

EXHIBIT “A”**SCOPE OF WORK****1. GENERAL REQUIREMENTS**

This Scope of Work (“Scope”) defines the janitorial services (“Services”) requirements for various facilities owned and operated by the City of Pomona (the “City”).

Contractor shall provide timely, consistent, safe, environmentally-friendly, and cost-effective janitorial services as described in this Scope. Contractor shall provide all labor, equipment, supplies, and supervision necessary to ensure clean and safe office facilities for City employees and customers doing business with the City. Contractor shall also provide all tasks incidental to cleaning functions not specifically listed, but normally included in general janitorial practices. Contractor shall perform services in accordance with the most stringent of all Federal, State, and local codes and regulations. In addition, the Contractor shall follow all applicable standard industry practices.

2. AREAS OF MAINTENANCE

Contractor shall perform Services at the Facilities identified below, which are presented in a map format in **Exhibit “A-1.”** Services for each Facility are further described in **Exhibit “A-2.”**

A. Civic Center Facilities

Civic Center Facilities	
City Hall	505 S. Garey Avenue
City Hall Council Offices	505 S. Garey Avenue
City Hall Finance Department	505 S. Garey Avenue
City Hall Police Admin Offices - Crime Prevention	505 S. Garey Avenue
Council Chambers and Conference Room	505 S. Garey Avenue
Library	625 S. Garey Avenue

B. City Yard Facilities

City Yard Facilities	
Water Yard	148 N. Huntington Street
Monterey Yard	636 Monterey Street
Fleet Building	636 Monterey Street

C. Transit Facility – City Facility

Transit Facility - City Facility	
Regional Transit Center	100 W. Commercial Street

D. Police Facilities

Police Facilities	
Main Building - 2nd Floor	490 W. Mission Blvd.
Main Building - 1st Floor	490 W. Mission Blvd.
Main Building - Basement/Gym	490 W. Mission Blvd.
Property Building	910 W. 4th Street
Traffic Building	100 W. Commercial
Training Center - Gym	1702 E. 1st Street
Pistol Range	465 S. Humane Way
Aero Bureau	1615 W. McKinley Avenue
Ponderosa	Confidential location to be provided by the Police Department
IA-Promenade	100 W. Mission Blvd, Suite 225
Jail - Main Control Room, Admin Offices, Break Room, Print Room, Hallways, Interview Room, Employee Restroom and all inmate facilities	490 W. Mission Blvd

3. SCHEDULE

Contractor shall perform services in accordance with schedule below:

- A. **Observed Holidays.** The Facilities below that are indicated with an “X” will not require janitorial service on the following City-observed holidays:

New Year's Day	Memorial Day	Thanksgiving Day
Presidents' Day	Independence Day	Friday after Thanksgiving
Veteran's Day	Labor Day	Christmas Eve
Martin Luther King		Christmas Day

When observed holidays fall on a scheduled cleaning day, the City will not require the Contractor to schedule a make-up cleaning day.

- B. Regular working days shall be based on the table below:

CIVIC CENTER FACILITIES		DAYS TO BE CLEANED	HOURS FOR CLEANING
City Hall 505 S. Garey Ave	X	Mon. – Thurs.	Between 6 p.m. & 7:30 a.m.
City Hall Council Offices 505 S. Garey Ave	X	Tues. & Thurs. only	Between 5 p.m. & 6 p.m.
City Hall Finance Dept. 505 S. Garey Ave	X	Mon. – Thurs.	Between 5 p.m. & 6 p.m.

City Hall Police Admin Offices, Crime Prevention	X	Mon. – Thurs.	Between 8 a.m. & 4:30 p.m.
Council Chambers / Conference Rm 505 S. Garey Ave	X	Mon. – Thurs.	Between 10 p.m. & 9 a.m. Depending on occupancy
Library 625 S. Garey Ave	X	Mon., Tues., & Weds.	Between 7 p.m. & 2 p.m.
		Sat.	Between 5 p.m. & 12 p.m.
CITY YARD		DAYS TO BE CLEANED	HOURS FOR CLEANING
Water Yard 148 N. Huntington St	X	Mon. – Thurs.	Between 6 p.m. & 5 a.m.
Monterey Yard 636 Monterey St		Mon. – Fri.	Between 6 p.m. & 5 a.m.
Fleet 636 Monterey St	X	Mon. – Fri.	Between 2 p.m. & 5 p.m.
CITY FACILITY		DAYS TO BE CLEANED	HOURS FOR CLEANING
Regional Transit Center		Mon. – Sat. (twice daily)	1 st cleaning between 11 a.m. & 1 p.m. 2 nd cleaning between 10 p.m. & 7 a.m.
POLICE FACILITIES		DAYS TO BE CLEANED	HOURS FOR CLEANING
Main building – 2 nd Floor 490 W. Mission Blvd		Mon. – Fri.	Between 9 a.m. & 2 p.m.
Main building – 1st Floor 490 W. Mission Blvd		Mon. – Fri.	Between 9 a.m. & 2 p.m.
Main building – Basement 490 W. Mission Blvd		Mon. – Fri.	Between 9 a.m. & 2 p.m.
Property building 910 W. 4 th St.	X	Mon., Wed., & Fri.	Between 9 a.m. & 2 p.m.
Traffic building 100 W. Commercial	X	Mon., Wed., & Fri.	Between 9 a.m. & 2 p.m.
Training Center / Gym 1702 E. 1 st St.	X	Mon., Wed., & Fri.	Between 9 a.m. & 2 p.m.
Pistol Range 465 S. Humane Way	X	Tues. & Thurs. only	Between 9 a.m. & 2 p.m.
Aero Bureau 1615 W. McKinley Ave.	X	Tues. & Thurs. only	Between 9 a.m. & 2 p.m.
Ponderosa Confidential location to be provided by the Police Dept.	X	Tues. & Thurs. only	Between 9 a.m. & 2 p.m.
I A-Promenade 101 W. Mission Bl. Suite 225	X	Tues. & Thurs. only	Between 9 a.m. & 2 p.m.
Jail Main Control Room, Administrative Office, Break Room, Print Room, Hallways, Interview Room, Employee Restroom and all inmate facilities 490 W. Mission Blvd.		Mon., Wed., & Fri.	Between 9 a.m. & 2 p.m.

C. SCHEDULE COORDINATION

- 1) Contractor shall provide weekly field supervision to ensure janitorial staff arrived at assigned posts on time and performed their duties throughout their assigned shift, and to provide Services backup as needed.
- 2) The Contractor shall provide the City a weekly Janitorial Service Inspection Report of all the facilities and notification as to when any Service deficiencies will be corrected and completed.
- 3) The Contractor shall provide the Parks and Facilities Manager with a staffing list and the master cleaning schedule, which includes daily operations. The staffing list and master cleaning schedule require the Parks and Facilities Manager's approval. Contractor shall obtain the Parks and Facilities Manager's Approval prior to commencing Services.
- 4) The Contractor shall provide the Parks and Facilities Manager with the daily, monthly, quarterly, semi-annual, and annual Services schedule, which includes, but is not limited to: floor waxing, carpet shampooing, steam cleaning, and ions of all City Facilities.
- 5) For the first six months of the Agreement Term, the Contractor shall meet with City of Pomona Parks and Facilities Manager biweekly (every two weeks) for the first two months and monthly for the remaining four months, to review the Janitorial Service Inspection Reports for all Facilities, to review Contractor's performance of Services. Biweekly or monthly meetings shall continue beyond the first six months of the Term if the Parks and Facilities Manager deems the meetings necessary to ensure that Contractor is performing work to the City's satisfaction.
- 6) After the first six months of the Agreement Term (or later if the Parks and Facilities Manager continues biweekly or monthly meetings as described in Section (5) immediately above), Contractor shall meet with Parks and Facilities Manager on a monthly basis to review quarterly Janitorial Service Inspection Reports and the weekly Janitorial Service Inspection Reports for all Facilities, to review Contractor's performance of Services.

D. SPECIALTY INSTRUCTIONS

- 1) **CIVIC CENTER FACILITIES** - Due to the daily traffic at the facilities, Contractor shall not perform floor waxing and carpet cleaning (other than vacuuming) until after the end of the business day, which is normally 7:00 p.m., but may vary due to changes in activities and shifts. Contractor shall provide the Parks and Facilities Manager with a schedule of these floor care activities at least one week before Contractor performs the waxing or carpet cleaning.

All carpets shall be vacuumed (prior to 8:00 a.m. or after 6:00 p.m.). Any spots and gum shall be removed. (Exception: Council members' offices need to be vacuumed on Tuesday and Thursday only, and Finance offices at City Hall need to be done before 5:00 p.m.)

- 2) **CITY YARD FACILITIES** - Due to the daily traffic at the facilities, Contractor shall not perform floor waxing and carpet cleaning (other than vacuuming) until after the end of the business day, which is normally 7:00 p.m., but may vary due to changes in activities and shifts. Contractor shall provide the Parks and Facilities Manager with a schedule of these floor care activities at least one week before Contractor performs the waxing or carpet cleaning.
- 3) **TRANSIT FACILITY** - Due to the daily traffic at the facility, Contractor shall not perform floor waxing and carpet cleaning (other than vacuuming) until after the end of the business day, which is normally 9:00 p.m., but may vary due to changes in activities and shifts. Contractor shall provide the Parks and Facilities Manager with a schedule of these floor care activities at least one week before Contractor performs the waxing or carpet cleaning.

Monday through Saturday, Contractor shall provide Services at the Regional Transit Center

twice a day (first between 10:00 a.m. to 2:00 p.m., and again between 10:00 p.m. and 7:00 a.m.) except for recognized holidays when Regional Transit Center is closed.

- 4) POLICE FACILITIES- Due to the daily traffic at the facilities, Contractor shall not perform floor waxing and carpet cleaning (other than vacuuming) until after the end of the business day, which is normally between 6:00p.m. and 6:00am, but may vary due to changes in activities and shifts. Contractor shall provide the Parks and Facilities Manager with a schedule of these floor care activities at least one week before Contractor performs the waxing or carpet cleaning.

4. PERSONNEL AND LABOR

- A. The Contractor shall provide all labor required for the efficient performance of all Services specified herein, including supervision.
- B. Contractor's personnel shall be fully trained and qualified to perform Services at the Facilities identified in this Scope.
- C. Contractor shall not delay full performance of Services, even in the event of a staffing shortage.
- D. The Contractor is required to have at least one English-fluent employee at the Facility while performing Services. When there is more than one Contractor's employee on location, one must be designated as the Contractor's on-site representative, and as the Contractor's representative, must be fluent in the English language.
- E. Contractor shall provide its personnel with uniforms that are common, distinguishable, professional, and clean, without tatter and is suitable for seasonal change when performing Services. For identification purposes, uniforms shall include the Contractor's company identification or logo.
- F. Contractor's employees shall be in good health and able to perform the specified duties.
- G. The Contractor shall meet City-specified personnel standards for City facilities. Contractor's personnel assigned must pass a Livescan and Local Police background investigation prior to entering any facilities.
- H. Contractor shall also provide proof of Verify Employment Eligibility (E-Verify). U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.
- I. Contractor shall not schedule personnel that have not passed the background check and Livescan, regardless of short staffing due to holidays, illness, vacations, no shows, etc.
- J. All personnel shall wear a photo I.D. and uniform when entering Facilities and while providing Services. Contractor shall transport all supplies to Facilities. Contractor shall also maintain any keys, codes, or cards required to gain access and complete work at each Facility.
- K. All personnel assigned by the Contractor to perform work for the City shall not have a criminal record other than minor traffic violations, shall be physically capable of performing all duties as assigned, and shall present a professional appearance acceptable to the City.
- L. Contractor's personnel shall perform all work in a professional, courteous manner. Discourtesy, rudeness, or the use of profanity will not be tolerated, and shall be grounds for immediate removal of the offending employee from performing further services pursuant to this Agreement.
- M. If the Parks and Facilities Manager determines that any member of Contractor's personnel has unsatisfactory conduct or workmanship, Contractor shall immediately remove said personnel member from performing work at any City facilities.

5. STANDARDS OF PERFORMANCE

The ISSA and APPA Industry Standards establish the standards of cleanliness applicable to the performance of this Scope of Work. Contractor's services shall exceed said standards. All items not included but found necessary to properly clean the City's facilities, shall be done as though written herein. The Parks and Facilities Manager shall judge the Contractor's performance.

- A. Contractor's services shall be subject to inspection and approval by the Parks and Facilities

Manager. Supervisory and janitorial employees shall keep City facilities clean and comfortable for City's customers, staff, and visitors. Contractor's employees shall take identify, report, and correct all readily recognizable custodial and maintenance conditions, especially spot cleaning of spills, flooring, walls, glass surfaces, restrooms, and lobbies.

- B. If the Contractor's performance is unsatisfactory, the City will verbally and in written format advise the Contractor and allow 24 hours to correct deficiencies. If Contractor does not correct deficiencies within the 24 hour time limit, the City will give the Contractor a written notice with a deadline date to correct the deficiency. Failure to comply by the deadline date will result in withholding payment of compensation due to disputed performance of satisfactory services. Payments will be released at the discretion of the City and upon resolution of performance deficiencies.
- C. If certain facility areas are inaccessible to Contractor as a result of City operations, and the Parks and Facilities Manager did not provide the Contractor with prior notification and alternative scheduling, then Contractor shall notify the Parks and Facilities Manager within a reasonable time period (within 24 hours of the scheduled work that was prevented by City operations resulting in inaccessible facilities) and prepare an alternative schedule for services.
- D. The City will use the Janitorial Inspection Report, which includes 1) Janitorial Sign-In, 2) Supply Inventory, and 3) Housekeeping Inspection Form (available in the Appendix) to verify which services and supplies were, or were not, satisfactorily performed. The Parks and Facilities Manager shall provide a copy of the Report to the Contractor. Contractor shall immediately correct any performance deficiencies as described in Section 5.B above.

6. EQUIPMENT AND SUPPLIES

A. Equipment

- 1. The Contractor shall furnish, transport and stock, at its expense, equipment necessary to properly perform services. Equipment includes, but is not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, floor scrubbers, lifts, and ladders. Contractor shall maintain equipment in good and safe working condition. Unless otherwise approved by the City, Contractor may store small equipment, (with approval by the Parks and Facilities Manager), on City property.
- 2. The City shall provide dumpsters on-site at each facility for trash disposal.

B. Supplies

- 1. The Contractor shall furnish, transport and stock, at its expense, all cleaning supplies necessary to properly perform specified services. The City encourages, but does not require, Contractor's use of green cleaning products and practices that have a lower negative environmental impact than conventional products and practices. Contractor shall not use cleaning chemicals that will cause damage to finishes of painted surfaces, tile, or plumbing fixtures.
- 2. Prior to performing any services, Contractor shall provide a list of all cleaning products, technical cut sheets, and Safety Data Sheets (SDS) to the Parks and Facilities Manager. Contractor shall maintain SDS throughout the term of this Agreement and keep up-to-date SDS on site at all facilities in the janitorial rooms. Any time Contractor changes supplies, Contractor shall provide updated technical cut sheets and SDS to the Parks and Facilities Manager in advance for approval. If the Parks and Facilities Manager determines that a cleaning product or supply item does not meet performance standards, safety standards, or applicable air quality rules (such as the South Coast Air

Quality Management District's requirements for volatile organic compounds), the City may require the Contractor to replace the product or item.

7. SECURITY

- A. The City shall furnish keys and/or access cards for facilities as the City deems necessary. Contractor shall not duplicate keys or access cards. The Contractor shall be responsible for all City-issued keys and access cards, for notifying the City of lost keys, and for the replacement cost of lost keys and access cards. Additionally, the Contractor may be held responsible for the cost of re-keying locks that were operable by the misplaced or lost key(s). Contractor's personnel shall not share or exchange key cards without the Parks and Facilities Manager's prior approval.
- B. Contractor's employees shall not disturb documents, or any other item on desks, tables, file cabinets, and shelves, or use or tamper with City telephones, radios, television sets, or City employees' personal property.

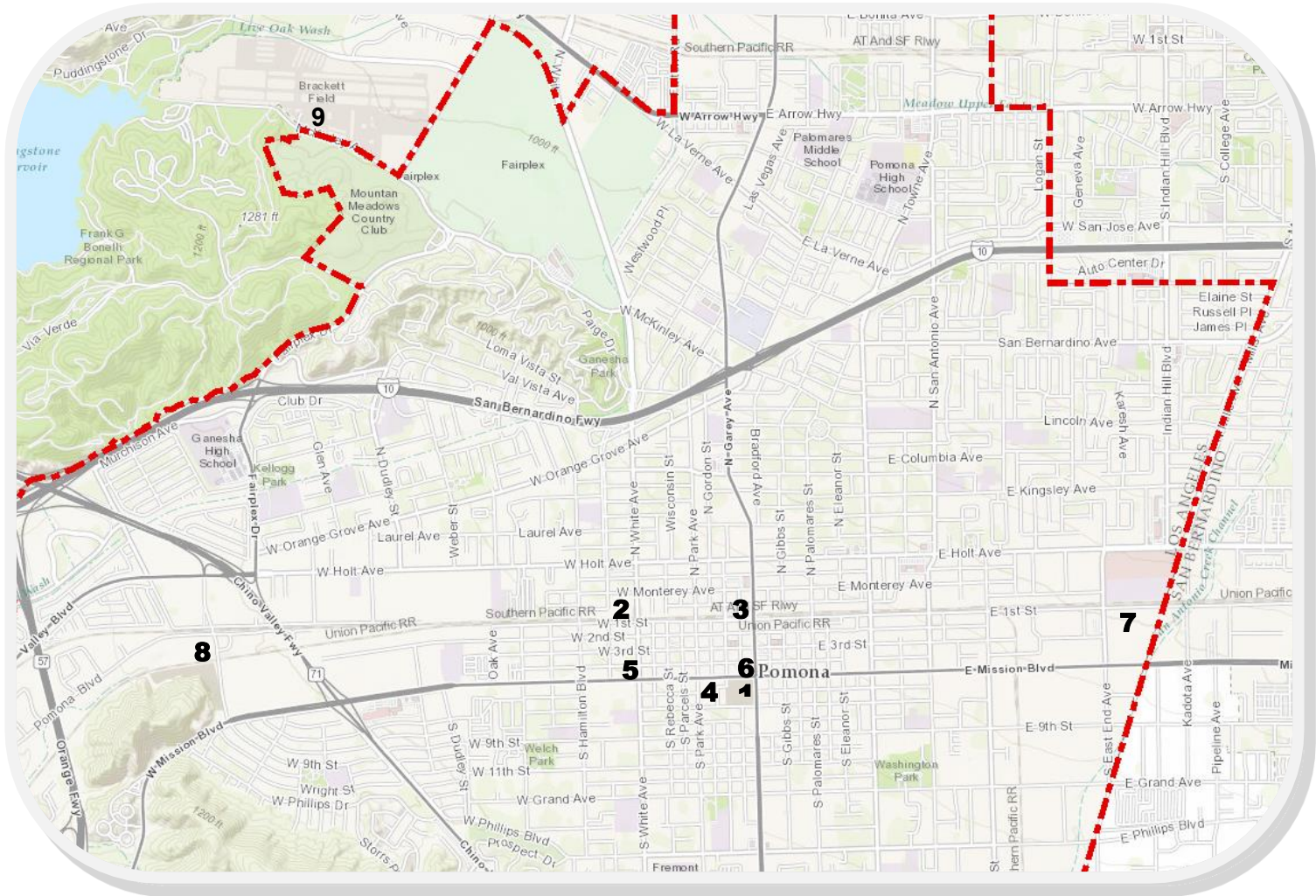
8. SAFETY, LEGAL RELATIONS AND RESPONSIBILITIES

- A. General – The Contractor shall keep itself fully informed of all existing and future State and Federal laws and regulations, including OSHA standards, and all Municipal ordinances and regulations of the City of Pomona which in any manner affect Contractor's performance of services.
- B. California Labor Code Section– The Contractor shall forfeit, as penalty, to the City, five hundred dollars (\$500.00) per occurrence, per employee, for violations of the California Labor Code Section 1810 to Section 1815. Pursuant to California Labor Code Section 1813, the Contractor shall forfeit twenty-five dollars (\$25.00) for each worker employed in the execution of this Agreement for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Sections 1810-1815 of the California Labor Code.
- C. Safety – Contractor shall comply with all applicable local, State and Federal safety regulations.
 - 1) Contractor shall take all steps necessary to ensure the safety of its employees and City employees.
 - 2) Contractor shall submit and maintain a detailed safety management program and plan, and must provide updates when the Contractor makes changes to the safety management program and plan, and upon City's request. The Contractor shall submit its safety management program and plan to the Parks and Facilities Manager for review and approval.
- D. Notification of Environmental Spills – If the Contractor spills or releases any substance into the environment, the Contractor shall immediately report the incident to the Parks and Facilities Manager. The Contractor is solely liable for such spills or releases.
- E. Preservation of Property – Contractor shall exercise due care to avoid injury or damage to existing improvements or facilities, adjacent property, and real or personal property. If the Parks and Facilities Manager determines that the Contractor is responsible for property damage, the Contractor shall repair or otherwise correct the damage to the Parks and Facilities Manager's satisfaction within a reasonable time. The Parks and Facilities manager shall determine the "reasonable time" for damage repair, considering the extent of the damage. If the Contractor does not complete the repair within a reasonable time, then the Parks and Facilities Manager may repair the damage and charge the repair cost to the Contractor, either by Contractor's

direct payment to the City of Pomona or by City's deduction of repair costs from Contractor's compensation.

- F. Lost and Found Property – Contractor is responsible for ensuring that its personnel turn in all items of personal or monetary value found by the Contractor's personnel to the Parks and Facilities Manager or Pomona Police Department.
- G. Compliance with Displaced Janitor Opportunity Act – The Contractor shall comply with the Displaced Janitor Opportunity Act (California Labor Code Section 1060-1065).

LOCATION MAP - EXHIBIT "A-1"



1. City Hall, Council Chambers and Library

505 S Garey Ave & 625 S Garey Ave

2. Water Yard, Monterey Yard and Fleet

148 N Huntington St & 636 W Monterey

3. Regional Transit Center & Traffic Building

101 W Commercial

4. Police Department Main Building

490 W Mission Blvd

5. Property Building

910 W 4th St

6. IA—Promenade

101 W Mission Blvd. Suite 225

7. Training Center / Gym

1702 E 1st St.

8. Pistol Range

465 S Humane Way

9. Aero Bureau

1615 W McKinley Ave

10. Ponderosa

Confidential location to be provided by the Police Department

EXHIBIT "A-2"
CIVIC CENTER FACILITIES

JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

CIVIC CENTER		Frequency of Work								
Office Spaces, Conference, and Training Spaces		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesda	Thursday	Once a				
	Empty Trash Containers, replace liners as needed	X	X	X	X					
	Maintain Floors:									
	Sweep		X		X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop		X		X					
	Spot Polish		X		X					
	Sweep Interior Atriums					X				
	Shampoo deep clean carpet areas									X
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Clean Glass Surfaces		X		X					
	Routine Dusting		X		X					
	Clean dirt and lint from ceiling, lighting fixtures and wall vents.					X				
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Drinking Fountains	X	X	X	X					
	Low Dusting					X			X	
	High Dusting					X			X	
	Clean glass windows in partitioned offices					X				
	Clean Fixtures		X		X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Vacuum Clean Upholstered Furniture							X		
	Clean Window Blinds							X		
	Sweep and Clean Atrium									
	Clean Glass Entry Doors	X	X	X	X			X		X
					X					

EXHIBIT "A-2"
CIVIC CENTER FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

CIVIC CENTER		Frequency of Work								
Restrooms		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once a				
	Clean and sanitize toilet, and urinal.									
	Clean/Disinfect fixtures	X	X	X	X					
	Floors – sweep and wet mop floors	X	X	X	X					
	Clean Counters	X	X	X	X					
	Descale						X			
	Replenish supplies	X	X	X	X					
	Empty Trash and replace liners when	X	X	X	X					
	Remove					X				
	Clean shower walls, curtains and	X	X	X	X					
	Clean dirt and lint from ceiling and wall									
	Replace wall mounted deodorant as						X			
	Clean the outside of storage lockers		X							
	Machine scrub, deep clean and disinfect all restrooms.								X	
	Strip, Wax & Polish Floors								X	

CIVIC CENTER		Frequency of Work								
Hallways/Stairways/Lobbies/Elevators		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Friday				
	Maintain Floors:									
	Sweep	X	X	X	X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop	X	X	X	X					
	Spot Polish		X		X					
	Shampoo deep clean carpet areas									X
	Clean Floor Mats	X	X	X	X					
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Routine Dusting		X		X					
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Drinking Fountains	X	X	X	X					
	Clean Fixtures		X		X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Wipe Down Elevator Walls	X	X	X	X					

EXHIBIT "A-2"
CIVIC CENTER FACILITIES

JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

Replace wall mounted deodorant as							X		
Vacuum Clean Upholstered Furniture								X	
Clean Window Blinds								X	
Sweep and Clean Interior Atrium	X		x						
Clean Glass Entry Doors interior and	X	X	X	X				X	X

CIVIC CENTER

		Frequency of Work								
Lunch Room/Kitchen/Lounge		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once A				
	Empty Trash Receptacles	X	X	X	X					
	Clean Tabletops and chairs	X	X	X	X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Vacuum and spot clean upholstered							X		
	Sweep and Wet Mop Floors	X	X	X	X					
	Wipe Clean exterior of vending machines, refrigerators, cabinets, and microwaves.	X	X	X	X					
	Clean and Sanitize Counter, Sink and	X	X	X	X					
	Strip, Clean, Wax, Power Buff, and/or									X

*Refrigerator will be emptied & cleaned

CIVIC CENTER

		Frequency of Work								
Office Spaces, Conference, and Training Spaces		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once A				
	Empty Trash Containers, replace liners as needed	X	X	X	X					
	Maintain Floors:									
	Sweep		X		X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop		X		X					
	Spot Polish		X		X					
	Sweep Interior Atriums					X				
	Shampoo deep clean carpet areas									X
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Clean Glass Surfaces		X		X					
	Routine Dusting		X		X					
	Clean dirt and lint from ceiling, lighting fixtures and wall vents.					X				

EXHIBIT "A-2"
CIVIC CENTER FACILITIES

JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

Clean & Remove Kick Marks and handprints	X	X	X	X					
Clean Drinking Fountains	X	X	X	X					
Low Dusting					X			X	
High Dusting					X			X	
Clean glass windows in partitioned offices					X				
Clean Fixtures		X		X					
Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
Vacuum Clean Upholstered Furniture							X		
Clean Window Blinds							X		
Sweep and Clean Atrium									
Clean Glass Entry Doors	X	X	X	X			X		X

EXHIBIT "A-2"
CITY YARD FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

CITY YARD		Frequency of Work								
Restrooms		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once A				
	Clean and sanitize toilet, and urinal.									
	Clean/Disinfect fixtures	X	X	X	X					
	Floors – sweep and wet mop floors	X	X	X	X					
	Clean Counters	X	X	X	X					
	Descale						X			
	Replenish supplies	X	X	X	X					
	Empty Trash and replace liners when	X	X	X	X					
	Remove					X				
	Clean shower walls, curtains and	X	X	X	X					
	Clean dirt and lint from ceiling and wall									
	Replace wall mounted deodorant as						X			
	Clean the outside of storage lockers		X							
	Machine scrub, deep clean and disinfect all restrooms.								X	
	Strip, Wax & Polish Floors								X	

CITY YARD		Frequency of Work								
Hallways/Stairways/Lobbies/Elevators		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once A				
	Maintain Floors:									
	Sweep	X	X	X	X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop	X	X	X	X					
	Spot Polish		X		X					
	Shampoo deep clean carpet areas									X
	Clean Floor Mats	X	X	X	X					
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Routine Dusting		X		X					
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Drinking Fountains	X	X	X	X					
	Clean Fixtures		X		X					

EXHIBIT "A-2"
CITY YARD FACILITIES

JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Wipe Down Elevator Walls	X	X	X	X					
	Replace wall mounted deodorant as						X			
	Vacuum Clean Upholstered Furniture							X		
	Clean Window Blinds							X		
	Sweep and Clean Interior Atrium	X		x						
	Clean Glass Entry Doors interior and	X	X	X	X			X		X

CITY YARD

		Frequency of Work								
Lunch Room/Kitchen/Lounge		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once a				
	Empty Trash Receptacles	X	X	X	X					
	Clean Tabletops and chairs	X	X	X	X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Vacuum and spot clean upholstered							X		
	Sweep and Wet Mop Floors	X	X	X	X					
	Wipe Clean exterior of vending machines, refrigerators, cabinets, and microwaves.	X	X	X	X					
	Clean and Sanitize Counter, Sink and	X	X	X	X					
	Strip, Clean, Wax, Power Buff, and/or									X

EXHIBIT "A-2"
REGIONAL TRANSIT CENTER FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

REGIONAL TRANSIT CENTER		Frequency of Work								
Restrooms		Weekly (Twice each day)						Monthly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	Clean and sanitize toilet, and urinal.	X	X	X	X	X	X			
	Clean/Disinfect fixtures	X	X	X	X	X	X			
	Floors – sweep and wet mop floors	X	X	X	X	X	X			
	Clean Counters	X	X	X	X	X	X			
	Descale								X	
	Replenish supplies	X	X	X	X	X	X			
	Empty Trash and replace liners when	X	X	X	X	X	X			
	Remove			X						
	Clean mirrors, shelves and benches	X	X	X	X	X	X			
	Clean dirt and lint from ceiling and wall		X							
	Clean ceiling fixtures, wall-mounted lighting fixtures and covers							X		
	Clean walls, partitions, doors and door			X						
	Replace wall mounted deodorant as							X		
	Machine scrub, deep clean and disinfect all restrooms.								X	
	Strip, Wax, Buff & Polish Floors								X	

EXHIBIT "A-2"
POMONA POLICE DEPARTMENT FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

POLICE		Frequency of Work								
Office Spaces, Conference, and Training Spaces		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesda	Thursday	Once a				
	Empty Trash Containers, replace liners as needed	X	X	X	X					
	Maintain Floors:									
	Sweep		X		X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop		X		X					
	Spot Polish		X		X					
	Sweep Interior Atriums					X				
	Shampoo deep clean carpet areas									X
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Clean Glass Surfaces		X		X					
	Routine Dusting		X		X					
	Clean dirt and lint from ceiling, lighting fixtures and wall vents.					X				
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Drinking Fountains	X	X	X	X					
	Low Dusting					X			X	
	High Dusting					X			X	
	Clean glass windows in partitioned offices					X				
	Clean Fixtures		X		X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Vacuum Clean Upholstered Furniture							X		
	Clean Window Blinds							X		
	Sweep and Clean Atrium									
	Clean Glass Entry Doors	X	X	X	X			X		X

EXHIBIT "A-2"
POMONA POLICE DEPARTMENT FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

POLICE		Frequency of Work								
Restrooms		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once a				
	Clean and sanitize toilet, and urinal.									
	Clean/Disinfect fixtures	X	X	X	X					
	Floors – sweep and wet mop floors	X	X	X	X					
	Clean Counters	X	X	X	X					
	Descal						X			
	Replenish supplies	X	X	X	X					
	Empty Trash and replace liners when	X	X	X	X					
	Remove					X				
	Clean shower walls, curtains and	X	X	X	X					
	Clean dirt and lint from ceiling and wall									
	Replace wall mounted deodorant as						X			
	Clean the outside of storage lockers		X							
	Machine Scrub, Deep Clean and Disinfect All Restrooms/Shower.								X	
	Strip, Wax & Polish Floors								X	

POLICE		Frequency of Work								
Hallways/Stairways/Lobbies/Elevators		Weekly					Monthly	Quarterly	Semi-Annually	Annually
Item	Description	Monday	Tuesday	Wednesday	Thursday	Once a				
	Maintain Floors:									
	Sweep	X	X	X	X					
	Vacuum, Spot Clean Carpets	X	X	X	X					
	Damp Mop	X	X	X	X					
	Spot Polish		X			X				
	Shampoo deep clean carpet areas									X
	Clean Floor Mats	X	X	X	X					
	Strip, Clean, Wax, Power Buff, Burnish									X
	Basic Cleaning:									
	Routine Dusting		X		X					
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Drinking Fountains	X	X	X	X					
	Clean Fixtures		X		X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Wipe Down Elevator Walls	X	X	X	X					
	Replace wall mounted deodorant as						X			
	Vacuum Clean Upholstered Furniture							X		

EXHIBIT "A-2"
POMONA POLICE DEPARTMENT FACILITIES
 JANITORIAL SERVICE WORK TASK FREQUENCY SCHEDULE

Clean Window Blinds							X		
Sweep and Clean Interior Atrium	X		x						
Clean Glass Entry Doors interior and	X	X	X	X			X		X

POLICE		Frequency of Work								
Lunch Room/Kitchen/Lounge		Weekly					Monthly	Quarterly	Semi-Annual	Annual
Item	Description	Monday	Tuesday	Wednesda	Thursday	Once A				
	Empty Trash Receptacles	X	X	X	X					
	Clean Tabletops and chairs	X	X	X	X					
	Wipe seat, armrest and backrest of vinyl/plastic/metal/wood furniture	X	X	X	X					
	Vacuum and spot clean upholstered							X		
	Sweep and Wet Mop Floors	X	X	X	X					
	Wipe Clean exterior of vending machines, refrigerators, cabinets, and microwaves.	X	X	X	X					
	Clean and Sanitize Counter, Sink and	X	X	X	X					
	Strip, Clean, Wax, Power Buff, and/or									X

*Refrigerator will be emptied & cleaned

POLICE		Frequency of Work								
GYM		Weekly					Monthly	Quarterly	Semi-Annually	Annually
		Monday	Tuesday	Wednesda	Thursday	Once A				
	Empty Trash Containers, replace liners as needed	X	X	X	X					
	Sweep and clean rubber floor surface					X				
	Clean and Dust Mirrors	X	X	X	X					
	Routine Dusting		X		X					
	Clean dirt and lint from ceiling, lighting fixtures and wall vents.					X				
	Clean & Remove Kick Marks and handprints	X	X	X	X					
	Clean Fixtures	X	X	X	X					
	Wipe Down All Gym Equipment					X				

APPENDIX

APPENDIX**CITY HALL FACILITIES – INFORMATION ON SQUARE FOOTAGE**

City Hall, Other Facilities, Police Department, and Other Police facilities requiring janitorial services consist mostly of general office space including restroom, lunchrooms, conference rooms, kitchen facilities and hallways. The Contractor shall perform the following tasks daily, unless otherwise stated, per the schedule listed below.

FACILITY	WEEKLY SCHEDULE	SQ. FT. CARPETT	SQ. FT. VINYL	SQ. FT. Restroom	TOTAL SQ.FOOTAGE
City Hall	Monday - Thursday	35,475	16,085		51,560
Council Chambers / Conference Rm	Monday - Thursday	2,416	8,165		10,581
Library	Monday – Wednesday and Saturday	49,747	1,853		51,600
Water Yard	Monday - Thursday	2,118	801		2,919
Monterey Yard	Monday – Wed, and Saturday	49,747	1,853		51,600
Regional Transit Center (RTC)	Monday - Saturday	--	2,302		2,302
Fleet	Monday – Friday	--	3,300		3,300
PD: Main Building		11,572	7,879	19,451	38,902
<i>Basement & 1st Floor</i>	Monday through Friday	inc.	inc.	inc.	inc.
<i>2nd Floor</i>	Monday through Friday	inc.	inc.	inc.	inc.
<i>Jail</i>	Mon, Wed, & Friday	710	3,782	42	4,534
PD: Property Bldg	Mon, Wed, & Friday	527	331	76	934
PD: Traffic Bldg	Mon, Wed, & Friday	1,472	361	168	2,001
PD: Training Center / Gym	Mon, Wed, & Friday	2850	2475	395	5720
PD: Pistol Range	Tuesday & Thursday	109	94	88	291
PD: Aero Bureau	Tuesday & Thursday	475	0	92	567
PD: Ponderosa	Tuesday & Thursday	1000	300	470	1770
PD: Admin, Crime Prevention	Mon. through Thurs	5875	0	0	5875
PD: IA	Tuesday & Thursday				

APPENDIX
FIXTURE COUNT

Location	Basins & Sinks	Commodes	Urinals	Showers	Elevators
City Hall:					
<i>2nd Floor</i>	14	11	2	1	1
<i>1st Floor</i>	10	10	5	0	0
<i>Basement</i>	6	4	2	0	0
Council Chambers / Conference Room	4	4	2	0	0
Library:					1
<i>Lower Floor</i>	15	8	4	1	0
<i>Upper Floor</i>	6	4	2	0	0
Water Yard	4	6	3	2	1
Monterey Yard	5	6	4	4	1
Fleet	7	6	3	0	0
RTC	3	5	2	0	2
PD Main Bldg	14	16	5	5	2
Property Bldg	3	2	1	0	0
Traffic Bldg	1	1	1	0	0
Training Center Restroom & Gym	9	8	4	1	0
Admin, Code; I.A., & Crime Prevention	1	0	0	0	0
Pistol Range	2	2	1	0	0
Aero Bureau	2	2	1	1	0
Ponderosa	2	2	0	2	0
Jail	17	17	1	7	0

JANITORIAL SIGN-IN LOG

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APPENDIX
SUPPLY INVENTORY

Supply Description	Order #	Minimum Stock	In Stock	Date Checked	Order amount	Date Ordered	Name
Liquid Hand Soap	5158a						
Dermacare Soap	8034						
Zep Hand Cleaner	5289						
Bleach Liquid	5010						
Blocks Urinal w/sc	5090-1						
Glass Cleaner gl.	5036						
Can Liners 24x24	5223						
Can Liners 30x36	5178						
Can Liners 40x46	5179						
Paper Towels Br.	8060						
Paper Towels WHT.	5092-A						
Roll Paper Towels	3ED46						
Toilet Paper	5130						
Lg. roll Toilet Paper	5131						

APPENDIX

HOUSE KEEPING INSPECTION REPORT

Facility			Location		
Maintenance Inspector's Name					Date
AREA	RATING				Remarks
	Poor	Fair	Good	Excellent	
ENTRANCE:					
Door Mats and sills					
Glass and metal					
Surfaces					
Corners					
Floor, Tile, Steps					
and Marble					
Trash cans					
Walls					
LOBBIES:					
Floor appearance					
Baseboards					
Sweeping					
Vacuuming					
Walls					
Spot cleaning					
Water fountains					
Stairs					
Trash cans					
ELEVATORS:					
Treads					
Walls and doors					
Floor appearance					
Baseboards					
Lights					
CORRIDORS:					
Floor appearance					
Baseboards					
Sweeping					
Vacuuming					
Walls and doors					
Door kick plates					
Water fountains					
STAIRWELLS:					
Rails, walls					
Steps, landings					
Baseboards					
Restrooms					
Dispensers					
Floors					
Mirrors					
Partitions					
Toilets, Urinals					
Waste Cans					
RESTROOMS:					

APPENDIX

Walls and doors					
Exhaust Vents					
OFFICE AREAS:					
Furniture					
Door kick plates					
Walls, doors,					
Spot Cleaning					
Waste baskets					
Partitions					
Low dusting					
Floor appearance					
Sweeping					
Vacuuming					
baseboards					
Corners					
WINDOWS:					
Glass					
sills, frames					
Blinds					
JANITOR CLOSETS:					
Cleanliness					
Organization					
Supplies					
Equipment					
Labels on containers					