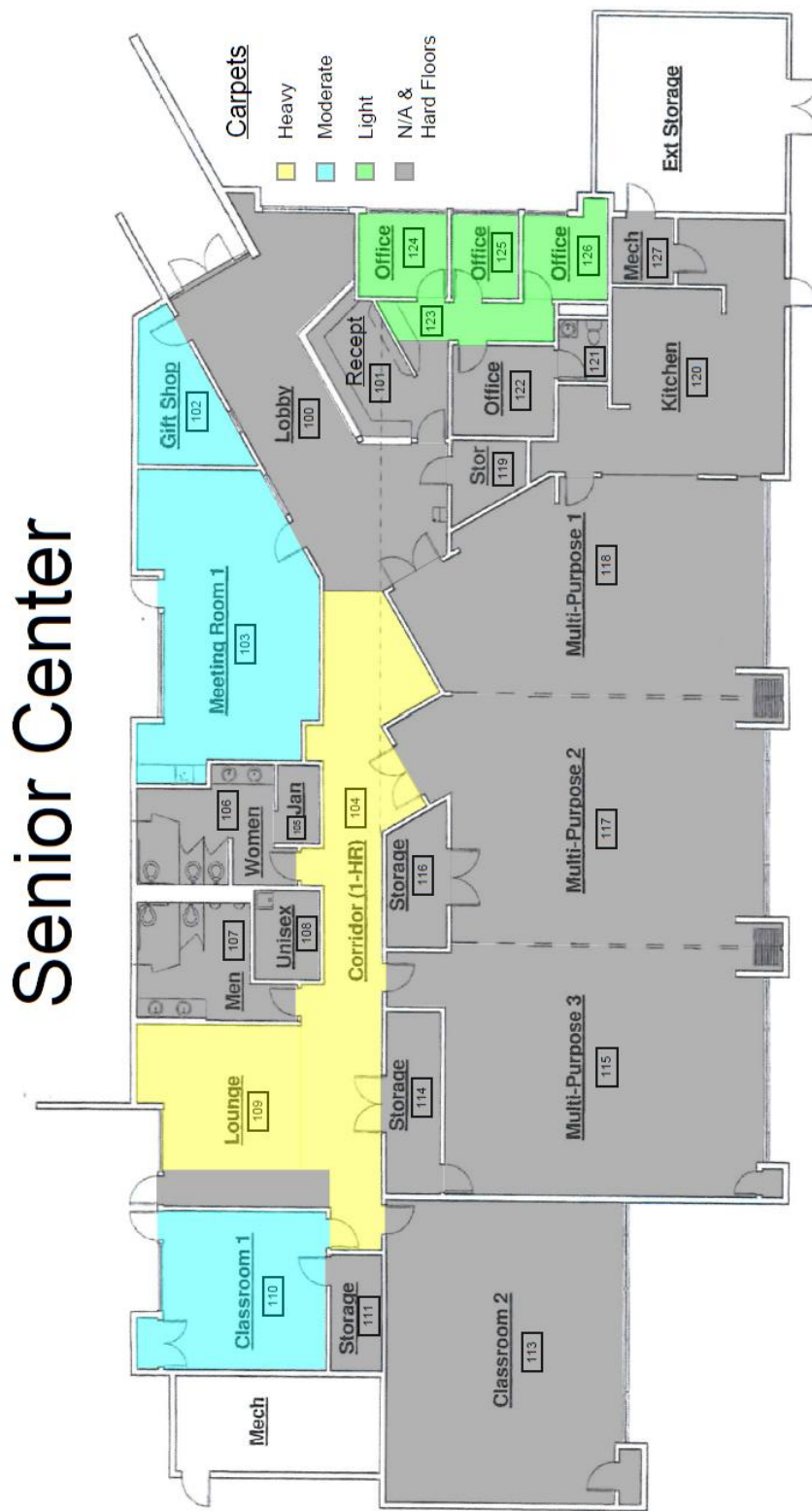
Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Sherwood Senior Center (SSC) – Carpet Floor Plan



1 OVERALL EXISTING BUILDING PLAN
 0.18 Inch = 3 Feet

Senior Center (SSC) – Carpets Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
102	Gift Shop	126	Common	Carpet	Moderate
103	Meeting Room 1	507	Common	Carpet	Moderate
104	Main Corridor	584	Common	Carpet	Heavy
109	Lounge	259	Common	Carpet	Heavy
110	Classroom 1	299	Common	Carpet	Moderate
123	Hall	81	Offices	Carpet	Light
124	Office	81	Offices	Carpet	Light
125	Office	60	Offices	Carpet	Light
126	Office	82	Offices	Carpet	Light
	Total Square Feet	2,079			

Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all interior glass (offices and doors), wipe sills.						X							
Wash all exterior window glass (inside and out)						X							
Wash all ledges.						X							

Additional Services

Profile Changes

<u>Date</u>	<u>Change Description</u>

PUBLIC WORKS



City of Sherwood

Interior Environment Preventative Maintenance System

COS – Public Works (SPW)

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Sherwood Public Works (SPW)

15527 SW Willamette Street
Sherwood, OR 97140

Sherwood Public Works (SPW) Profile

The City of Sherwood Public Works Department provides a broad range of infrastructure projects, financed and constructed by the city. These projects include public buildings transport infrastructure, public spaces, public services, and other, usually long-term projects.

General Information

- Hours of Operation:
 - 5 Days per Week7:30-5:00
- Security: Key Card
- Building Characteristics:
- Trash/Recycle:Side of building
- Janitor Closet:..... Room 111
- Water Access:Mud Room (157)

Building Measurements (Square Footage)

Janitorial	
Common	3,668
Offices	2,673
Total	6,341
N/A	28
Total All	6,369

Floor Classifications	
Concrete	25
Sheet Vinyl	703
VCT	1,799
Total	2,527
Carpet	3,841
N/A	0
Total	6,369

Carpet	
Heavy	635
Moderate	789
Light	2,418
Total	3,841
N/A	2,527
Total All	6,369

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Toilets, Changing, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private)
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.
- Janitor Closets

Office Areas

Are those areas that are used as individual workspaces, compartmental communal workstations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms
- Copy Rooms
- Workstations
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for an area.

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms
- Elevator Rooms
- Storage Areas

Janitorial Notes

Do not disturb papers on desks.

Reusable plastic liners are acceptable if they are maintained-replaced as needed.

Thick black garbage can liners shall be used in all large trash containers.

Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

Vacuums shall have a motor driven brush and beater bar for carpet with pad.

Janitorial Service Tasks

Janitorial services will be performed two times per week on Tuesdays and Thursdays. Services will be performed between 6:00 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean External Access, Vestibules and Entrances			X		X		
Clean Lobbies, Foyers, Atriums, Reception and Waiting.			X		X		
Clean Elevator Lobbies and Elevators							
Corridors and Hallways			X		X		
Empty Trash and Replace Liners (Common Areas)			X		X		
Empty Recycling and Replace Liners (Common Areas)			X		X		
General Dusting (Within Average Reach)					X		
General Spot Cleaning (Vertical Surfaces)					X		
Clean Cafeteria, Lunch, Break, Coffee and Kitchenettes			X		X		
Clean Conference, Meeting, Training and Classrooms			X		X		
Clean and Restock Restrooms			X		X		
Clean Locker Rooms, Shower Rooms and Showers			X		X		
Clean Drinking Fountains			X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)			X		X		
Carpet Spot and Spill Removal			X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)			X		X		
Clean Stairs							
Clean and organize janitorial closets.			X		X		

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

COS – Public Works (SPW)

Office Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash and Replace Liners (Offices and Cubicles)			X		X		
Empty Recycling & Replace Liners (Offices and Cubicles)			X		X		
Low Dusting (Below Average Reach)					X		
Clean offices and cubicles			X		X		
Clean Administrative, reception and waiting areas			X		X		
Clean all meeting rooms, copy rooms and workstations.			X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)			X		X		
Hard Floors; Sweep, Dust Mop or Vacuum Only.							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)			X		X		

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash restroom walls & partitions with germicidal solution.					X		
Spot clean all interior windows (offices & doors) both sides.					X		
Remove black marks, tar and oil from hard floors.					X		

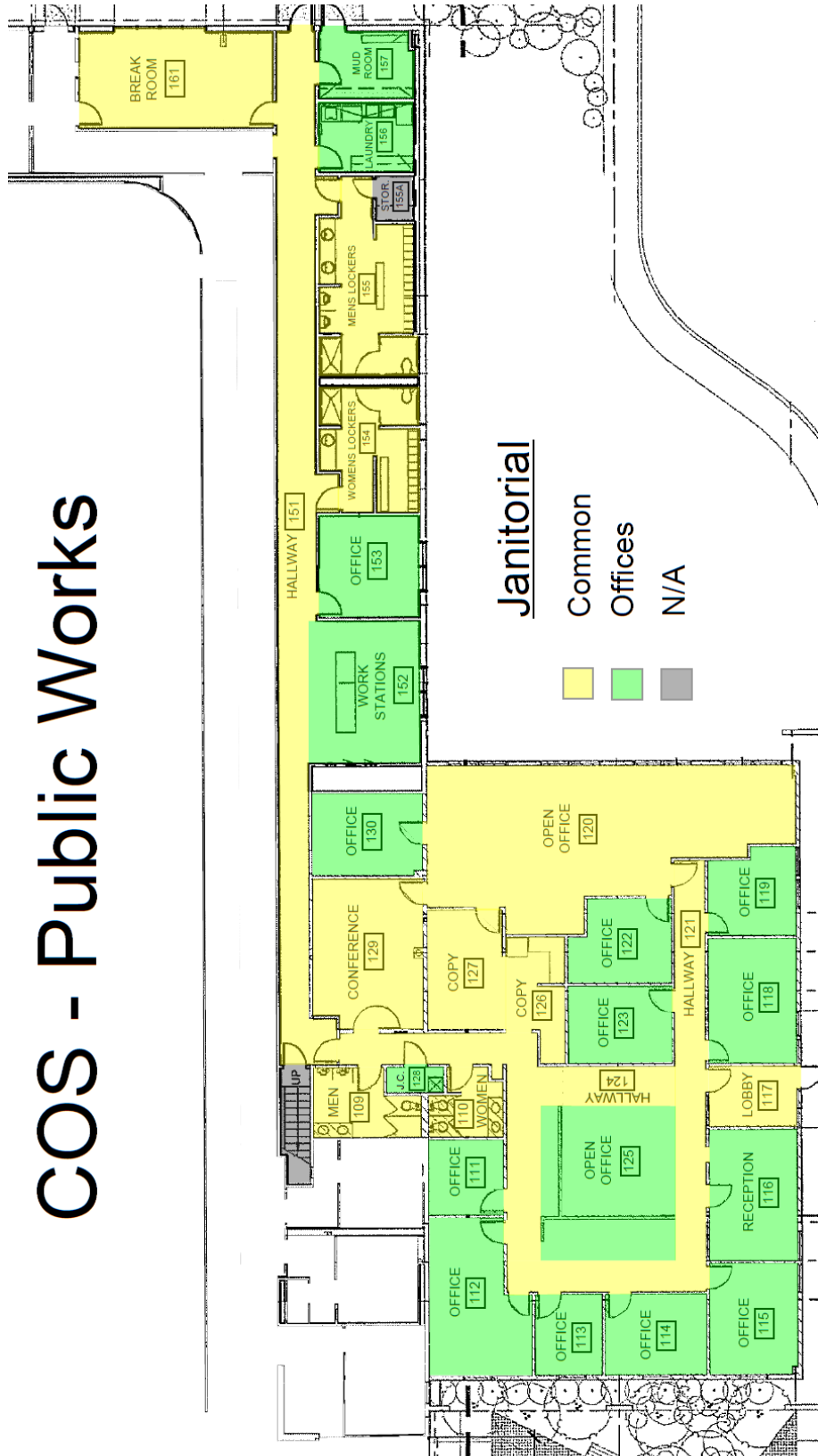
Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services	J	F	M	A	M	J	J	A	S	O	N	D
High dusting above 70" & dust blinds	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum fabric furniture & wipe plastic chairs with germicidal sol.	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum HVAC outlets to remove dust cobwebs and debris.		X			X			X			X	
Remove flies and other foreign material from light fixtures.		X			X			X			X	
Wash complete glass in interior offices and doors		X			X			X			X	
Clean window coverings					X							

Sherwood Public Works (SPW) – Janitorial Floor Plan

COS - Public Works



Sherwood Public Works (SPW) – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
109	PW Men's RR	109	Common	VCT	N/A
110	PW Women's RR	74	Common	VCT	N/A
111	PW Office	95	Offices	Carpet	Light
112	PW Office	235	Offices	Carpet	Light
113	PW Office	90	Offices	Carpet	Light
114	PW Office	139	Offices	Carpet	Light
115	PW Office	164	Offices	Carpet	Light
116	PW Reception	193	Offices	Carpet	Light
117	PW Lobby	92	Common	VCT	N/A
118	PW Office	184	Offices	Carpet	Light
119	PW Office	121	Offices	Carpet	Light
120	PW Office	789	Common	Carpet	Moderate
121	PW Hallway	320	Common	Carpet	Heavy
122	PW Office	133	Offices	Carpet	Light
123	PW Office	134	Offices	Carpet	Light
124	PW Hallway	314	Common	Carpet	Heavy
125	PW Open Office	350	Offices	Carpet	Light
126	PW Copy Room	106	Common	VCT	N/A
127	PW Copy	155	Common	Carpet	Light
128	PW Janitor	25	Offices	Concrete	N/A
129	PW Conference	273	Common	Carpet	Light
130	PW Office	150	Offices	Carpet	Light
151	PW Hallway	656	Common	VCT	N/A
152	PW Workstations	267	Offices	VCT	N/A
153	PW Office	174	Offices	VCT	N/A
154	PW Women's Locker	191	Common	Sheet Vinyl	N/A
155	PW Men's Locker	266	Common	Sheet Vinyl	N/A
155A	PW Storage	28	N/A	Sheet Vinyl	N/A
156	PW Laundry Room	110	Offices	Sheet Vinyl	N/A
157	PW Mud Room	108	Offices	Sheet Vinyl	N/A
161	PW Break Room	322	Common	VCT	N/A
	Total Square Feet	6,369			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Floor Classifications	Square Feet
Concrete	25
Sheet Vinyl	703
VCT	1,799
Total	2,527

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Hard surface floor care represents all surfaces that are not textile.

Areas will be grouped by classification and maintained according to best practices for each classification.

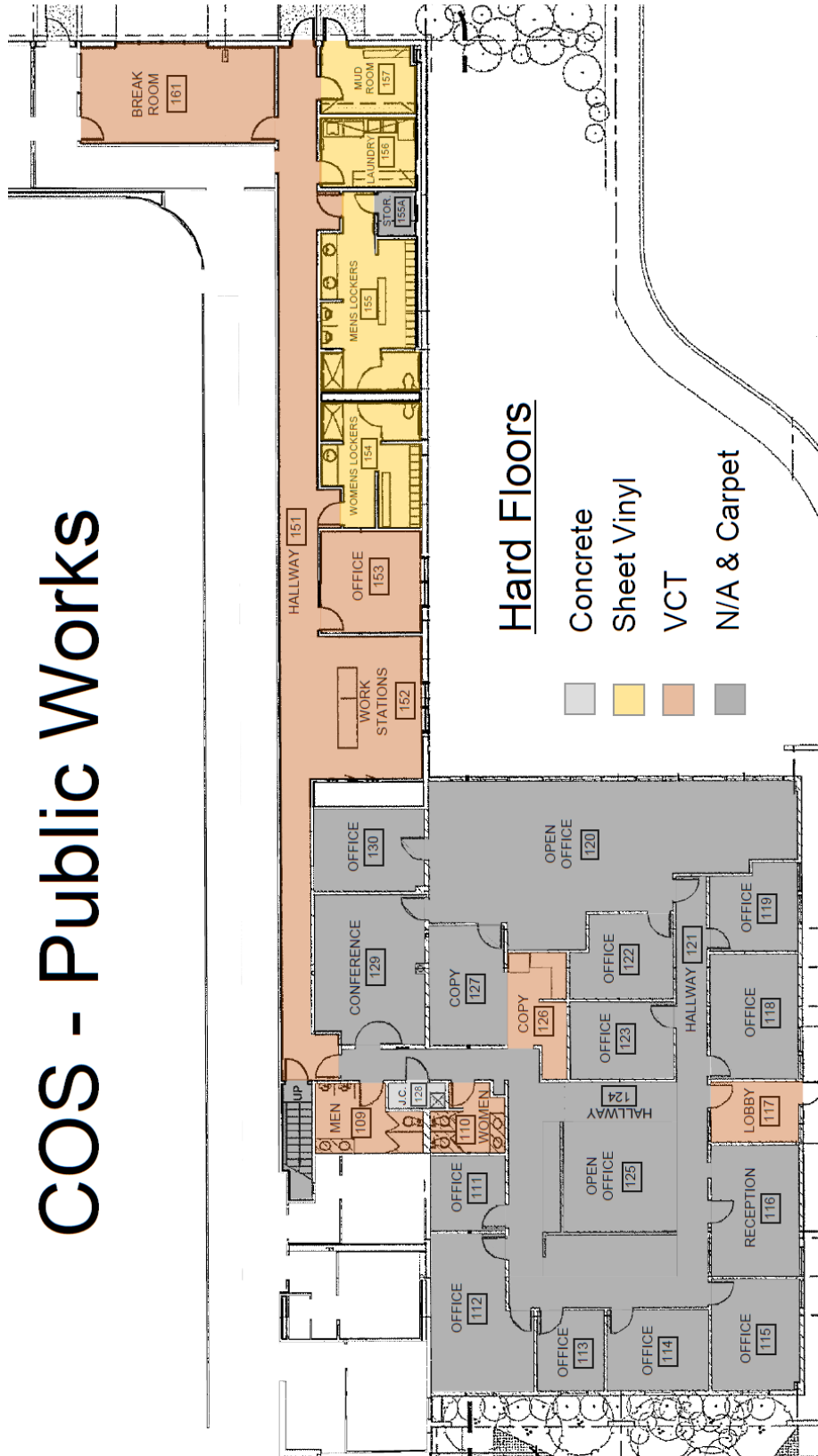
Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

	Hard Surface Flooring	J	F	M	A	M	J	J	A	S	O	N	D
Class 1:	Concrete												
Routine													
Periodic	Scrub and Rinse (on request only)												
Restorative	Scrub and Rinse (on request only)												
Class 2:	Sheet Vinyl												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and Refinish										X		
Class 3:	Vinyl Composition Tile (VCT)												
Routine													
Periodic	Scrub and Recoat				X								
Restorative	Strip and Refinish										X		
Class 4:													
Routine													
Periodic													
Restorative													
Class 5:													
Routine													
Periodic													
Restorative													
Class 6:													
Routine													
Periodic													
Restorative													
Class 7:													
Routine													
Periodic													
Restorative													

Sherwood Public Works (SPW) – Hard Surface Floor Plan

COS - Public Works



Sherwood Public Works (SPW) – Hard Surface Flooring Itemized

Room	Description	SF	Janitorial	Classification	Carpet
128	PW Janitor	25	Offices	Concrete	N/A
156	PW Laundry Room	110	Offices	Sheet Vinyl	N/A
155	PW Men's Locker	266	Common	Sheet Vinyl	N/A
157	PW Mud Room	108	Offices	Sheet Vinyl	N/A
155A	PW Storage	28	N/A	Sheet Vinyl	N/A
154	PW Women's Locker	191	Common	Sheet Vinyl	N/A
161	PW Break Room	322	Common	VCT	N/A
126	PW Copy Room	106	Common	VCT	N/A
151	PW Hallway	656	Common	VCT	N/A
117	PW Lobby	92	Common	VCT	N/A
109	PW Men's RR	109	Common	VCT	N/A
153	PW Office	174	Offices	VCT	N/A
110	PW Women's RR	74	Common	VCT	N/A
152	PW Workstations	267	Offices	VCT	N/A
	Total Square Feet	2,527			

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	
Heavy	635
Moderate	789
Light	2,418
Total	3,841

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

- Low Moisture Cleaning..... (Interim)
- Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Low Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

Vacuums used shall have a motor driven brush and a beater bar if carpet has a pad installed and shall and shall have a motor driven brush only if there is no padding under the carpet.

Vacuum all carpeted areas including wall-to-wall, staircases and mats; (spot as needed).

Move chairs when vacuuming and replace them in an orderly manner when complete.

General Carpet Cleaning Frequencies

Traffic	Service Description	Number represents the week of service.											
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction				X						X		

Additional Carpet Cleaning

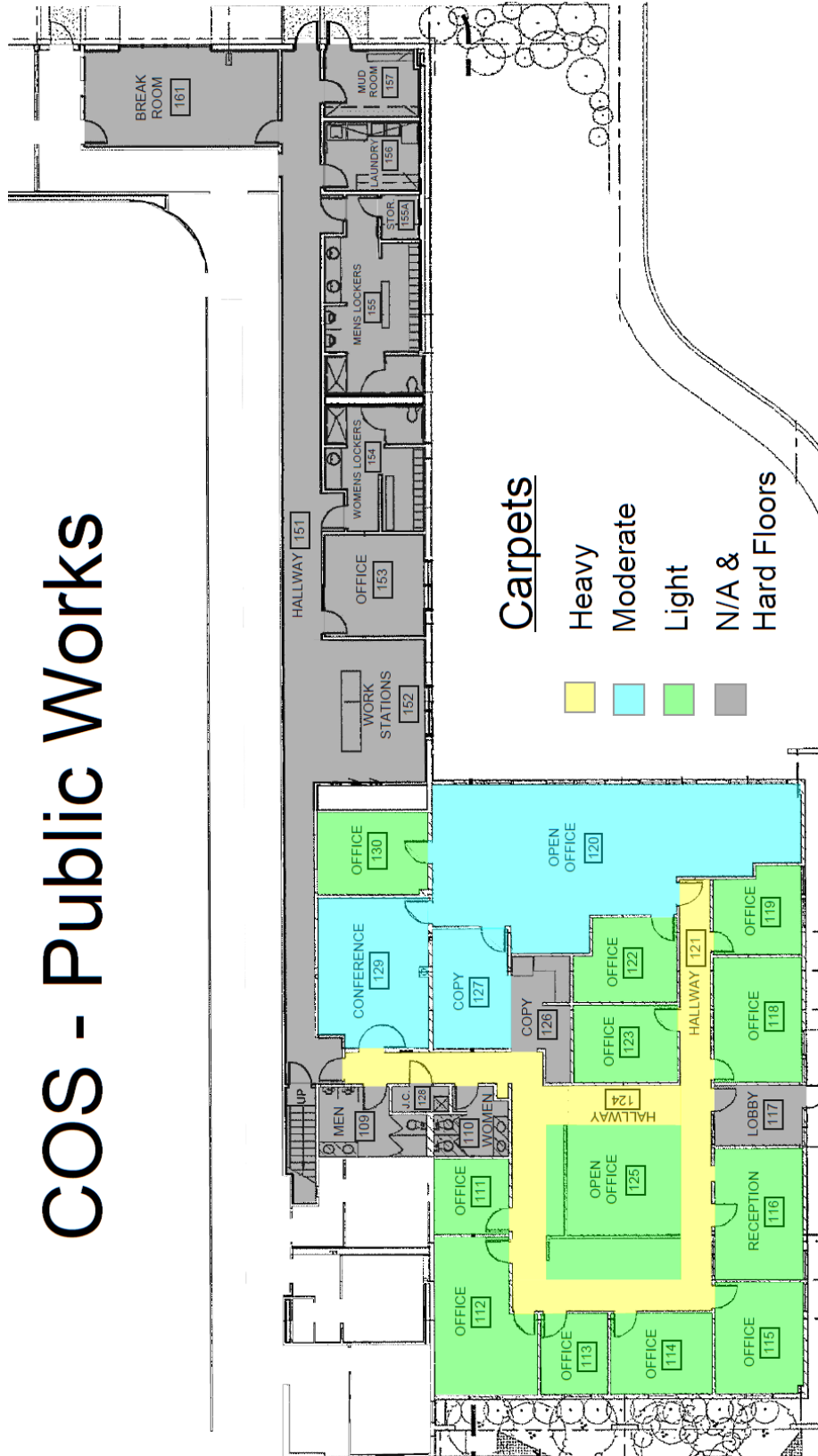
Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Sherwood Public Works (SPW) – Carpet Floor Plan

COS - Public Works



Sherwood Public Works (SPW) – Carpets Itemized

<i>Room</i>	<i>Description</i>	<i>SF</i>	<i>Janitorial</i>	<i>Classification</i>	<i>Carpet</i>
127	PW Copy	155	Common	Carpet	Light
129	PW Conference	273	Common	Carpet	Light
121	PW Hallway	320	Common	Carpet	Heavy
124	PW Hallway	314	Common	Carpet	Heavy
111	PW Office	95	Offices	Carpet	Light
112	PW Office	235	Offices	Carpet	Light
113	PW Office	90	Offices	Carpet	Light
114	PW Office	139	Offices	Carpet	Light
115	PW Office	164	Offices	Carpet	Light
118	PW Office	184	Offices	Carpet	Light
119	PW Office	121	Offices	Carpet	Light
120	PW Office	789	Common	Carpet	Moderate
122	PW Office	133	Offices	Carpet	Light
123	PW Office	134	Offices	Carpet	Light
130	PW Office	150	Offices	Carpet	Light
125	PW Open Office	350	Offices	Carpet	Light
116	PW Reception	193	Offices	Carpet	Light
	Total Square Feet	3,841			

Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all exterior windows (inside & out).						X							
Wipe down all ledges.						X							

Additional Services

Profile Changes

<u>Date</u>	<u>Change Description</u>

FIELD HOUSE



City of Sherwood

Interior Environment Preventative Maintenance System

COS – Field House (SFH)

Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning



Sherwood Field House(SFH) Profile

The Sherwood Field House (SFH) is a community indoor facility that supports adult and youth indoor soccer leagues. They provide a playing field for over 35 coed teams. Field rentals are available practices and parties.

General Information

Hours of Operation:

7 Days per Week

Security: Key Card

Building Characteristics: Recreation Facility

Trash/Recycle: Side of Building

Janitor Closet:..... In the Men’s Restroom

Water Access:In the Men’s Restroom

Building Measurements (Square Footage)

Janitorial	
Common	3,160
Offices	739
Total	3,899
N/A	12,774
Total All	16,673

Floor Classifications	
Pa Concrete	3,899
Total	3,899
Carpet	0
N/A	12,774
Total	16,673

Carpet	
Heavy	0
Moderate	0
Light	0
Total	0
N/A	16,673
Total All	16,673

Janitorial Services

Janitorial services will fall into four categories that are applicable to buildings they are applied to.

Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, Vestibules, Exits, Accesses, etc.
- Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- Corridors and Hallways
- Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- Restrooms, Washrooms, Bathrooms, Lavatories, Toilets, Changing, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private)
- Stairs, Stairways, Staircases, Elevators, Escalators, Etc.
- Janitor Closets

Office Areas

Are those areas that are used as individual work spaces, compartmental communal work stations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms and Workstations
- Copy Rooms
- Administrative Stations
- Reception Stations

Additional Areas

Are areas that do not easily fit into a commercial building profile and/or specialized tasks required for a particular area.

- Mechanical Rooms
- Storage Areas
- Party Room

Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical Rooms
- Elevator Rooms
- Storage Areas

Janitorial Notes

Work performed after 10:00 PM. Do not disturb papers on desks.

Reusable plastic liners are acceptable if they are maintained-replaced as needed.

Thick black garbage can liners shall be used in all large trash containers.

Ammonium germicidal cleaner properly mixed is to be used in all cleaning processes.

Vacuums shall have a motor driven brush and beater bar for carpet with pad.

Janitorial Service Tasks

Janitorial services will be performed three times per week on Sundays, Tuesdays and Thursdays from Nov. 1st through April 31st. Two times a week Tue and Thursday May 1st through Oct. 31st. Services will be performed between 10:00 PM and 6:00 AM. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to “Scope of Services” section for details on service procedures.

Common Areas Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean Entrances, Vestibules and External Access	X		X		X		
Clean Lobbies, Foyers, Atriums, Reception & Waiting Areas	X		X		X		
Clean Elevator Lobbies and Elevators							
Clean Corridors and Hallways	X		X		X		
Empty Trash and Replace Liners (Common Areas)	X		X		X		
Empty Recycling and Replace Liners (Common Areas)	X		X		X		
General Dusting (Within Average Reach)					X		
General Spot Cleaning (Vertical Surfaces)							
Clean Cafeteria, Lunch, Break, Coffee, and Kitchenettes	X		X		X		
Clean Conference, Meeting, Training and Classrooms	X		X		X		
Clean and Restock Restrooms	X		X		X		
Clean Locker Rooms, Shower Rooms and Showers	X		X		X		
Clean Drinking Fountains	X		X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)							
Carpet Spot and Spill Removal							
Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)	X		X		X		
Clean Stairs (vacuum or sweep and mop; wipe handrails).							
Janitorial Closets	X		X		X		

“Office Areas” may have different cleaning frequencies. The table below indicates the service tasks and the day(s) services will be performed.

COS – Field House (SFH)

Office Areas Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Empty Trash and Replace Liners (Offices and Cubicles)	X		X		X		
Empty Recycling and Replace Liners (Offices and Cubicles)	X		X		X		
Low Dusting (Below Average Reach); All Areas					X		
Clean offices, cubicles, hallways, corridors and aisles	X		X		X		
Clean Administrative, reception and waiting areas	X		X		X		
Clean small meeting rooms, copy rooms and workstations.	X		X		X		
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)							
Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)	X		X		X		

Additional or Special Services

“Additional or Special” janitorial services are additional areas or services that may be required

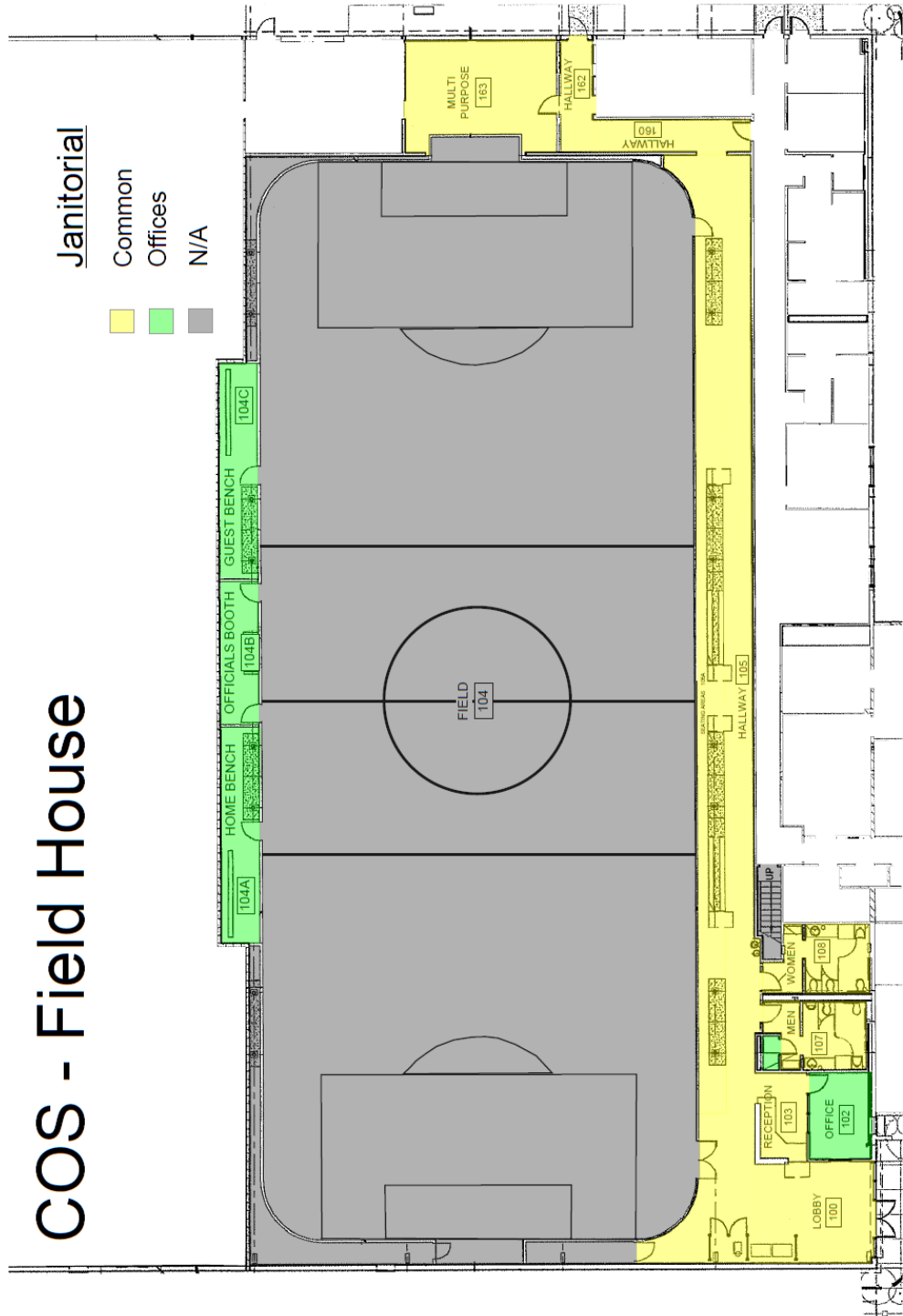
Additional Special Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wash restroom walls & partitions with germicidal solution.					X		
Party Room: trash, spot glass, sanitize tables & chairs.	X		X		X		
Party Room: Mop floors with germicidal solution.	X		X		X		
Spot clean all interior windows (offices & doors) both sides.	X		X		X		
Clean both sides of dasher boards glass.					X		
Remove black marks, tar and oil from hard floors.					X		

Periodic Services

“Periodic services” are services that are done periodically (monthly or less). Columns represent the months and the number signifies the week the service are to be provided.

Periodic Services	J	F	M	A	M	J	J	A	S	O	N	D
High Dusting above 70"	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum Fabric Furniture.	X	X	X	X	X	X	X	X	X	X	X	X
Wipe plastic chairs with germicidal Solution	X	X	X	X	X	X	X	X	X	X	X	X
Wipe door handles, light plates, etc. free of fingerprints.	X	X	X	X	X	X	X	X	X	X	X	X
Remove flies and other foreign material from light fixtures.	X			X			X			X	X	X

Sherwood Field House (SFH) – Janitorial Floor Plan



Sherwood Field House (SFH) – Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
100	FH Lobby	323	Common	Pa Concrete	N/A
102	FH Office	144	Offices	Pa Concrete	N/A
103	FH Reception	112	Common	Pa Concrete	N/A
104	FH Field	12,401	N/A	N/A	N/A
104A	FH Home Bench	219	Offices	Pa Concrete	N/A
104B	FH Officials Booth	144	Offices	Pa Concrete	N/A
104C	FH Guest Bench	217	Offices	Pa Concrete	N/A
105	FH Hallway	1,111	Common	Pa Concrete	N/A
105A	FH Seating Area	630	Common	Pa Concrete	N/A
107	FH Men's RR	165	Common	Pa Concrete	N/A
107A	FH Janitor	15	Offices	Pa Concrete	N/A
108	FH Women's RR	173	Common	Pa Concrete	N/A
160	FH Hallway	137	Common	Pa Concrete	N/A
162	FH Hallway	102	Common	Pa Concrete	N/A
163	FH Multi-Purpose	407	Common	Pa Concrete	N/A
V1	FH Void	64	N/A	N/A	N/A
V2	FH Void	214	N/A	N/A	N/A
V3	FH Void	95	N/A	N/A	N/A
	Total Square Feet	16,673			

Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

Hard Surface Flooring Summary

Floor Classifications	Square Feet
Painted Concrete	3,899
Total	3,899

Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- Routine Services (Multiple times per month or year.)
 - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
 - Scrub and Rinse
 - Scrub and Recoat
- Restorative Services (Usually annual or less)
 - Aggressive Scrub and Rinse
 - Strip and Refinish

Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

Hard Surface Floor Care Notes

Hard surface floor care represents all surfaces that are not textile.

Areas will be grouped by classification and maintained according to best practices for each classification.

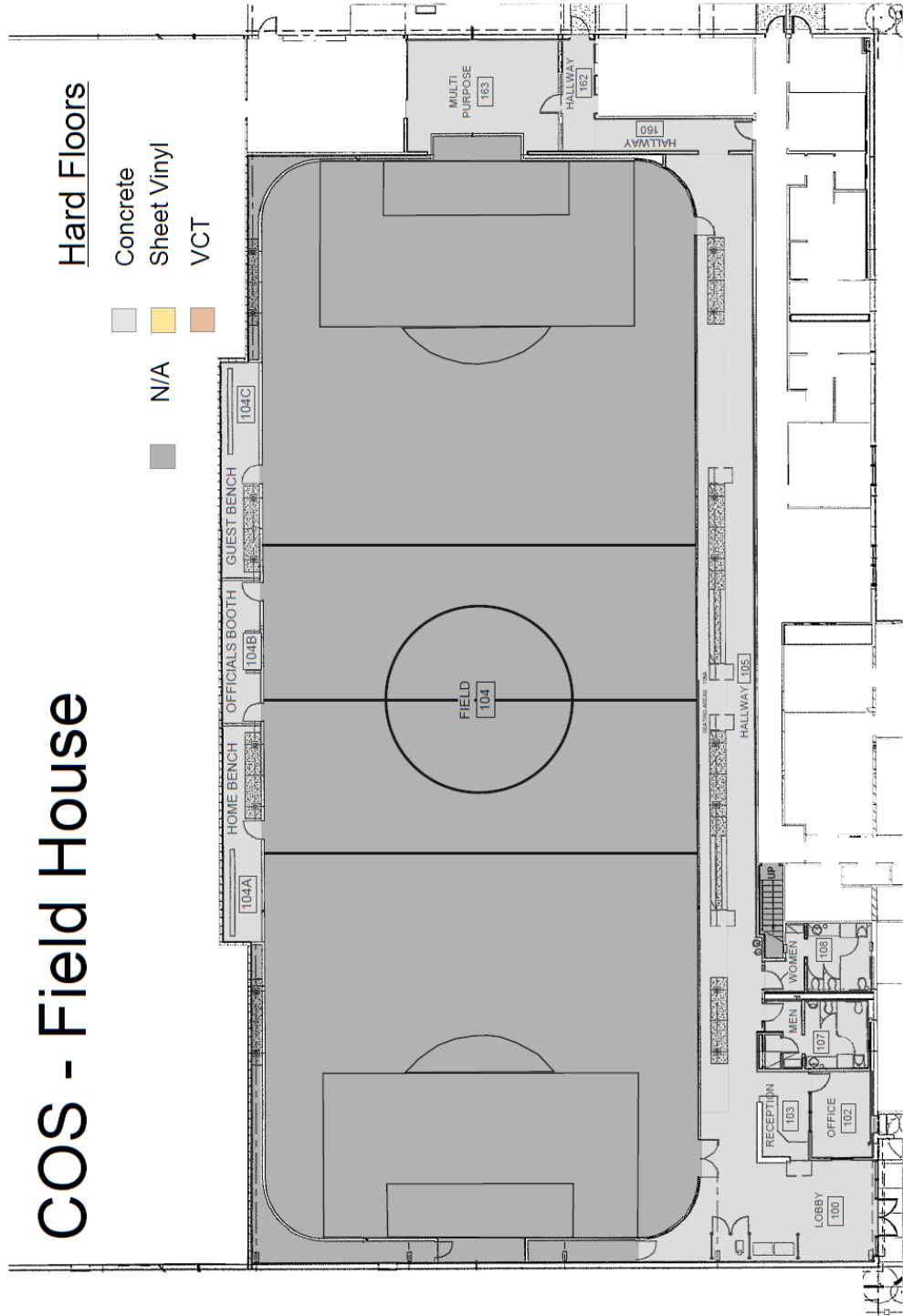
Hard Floor Maintenance Programs

The “Floor Maintenance Program” table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. In the schedule section are the month’s in which the services will be performed.

COS – Field House (SFH)

	Hard Surface Flooring	J	F	M	A	M	J	J	A	S	O	N	D
Class 1:	Painted Concrete												
Routine													
Periodic	Machine Scrub and Rinse (on request)				X								
Restorative	Machine Scrub and Rinse (on request)										X		
Class 2:													
Routine													
Periodic													
Restorative													
Class 3:													
Routine													
Periodic													
Restorative													
Class 4:													
Routine													
Periodic													
Restorative													
Class 5:													
Routine													
Periodic													
Restorative													
Class 6:													
Routine													
Periodic													
Restorative													
Class 7:													
Routine													
Periodic													
Restorative													

Sherwood Field House (SFH) – Hard Surface Floor Plan



Sherwood Field House (SFH) – Hard Surface Flooring Itemized

100	FH Lobby	323	Common	Pa Concrete	N/A
102	FH Office	144	Offices	Pa Concrete	N/A
103	FH Reception	112	Common	Pa Concrete	N/A
104A	FH Home Bench	219	Offices	Pa Concrete	N/A
104B	FH Officials Booth	144	Offices	Pa Concrete	N/A
104C	FH Guest Bench	217	Offices	Pa Concrete	N/A
105	FH Hallway	1,111	Common	Pa Concrete	N/A
105A	FH Seating Area	630	Common	Pa Concrete	N/A
107	FH Men's RR	165	Common	Pa Concrete	N/A
107A	FH Janitor	15	Offices	Pa Concrete	N/A
108	FH Women's RR	173	Common	Pa Concrete	N/A
160	FH Hallway	137	Common	Pa Concrete	N/A
162	FH Hallway	102	Common	Pa Concrete	N/A
163	FH Multi Purpose	407	Common	Pa Concrete	N/A
104	FH Field	12,401	N/A	N/A	N/A
V1	FH Void	64	N/A	N/A	N/A
V2	FH Void	214	N/A	N/A	N/A
V3	FH Void	95	N/A	N/A	N/A
	Total Square Feet	16,673			

Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

Carpet Traffic Conditions Summary

Carpet	
Heavy	0
Moderate	0
Light	0
Total	0

Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas

- Low Moisture Cleaning..... (Interim)
- Hot/Warm Water Extraction..... (Restorative)

Moderate Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Low Traffic Areas

- Low Moisture Cleaning..... (Interim)
- Extraction (Restorative)

Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer’s recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

Carpet Cleaning Notes

General Carpet Cleaning Frequencies

Traffic	Service Description	Number represents the week of service.											
Heavy Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction												
Moderate Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction												
Light Traffic		J	F	M	A	M	J	J	A	S	O	N	D
Interim	Low Moisture Carpet Cleaning												
Restorative	Hot Water Extraction												

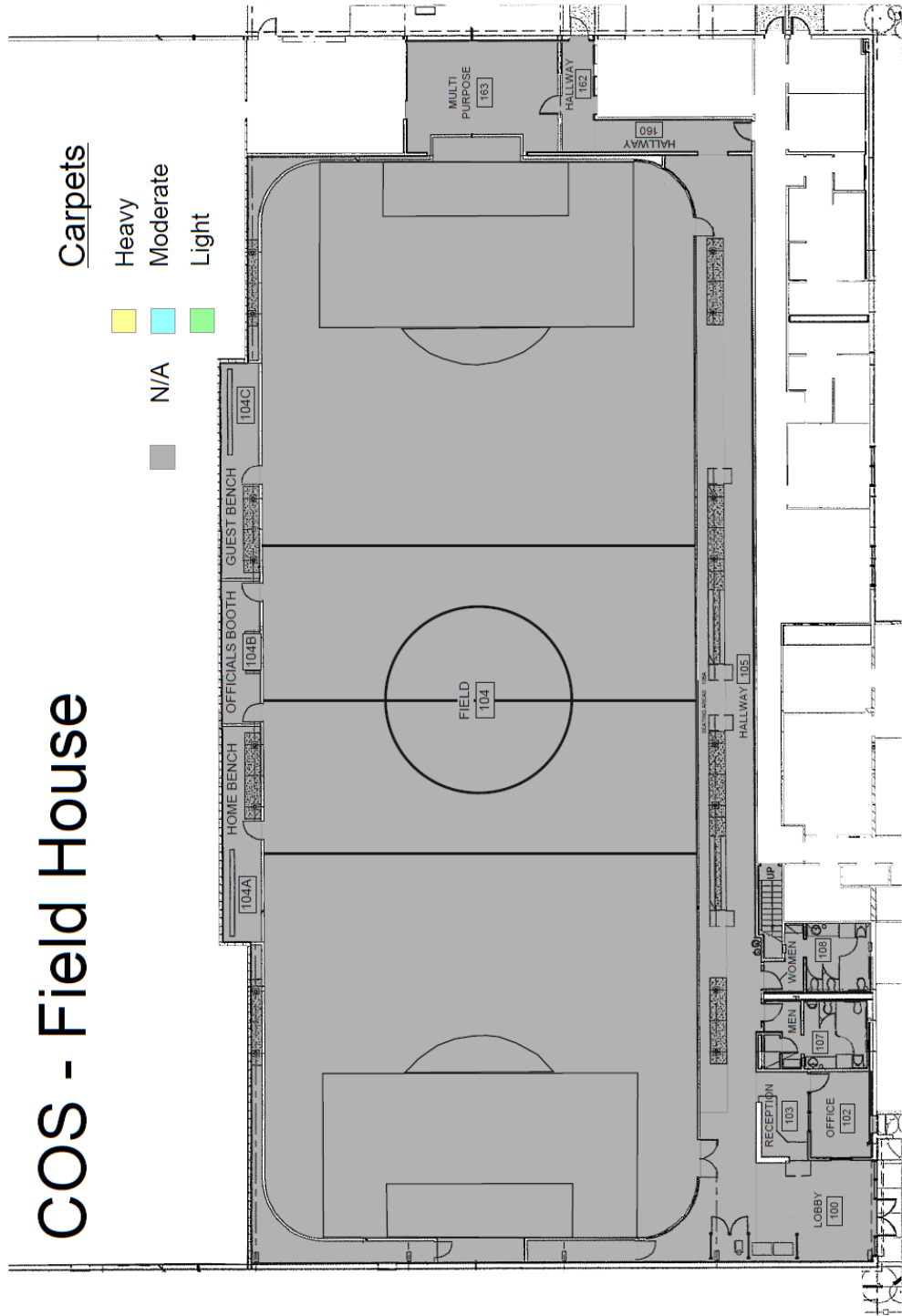
Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	M	A	M	J	J	A	S	O	N	D

Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	M	A	M	J	J	A	S	O	N	D

Sherwood Field House (SFH) – Carpet Floor Plan



Window Cleaning

Window cleaning, or window washing, is the exterior and interior cleaning of architectural glass used for structural, lighting, or decorative purposes. It may also include interior relite glass.

Window Cleaning Program

Windows will be cleaned systematically throughout the year.

Window Cleaning Notes:

Window Cleaning Frequencies

Windows will be cleaned in accordance with the following schedule.

Window Cleaning	CO.	J	F	M	A	M	J	J	A	S	O	N	D
Wash all exterior windows (inside & out).						X							
Wipe down all ledges.						X							

Additional Services

Profile Changes

<u>Date</u>	<u>Change Description</u>

BID SCHEDULE

BID SCHEDULE

Janitorial Services, Hard Floor Maintenance, Carpet & Window Cleaning

Note: The description encompasses the entire section of the scope of work per each location.

****All consumables to be included in the total cost for each building****

Description	Frequency	Total Monthly Costs
CIVIC BUILDING - LIBRARY		
• Janitorial Service Tasks & Additional/Special Services*	Monday/Wednesday/Friday *Multiple times weekly, per schedule	\$
• Periodic Services	Monthly, Per Schedule	\$
• Hard Floor Maintenance	Twice Yearly	\$
• Carpet Cleaning	Twice Yearly	\$
• Window Cleaning	Three Times per Year	\$
TOTAL CIVIC BUILDING - LIBRARY:		\$
CENTER FOR THE ARTS		
• Janitorial Service Tasks & Additional/Special Services*	Sunday/Tuesday/Thursday *Multiple times weekly, per schedule	\$
• Periodic Services	Monthly, Per Schedule	\$
• Hard Floor Maintenance	Twice Yearly	\$
• Carpet Cleaning	Twice Yearly	\$
• Window Cleaning	Three Times per Year	\$
TOTAL CENTER FOR THE ARTS:		\$
POLICE DEPARTMENT		
• Janitorial Service Tasks & Additional/Special Services*	Tuesday/Thursday *Varies, Per schedule	\$
• Periodic Services	Monthly, Per schedule	\$
• Hard Floor Maintenance	Twice Yearly	\$
• Carpet Cleaning	Twice Yearly	\$
• Window Cleaning	Twice Yearly	\$
TOTAL POLICE DEPARTMENT:		\$
SENIOR CENTER		
• Janitorial Service Tasks & Additional/Special Services*	Monday/Wednesday/Friday *Varies, Per schedule	\$
• Periodic Services	Monthly, Per Schedule	\$
• Hard Floor Maintenance	Twice Yearly	\$
• Carpet Cleaning	Twice Yearly	\$
• Window Cleaning	Once Yearly	\$
TOTAL SENIOR CENTER:		\$
PUBLIC WORKS		
• Janitorial Service Tasks & Additional/Special Services*	Tuesday/Thursday *Once Weekly	\$
• Periodic Services	Monthly, Per schedule	\$
• Hard Floor Maintenance	Twice Yearly	\$
• Carpet Cleaning	Twice Yearly	\$
• Window Cleaning	Once Yearly	\$
TOTAL PUBLIC WORKS:		\$

FIELDHOUSE		
• Janitorial Service Tasks & Additional/Special Services	Nov 1 - Apr 31: Sunday/Tuesday/Thursday May 1 - Oct 31: Tuesday/Thursday	\$
• Periodic Services	Monthly, Per schedule	\$
• Hard Floor Maintenance	Twice Yearly / On Request	\$
• Window Cleaning	Once Yearly	\$
TOTAL FIELDHOUSE:		\$

GRAND TOTAL:	\$
---------------------	-----------

Bid total shall be presented in both words and in figures.

(_____ Dollars and
_____ Cents).

In the event of discrepancy, the amount shown in words shall dictate.

Company Name: _____

Contractor Name: _____

Contractor Email: _____

Oregon Contractor's Contact Number: _____

Contractor Signature: _____

Date: _____

Bidder certifies that they _____ **are** or _____ **are not** a Resident Bidder as defined in ORS 279A.120.

Note: Any/all addenda issued must be signed and enclosed with the bid.