

CUSTODIAL SERVICES
AGREEMENT

This agreement is entered into by and between Brownwood Independent School District, a political subdivision of the State of Texas, hereinafter referred to as “Brownwood ISD”, and Draco’s Janitorial Services & Auto Detailing Inc., hereinafter referred to as “Contractor”.

PURPOSE: The purpose of this agreement is to secure the services of a Contractor to provide custodial services for the Brownwood High School, located at 2100 Slayden , Brownwood, Texas.

DESCRIPTION OF SERVICES TO BE PROVIDED: In consideration of the compensation received under this agreement, Contractor will provide the custodial services for Brownwood ISD described in the attached RFP for Custodial Services.

IN CONSIDERATION OF the mutual promises and understandings contained in this agreement, Contractor and Brownwood ISD agree as follows:

PERIOD OF PERFORMANCE:

The period of performance under this Agreement shall be from September 1, 2018 through August 31, 2019, unless sooner terminated or extended as provided therein.

Brownwood ISD reserved the right to renew this contract for four (4) consecutive one (1) year terms. Such extension shall be subject to mutual agreement as to duration, modification of terms, and price adjustments. The total agreement duration, with extensions, shall not exceed five (5) years.

COMPENSATION:

AMOUNT:

Brownwood ISD shall pay Contractor the amount of \$244,071.12 annually by monthly payments of \$20,339.26.

The parties have executed this agreement this 27 day of Aug, 2018.

CONTRACTOR NAME

Draco's Janitorial & Auto Detailing Inc.

Contact: Draco Miller

Address: P.O. Box 1854

Brownwood, Texas 76804

325-642-7921

Draco Miller 8/27/18
Signature

BROWNWOOD ISD

Contact: Dr. Hector Martinez, Assistant Superintendent

2707 Southside Drive

Brownwood, Texas 76801

325-643-5644

Hector Martinez
Signature

8/27/18
Date

Brownwood Independent School District

Request for Proposals Custodial Services

Issue Date: June 29, 2018

This document is a Request for Proposals for the implementation of a comprehensive Custodial plan and program for Brownwood Independent School District.

Issued by:

Brownwood Independent School District

PO Box 730
2707 Southside Drive

Brownwood, TX 76804

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I. PROPOSAL PROCESS

A. PURPOSE: The purpose of this Request for Proposals (RFP) is to solicit sealed offers from qualified firms and to negotiate an agreement for the provision of custodial services for the Brownwood Independent School District as outlined herein.

B. PROPOSAL: Each participating firm shall submit a written Proposal detailing the manner in which the objectives set forth in this RFP shall be achieved. Within the framework set forth herein, each firm will be expected to bring its own unique style and approach to the process.

C. SCOPE: The selected firm shall furnish all necessary resources (including but not limited to personnel, training programs, support, equipment, materials, services and supplies) to implement a program which improves efficiency and effectiveness of the District's custodial services and related operations.

D. TIMETABLE:

Issue RFP	June 29, 2018
Deadline for Submission	July 12, 2018 10:00 AM
Recommendation/Decision	August 13, 2018 6:30 PM

E. SUBMISSION DEADLINE: Sealed Proposals will be received until 10:00 a.m. local time on Thursday, July 12, 2018.

F. COMMUNICATION: All inquiries and requests for information regarding proposal submission requirements shall be directed to:

Dr. Hector Martinez	and	Justin Felts
Assistant Superintendent		Maintenance Director
Brownwood ISD		Phone (325) 646-0881
P. O. Box 730		
2707Southside Drive		
Brownwood, TX 76804		
Phone: (325) 643-5644		

G. PROPOSAL ACCEPTANCE: The District shall have the right to accept or reject any proposal. In particular, the District may reject a proposal not accompanied by data required by the RFP or in any way incomplete or irregular. Conditional proposals will not be accepted.

H. CONTRACT AWARD: Award shall be made to the one qualified firm whose Proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

I. FEES AND OPERATING COST: Fees will be considered a part of overall operating cost.

Operating cost will be viewed as one of a number of component determinants of overall best value and will be considered in accordance with the criteria established herein.

J. ADDENDA: Any changes to this RFP will be made by addendum and such changes will prevail over previously issued information. Addenda issued will be mailed to firms on record to participate and will also be posted on the District's website. Each firm submitting a proposal is responsible to be sure the latest addendum is incorporated.

Anyone obtaining RFP documents from a source other than the District must notify the District of a contact name, address, telephone, e-mail and facsimile number in order to receive any correspondence, including addenda.

K. OPEN COMPETITION: The District encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the needs of the District and the assurance of an economically and operationally sound solution.

L. NON-COLLUSION: Submission of a Proposal guarantees that the Proposal has been prepared without collusion with other firms and without effort to preclude the District from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the District, and that the firm has disclosed any known beneficial relationship between a District official and the firm.

M. WITHDRAWAL OR MODIFICATION: A Proposal may be withdrawn, but only before the Submission Deadline and only in its entirety. A withdrawn proposal may be resubmitted after modification, but only before the Submission Deadline. A Proposal may not be withdrawn or modified following the Submission Deadline.

N. ERRORS: The District is not liable for any errors or misinterpretations made in responding to this RFP.

O. PREPARATION EXPENSE: All Proposals submitted in response to this RFP must be supplied at the sole expense of the proposing firm, irrespective of the final decision of the District as to contract award.

P. INSPECTION OF FACILITIES: It is the responsibility of each firm to become fully informed as to the nature and extent of the work required and its relation to any other condition, including possible interference from academic or other activities.

Q. ORAL PRESENTATION: A firm or firms submitting Proposals which meet the selection criteria and which are deemed to be most advantageous to the District may be required to give oral presentation(s) to District officials. The District is under no obligation to schedule an oral presentation with any specific firm, and any scheduling of oral presentations will be done by the District.

R. INQUIRIES: The District will not provide verbal answers to inquires or verbal instructions regarding the RFP. A verbal statement by any person representing the District shall be considered non-binding. The District is not liable for increased cost or other consequence

resulting from the acceptance of verbal direction by a participating firm.

S. INTERPRETATION: Any questions as to the meaning of the RFP should be directed in writing to the individual indicated in Section H above. The District will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. Only in cases where the District discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the District will be final and binding upon the recipient.

Cost or problems associated with misinterpretation of the intent of the RFP or because of failure to receive addenda or written clarification will be the responsibility of the proposing firm.

T. QUALIFICATIONS: A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The District may require evidence of qualification, including:

1. Evidence of appropriate licensing to perform the work specified.
2. Experience record showing expertise and success in similar work.
3. Proof of substantial experience managing public school contracts.

U. SELECTION: Selection shall be made of one firm deemed to be fully qualified and best suited among those submitting Proposals on the basis of the evaluation factors identified herein. The District may cancel this RFP, reject Proposals or any portions thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. Should the District determine (at its sole discretion) that only one firm is fully qualified, or that one firm is clearly more suitable than the others under consideration, a contract may be awarded to that firm.

V. NEGOTIATIONS: Final negotiations may be conducted with the selected firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

W. AMERICANS WITH DISABILITIES ACT: If special accommodations are needed in order to attend meetings or to accomplish building site visits, please contact the District at least one (1) week prior to the event to insure such accommodations.

II. PROPOSAL CONDITIONS

A. CONTRACT TERM: The successful firm will be awarded a contract with a term of **one year** starting September 1, 2018 through August 31, 2019. At the sole option of the District, this Agreement can be renewed for four (4) consecutive 1-year terms.

B. APPROPRIATION: If funds for the services provided under the contract are not appropriated in a given District fiscal year, the District may terminate the contract upon 30 days notice.

C. PERSONNEL: This section defines the intended employment relationships of all persons working within the custodial services under any contract resulting from this RFP.

All employees will be employees of the selected firm.

D. ILLEGAL WORKERS: The District shall consider the intentional employment of unauthorized aliens by the selected firm in violation of U.S. immigration laws cause for unilateral cancellation of any contract resulting from this RFP.

E. BACKGROUND CHECK: All employees of the selected firm must undergo a criminal background check prior to beginning work. No employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a child may be employed. The District will be furnished proof of criminal record background checks prior to employees working on any campus

F. ASBESTOS MATTERS: The District will be responsible for all matters relating to asbestos.

G. STORAGE: The District will provide for the selected firm suitable storage facilities at each work location.

H. PRICING: Monthly invoices may be submitted by the selected firm at the end of the month in which services are provided.

Start Up – pricing will include all costs associated with start up of services.

Adjustment for Changes in Service – An adjustment based on change in services or scope will be negotiated between the parties and will be effective upon the change.

Other Changes – Unionization, minimum wage increases, tax rate changes, mutual decisions to alter staffing, and other similar circumstances will be considered reason for review and/or negotiation of new contract pricing.

I. CAPITAL EQUIPMENT: The selected firm shall provide, as a part of the contract all custodial operational equipment and vehicles necessary to accomplish the work required under the contract.

Operational Equipment – Supplemental non-fixed operational capital equipment (such as cleaning carts, floor machines) will be provided by the selected firm.

Vehicles – supplemental vehicles will be provided by the selected firm.

The selected firm shall be responsible for maintenance, repair, insurance and replacement of its operational equipment and vehicles.

J. SUPPLIES AND SERVICES: The selected firm will provide all custodial, supplies (excluding paper products, soap, and liners) and purchased services necessary to accomplish the work required under the contract.

K. PAYMENT RESPONSIBILITY: The payment responsibilities of the parties will be clearly spelled out in the contract and in the proposal.

L. REGULATORY COMPLIANCE: The selected firm will comply at all times with all regulations governing the services provided as a result of this RFP, and the District will fully cooperate with such efforts by the firm.

The selected firm must be licensed to do business in the State of Texas.

M. INSURANCE: The selected firm shall maintain with a company or companies, lawfully authorized to do business in the State of Texas, such insurance as will protect the firm from claims arising out of or resulting from the firm's operations under any contract resulting from this RFP, and for which the firm may be legally liable, whether such operations be by the firm or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Certificates of Insurance will be required naming the District as additional insured. The District must be notified at least 30 day in advance of any policy cancellation.

General Liability Insurance – The selected firm shall provide Comprehensive General Liability policy for general liability coverage with limits of not less than \$1,000,000 – Bodily Injury and \$100,000 – Property Damage per occurrence. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation – The selected firm shall secure and maintain for the life of the contract valid Worker's Compensation Insurance as required by law.

Automobile Liability – The selected firm shall secure and maintain for the life of the contract automobile liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence.

Employer's Liability - The selected firm shall secure and maintain for the life of the contract employer's liability insurance with at least a \$500,000 limit.

Fidelity Bond – The selected firm shall secure and maintain for the life of the contract a fidelity bond or equivalent coverage in the amount of at least \$10,000 per employee.

N. WAIVER OF RECOVERY: The District and the selected firm will mutually waive all rights of recovery against their respective insurers.

O. INDEMNITY: To the extent permitted by law, each party will indemnify the other party against loss due to its negligent acts or omissions.

P. BONDING: In an effort to effectively manage cost, the District will not require either a bid bond or a performance bond. Therefore, the District will only consider firms with sufficient demonstrated financial strength and performance history to fulfill the requirements of the RFP. If the District determines that a firm is qualified but lacks sufficient financial strength or performance history to insure fulfillment of the requirements, bonds may be subsequently required.

Q. ASSIGNMENT: Assignment of contract may only be made to an affiliate or wholly-owned subsidiary of the selected firm.

R. NOTICES AND AMENDMENTS: All notices and amendments must be in writing.

S. FORCE MAJEUR: The contract may contain a provision limiting obligation and liability due to catastrophe or other force majeure.

T. TERMINATION: Any contract resulting from this RFP may be cancelled upon 90 days notice without cause or upon 30 days notice for cause, except that the contract may be cancelled upon 10 days notice if the cause is non-payment.

U. JURISDICTION: This agreement will be construed and governed in the state of Texas.

V. LANGUAGE REQUIREMENT: English is the recognized language used in the District. Although it is not a requirement that all of the selected firm's employees speak English, it is a requirement that the overall supervisor and the lead person on each campus be able to speak, write and understand English, in order to properly understand and communicate instructions. All written instructions, including Material Safety Data Sheets, posting of notices, etc., will be provided in both English and Spanish.

III. PROPOSAL SUBMISSION

A. PROPOSAL SUBMISSION: Three (3) Proposal documents are to be submitted in (a) sealed envelope(s) or box(es). One must be an original. Please indicate with the response the name of the firm, contact person and contact information. The District reserves the right to request additional copies or information without cost or to duplicate information submitted as required for the purpose of evaluating Proposals.

Proposals should be mailed or delivered to:

Kati Burke
Director of Finance
P. O. Box 730
2707 Southside Drive
Brownwood, TX 76804

Email and faxed proposals will not be accepted. Late proposals will be returned unopened.

B. PROPOSAL FORMAT: Proposals should provide a straightforward, concise description of the capabilities of the firm and must satisfy at least the basic requirements of the RFP. Emphasis should be on completeness and clarity of content. The response should be formatted in the following major sections, which may be placed in any order:

1. Summary. The firm may, but is not required to, provide an executive summary.
2. Required Documents. This section should include any specific documents required by the RFP, such as insurance certificates, completed forms supplied by the District, licenses, etc.
3. Company. This section should include information about the firm and its qualifications and should include references.
4. Organization. This section should include the firm's proposed on-site organization, including staffing information. It should also include any information about managers who may be assigned to the operation.
5. Financial. This section should include pricing, various financial calculations and related information sufficient to explain the fees and costs associated with providing the services.
6. People. This section should include information concerning recruitment, selection, training, promotion, benefits and other personnel related information.
7. Operations. This section should include operational information concerning the method of service delivery, including programs and management.

8. Implementation. Information concerning the general plan for implementation should be provided in this section.
9. Support. This section should describe corporate support, technical support systems and quality control systems.
10. Supplemental. This section should include any additional information the firm wishes to provide which it believes will help the District make a determination about its capability and suitability as a business partner.

C. SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as necessary so that the District may properly evaluate the capabilities of the firm to provide the required services. Each firm is required to submit completely the following items.

1. A complete response to the RFP.
2. The names of clients, including any public school district clients for whom the firm is currently providing services of the same or substantially similar scope as outlined herein. Include the dates of service, the client name, address, and the name and telephone of one or more administrators who have responsibility for the relationship.
3. Evidence of experience in providing services similar to those described herein.
4. As evidence of financial stability, please provide the most recent annual report produced by the firm, showing at least two consecutive years of financial results.
5. As evidence of a support organization sufficient to deliver the proposed services, please include a chart and information demonstrating the organization that would support the firm's proposed program.
6. Please include any other pertinent information that demonstrates the firm's corporate capability to successfully perform the services.
7. Please indicate and identify those capabilities and resources produced within the firm's organization as opposed to those to be acquired through the use of third party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purposes of this contract.

IV. PROPOSAL EVALUATION

A. EVALUATION CRITERIA: Proposals will be evaluated and contract award made based upon the proposal that is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including the overall long-term value to the District.

B. PERFORMANCE INVESTIGATIONS: As part of the proposal evaluation process the District may make inquiries and investigations, including visiting sites or obtaining verbal or written references from the firm's customers, to determine the ability of the firm to provide service.

V. GENERAL PROGRAM REQUIREMENTS

A. PROGRAM GOALS: The services performed by the selected firm shall be accomplished within the framework of attaining the following goals:

1. Develop and implement a plan to improve the appearance and functionality of all assigned high school buildings to create and maintain a cleaner and safer environment for students and to more effectively support the education mission.
2. Create value driven and cost effective custodial services and related functions which contribute to achievement of District mission and strategic initiatives.
3. Determine and implement appropriate levels of staffing for custodial operations and related functions.
4. Implement a system to improve individual and team productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
5. Enhance personnel development through a program of motivation, in-service education, training and recognition.
6. Insure the implementation of a comprehensive training and development plan for all positions within the functions managed.
7. Provide advanced training and development for those who desire to take advantage of such opportunities at all levels of staff.
8. Provide leadership and support to the District with specific expertise in custodial operations which will add value to the operation.
9. Determine appropriate deployment and use of technology, tools and manpower (including recommended staffing levels and upgrading of capital equipment requirements) for custodial operations.
10. Improve performance through the utilization of specialized tools, equipment, technologies and processes.
11. Introduce a systems approach and quality assurance program which will define, establish, quantify, maintain, evaluated and adjust desired levels of service.

B. QUALITY CONTROL OF SERVICES: The selected firm will provide the following:

1. Make and record a variety of regular facility inspections designed to assess all aspects of the program.
2. Maintain records of schedules and work accomplished for review by the District upon request.
3. Seek monthly evaluation by the District and Firm in determining the quality of services provided by the firm.

C. ADDITIONAL SUPPORT: The selected firm will provide the following:

1. Fully developed and appropriate training and in-service programs for all employees.
2. Written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business practice.
3. Individual preventive/predictive maintenance instructions for each preventive/predictive maintenance action required.
4. Line and staff support personnel available on a scheduled and as needed basis, to provide effective quality, technical support and consulting capabilities. All such support personnel will be on the payroll of the firm.

D. CUSTODIAL SERVICE: The selected firm will design and implement a custodial management program for the District that will provide service to all assigned high school buildings and include but not be limited to the following:

1. Provide standardization of the custodial program.
2. Provide training, management and direction of all custodial personnel in the performance of their respective duties.
3. Insure that necessary supplies and equipment are provided for the custodial staff to use in proper performance of their duties.
4. Provide daily work schedules and project schedules.
5. Provide adequate cleaning coverage for both evening and day activities (this does not include after school extracurricular activities).
6. Provide custodial staff to accommodate such activities as opening of the building, closing of the building, lunch room monitoring and other duties commonly associated with school district operations.

VI. DETAILED PROGRAM REQUIREMENTS

A. CUSTODIAL DUTIES AND FREQUENCIES

1. **Daily Duties** – Throughout the year. The custodial staff will perform the following duties daily, throughout the calendar year, Monday through Friday.

a. Rest Rooms

- (1) Thoroughly sanitize/service rest rooms each evening and police as necessary (at least 3 times during the day).
- (2) Remove trash to collection point.
- (3) Refill paper towel, soap and toilet paper containers.
- (4) Clean and sanitize floors and disinfect plumbing fixtures, including all basins, bowls and urinals, inside and outside, shower nozzles and lavatory and shower faucets.
- (5) Polish mirrors and bright work.
- (6) Damp wipe partitions with disinfectant.
- (7) Scrub/brush resinous flooring as needed
- (8) Spot clean walls.
- (9) Remove graffiti.
- (10) Check to be sure plumbing is operational; that there are no stoppages or leaks.

b. Offices, Lounges and Conference Rooms

- (1) Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
- (2) Dust clear areas of furniture tops, shelves, sills and ledges as needed
- (3) Spot clean glass in doors and partitions. Wipe dry as needed.
- (4) Clean any sinks or other rest room fixtures in offices in accordance with the rest room cleaning procedure.
- (5) Dust mop hard surface floors with a dust mop. Sweep wooden or concrete floors.
- (6) Spot mop hard surface floors only to remove very heavy soil.

(7) Vacuum clean the carpets daily and check for spot cleaning and carpet strings.

c. Entrances, Lobbies and Hallways, and Other Public Areas

(1) Empty waste from waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.

(2) Clean smudges and soil from glass in partitions and doors.

(3) Vacuum any carpets or mats daily and check carpets for spot cleaning and carpet strings.

(4) Dust mop floors.

(5) Spot mop or machine scrub floors as necessary to remove heavy soil.

(6) Clean and sanitize water fountains.

(7) Spot clean smudges on walls, door facings and doors.

2. *Daily Duties When Students Are In School.* The custodial staff will perform the following duties daily during days that students are in school (Monday through Friday):

a. Classrooms, Laboratories, Libraries, and Student Activity Center

(1) Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.

(2) Spot clean glass in doors and partitions and on the inside of windows to remove smudges.

(3) Empty pencil sharpeners.

(4) Spot clean walls, doors and ledges as needed.

(5) Vacuum clean the carpets daily and check for spot cleaning and carpet strings.

(6) Dust mop hard surface floors. Sweep rough wood or concrete floors.

(7) Spot mop hard surface floors as necessary.

(8) Clean sinks and replenish paper towels.

(9) Clean student desktops no less than every other day

b. Rest Rooms

(1) Thoroughly sanitize/service rest rooms after school each evening and police as necessary

(at least 3 times during the school day).

(2) Remove trash to collection point.

(3) Refill paper towel, soap and toilet paper containers.

(4) Clean and sanitize floors and disinfect plumbing fixtures, including all basins, bowls and urinals, inside and outside, shower nozzles and lavatory and shower faucets.

(5) Polish mirrors and bright work.

(6) Damp wipe partitions with disinfectant.

(7) Scrub/brush resinous flooring as needed

(8) Spot clean walls.

(9) Remove graffiti.

(10) Check to be sure plumbing is operational; that there are no stoppages or leaks.

c. Offices, Lounges and Conference Rooms

(1) Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.

(2) Dust clear areas of furniture tops, shelves, sills and ledges as needed

(3) Spot clean glass in doors and partitions. Wipe dry as needed.

(4) Clean any sinks or other rest room fixtures in offices in accordance with the rest room cleaning procedure.

(5) Dust mop hard surface floors with a dust mop. Sweep wooden or concrete floors.

(6) Spot mop hard surface floors only to remove very heavy soil.

(7) Vacuum clean the carpets daily and check for spot cleaning and carpet strings.

d. Entrances, Lobbies and Hallways

(1) Empty waste from waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.

- (2) Clean smudges and soil from glass in partitions and doors.
- (3) Vacuum any carpets or mats daily and check carpets for spot cleaning and carpet strings.
- (4) Dust mop floors.
- (5) Spot mop or machine scrub floors as necessary to remove heavy soil.
- (6) Clean and sanitize water fountains.
- (7) Spot clean smudges on walls, door facings and doors.

e. Kitchens, Cafeterias, Lunchrooms

(1) All cleaning of kitchen, kitchen storage and serving areas will be provided by food and nutrition department staff. All cleaning supplies, tools and equipment for these areas will be provided by the food and nutrition department.

During School

- (2) Sweep and mop spills and major pieces of litter from the floor.
- (3) Empty waste from waste receptacles as needed.
- (4) Clean tables and chairs both during and after breakfast and lunch.

After School

- (5) Dust mop and damp mop or machine scrub floors daily.
- (6) Scrub spots where soil is heavy.
- (7) Spot clean walls and remove cobwebs
- (8) Clean glass partitions and doors.
- (9) Damp wipe tabletops and chairs with a mild germicidal disinfectant.
- (10) Vacuum carpeted areas thoroughly.
- (11) Clean and sanitize drinking fountains.

f. Stairways

- (1) Spot clean walls.
- (2) Spot mop treads which are heavily soiled.

i. Indoor Policing of Entrances, Lobbies, Halls and Other Public Areas

- (1) Sweep outside steps or nearby sidewalk (out to the curb) to keep soil away from door.
- (2) Keep matting and runners clean and dry at entrances. Vacuum if necessary. Spot mop to remove tracked in water or soil.
- (3) Keep waste receptacles emptied as required.
- (4) Pick up any items that have been dropped on floors.
- (5) Clean any spillage or soiled spots on floors with a mop. Spot clean spills on carpets.
- (6) Keep area clean and free of trash from building out to the curb.

j. Indoor Policing of Rest Rooms

- (1) Empty rest room trash receptacles as required.
- (2) Check and refill dispensers.
- (3) Spot clean soiled basins, toilet seats or any other fixtures or partitions.
- (4) Clean and disinfect any spillage or soiled spots on the floors.

k. Outdoor Policing

- (1) Empty waste receptacles and replace plastic liners.
- (2) Keep walkways clear of debris.
- (3) Remove obvious debris from grounds, extending from the building to the road.

3. *Weekly Duties When Students Are In School.* The custodial staff will perform the following duties weekly (unless otherwise noted) during days that students are in school:

a. Classrooms, Laboratories, Libraries, and Student Activity Center

- (1) Thoroughly mop hard surface flooring with a mild sanitizing solution.
- (2) Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- (3) Damp wipe doors.
- (4) Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot clean them to remove heavy soil, heavy markings or graffiti.

- (5) Dust vertical furniture surfaces, wall vents and vertical wall trim.
- (6) High dusting
- (7) Clean doorknobs, push plates and kick plates.
- (8) As needed burnish finished hard surface floors. Dust mop after burnishing. Burnish finished concrete floors monthly.

b. Rest Rooms

- (1) Damp wipe vertical surface with a mild sanitizing disinfectant.
- (2) De-lime urinals.
- (3) Clean door knobs, kick plates and push plates.
- (4) Check ceilings for cobwebs and remove as required
- (5) Dust ledges, vents, partitions and light fixtures above sinks.
- (6) As needed machine scrub rest room floor with a mild sanitizing disinfectant.

c. Offices, Lounges and Conference Rooms

- (1) In areas that have ceramic, concrete, terrazzo or resilient tile floors, damp mop or machine scrub the entire area.
- (2) Completely vacuum carpeted areas.
- (3) Dust vertical furniture surfaces, wall vents and vertical wall trim.
- (4) Clean door knobs, push plates and kick plates.
- (5) Check ceilings for cobwebs and remove as required.
- (6) Burnish or spray buff hard surface floor traffic patterns every week. Burnish or spray buff entire floor monthly.
- (7) Clean telephones with a mild sanitizing disinfectant.

d. Entrances, Lobbies and Hallways

- (1) Clean entranceway glass.
- (2) Completely damp mop ceramic, concrete, terrazzo and resilient tile floors.
- (3) Dust vertical furniture surfaces, wall vents and vertical wall trim.

- (4) Dust windowsills, ledges and furniture tops
- (5) Vacuum return air vents.
- (6) Clean brass doorknobs, rails, push plates on doors, kick plates on doors and other pieces of brass trim.
- (7) Check ceilings for cobwebs and remove as required.
- (8) Shampoo or extract carpeted areas monthly (entrances and lobbies), quarterly (hallways) or as needed.
- (9) Wipe baseboards (entrances and lobbies).
- (10) Once per week burnish or spray buff tile floors.

e. Cafeterias, Lunchrooms

- (1) Damp wipe vertical surfaces within 6 feet of ground level with a mild sanitizing disinfectant.
- (2) Burnish or spray buff finished resilient flooring surfaces.
- (3) Vacuum upholstered furniture.
- (4) Clean doorknobs, push plates and kick plates.

f. Stairways

- (1) Dust mop. Dust handrails and any windowsills or ledges.
- (2) Completely damp mop treads.
- (3) Wash handrails.
- (4) Wash stair risers (monthly) to remove soil, scuffs and shoe marks.

g. Minimal Service Areas, Mechanical Areas

- (1) Mechanical areas to be cleaned by maintenance staff.
- (2) No storage is permitted in these areas.

i. Outside Policing

- (1) Remove cobwebs and debris from overhangs and walls.

4. ***Annual and Semi Annual Project Cleaning.*** Project cleaning will be scheduled for the following on an as needed basis:

- a. Stripping and/or refinishing tile floors once annually.
- b. Complete carpet cleaning twice per year. (Before school starts and during the Christmas Holidays).
- c. Polish furniture.
- d. Wash walls, locker exteriors/interiors, and waste receptacles.
- e. Wash Venetian blinds.
- f. Vacuum and shampoo or extract upholstered furniture.
- g. Wash interior and exterior windows.
- h. Clean and wash lighting and mechanical diffusers.
- i. Clean exterior and interior of student desks.
- j. Clean brick wall and brick columns in High School Activity Center (twice each year)

4. **Miscellaneous Responsibilities.** It is understood that, in the high school, the custodians (particularly on the day shift) are there to support the school principal and staff. Various scheduled and unscheduled needs which arise from time to time and which are generally to be met by the custodial staff.

- a. Opening and closing of the facilities during normal school operating hours. Administrative and support buildings will generally be opened by others and closed by custodial staff after cleaning. The custodial staff will be responsible for securing buildings at the end of each day of operation or after special events, whichever is later.
- b. Routine and project cleaning during fall, winter, spring and summer breaks.
- c. Remove furniture after meetings
- d. Post class scheduled activity clean ups
- e. Assisting in receiving of supplies
- f. Incidental graffiti removal on the interior of the building
- g. Reporting observed safety hazards
- h. Scheduling work around evening classes if applicable

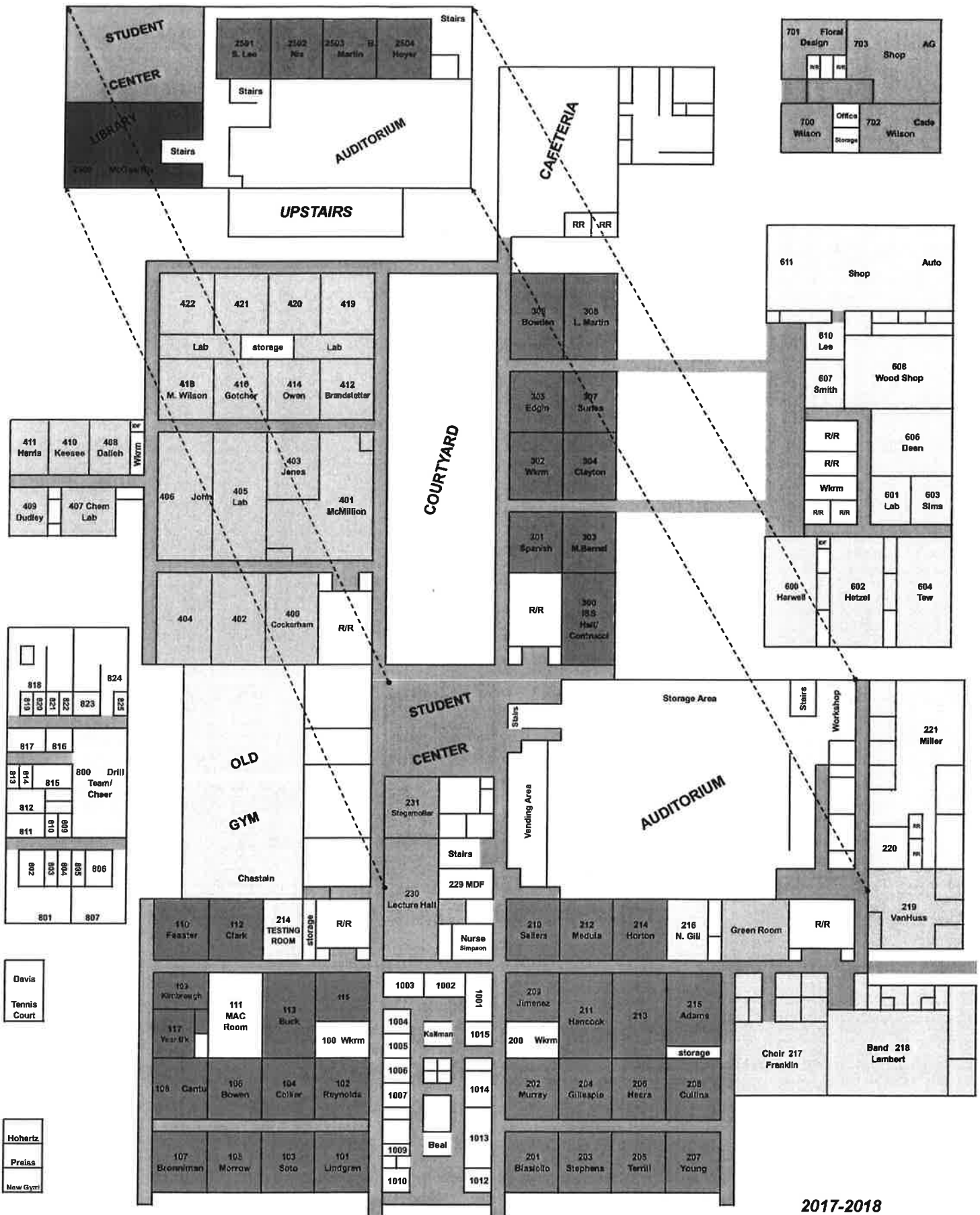
- i. Other duties assigned by the principal and within the scope of the Agreement.

VII. DISTRICT INFORMATION

Facility Information

The following information concerning buildings to be maintained is attached:

1. Diagrams of permanent structures are included.



2017-2018

Front of School