

# JANITORIAL SPECIFICATIONS

The City of Hillsboro is seeking weekly janitorial services for both levels of the Hillsboro Municipal Building located at 101 Main Street, Hillsboro, Missouri. This includes all of the first floor and the basement Police Department area to include their waiting area. This does not include the basement storage area.

The successful bidder must furnish their own equipment, be professionally bonded with a clean criminal background check (attached to bid) and have flexible working hours to perform services other than 8 a.m. to 5:00 p.m. Monday through Friday.

All cleaning noted is weekly unless specified otherwise. Cleaning schedules may be modified during negotiations with selected vendor.

All offices, work areas, kitchen/kitchenette areas, restrooms, entrance foyers and stairwells will be cleaned to include but not limited to: vacuuming to include moving furniture and furnishings as needed, including any interior mats; dusting including desks, file cabinets, shelves, windowsills, blinds, tables, equipment, computer work stations, countertops, emergency lights, coat racks and door frames. Items moved will be returned to original locations. Work products such as files, books, paper, etc., left on desks or tables need not be moved for dusting. Personal items such as pictures on walls or desks, knick-knacks, etc., will not be dusted. Drinking fountains and telephones will be sanitized. All trash receptacles will be emptied and cleaned, if necessary, with liners inserted.

The countertops in the kitchenettes, as well as the cabinet fronts, will be wiped off removing spills, fingerprints, etc., The walls and backsplash areas will be wiped as well. The countertops will be disinfected. The sink will be cleaned and sanitized. Trash receptacles will be emptied and cleaned, if necessary, with liners inserted.

All restrooms will be cleaned and sanitized including toilets, urinals, toilet stalls (inside and out), sinks, faucets, floors, walls and all dispensers. Trash receptacles will be emptied and cleaned, if necessary, with liners inserted.

The gym in the lower level will be vacuumed. The equipment will be wiped down and sanitized. Trash receptacles will be emptied and cleaned, if necessary, with liners inserted.

Interior doors with glass inserts, windows in between offices and the storefront window in the lobby will be cleaned monthly. All other exterior windows will be cleaned inside and out quarterly. The blinds for these windows will be dusted quarterly.

The stairs, landing and floor area will be swept and mopped weekly. Handrails disinfected weekly. The windows will be washed and the blinds dusted quarterly.

Interior wood doors and exposed floor trim will be cleaned annually. Floor and ceiling heating/air conditioning grates/vents and cold air returns will be cleaned quarterly. Ceiling accent lighting in the Board Room will be dusted quarterly.

The following rooms on the first floor are not included in this scope of services: Janitor's closet in the Board Room; File Room, Vault, Evidence Room and double door closet. The following room downstairs is not included: Evidence Room.

Attached are the recommended procedures provided by the manufacturers in reference to the care and maintenance of the ceramic/vinyl floors.

Questions about these specifications will be directed to the City Clerk.