



## CLEANING SCHEDULE

### CLASSROOMS

#### Daily

- Empty wastebaskets
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

#### Weekly

- Replace all plastic trash liners in waste receptacles or more frequently if needed
- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Damp clean baseboards
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors



## CLASSROOMS – CONTINUED

### Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas only reachable from higher than a 6-foot ladder
- Remove dust and cobwebs from ceiling areas
- Dust blinds

### Semi-Annually

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

### Annually

- Refinish all floors

## OFFICES

### Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors
- Spot mop composition floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings



## OFFICES - CONTINUED

### Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges
- Spray buff composition floors

### Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas
- Dust blinds

### Annually

- Refinish all floors

## TEACHER WORK AREA AND DUPLICATION ROOMS

### Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Damp clean vending machines
- Dust mop all composition floors
- Spot mop composition floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings



## TEACHER WORK AREA AND DUPLICATION ROOMS – CONTINUED

### Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

### Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas

### Annually

- Damp clean all washable furniture
- Clean carpet to remove all stains, spills and soiled spots
- Refinish all floors

## LIBRARY

### Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings



## LIBRARY - CONTINUED

### Weekly

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean baseboards
- Damp clean window ledges

### Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas

### Annually

- Refinish all floors

## CAFETERIA AREAS

### Daily (five days per week)

- Spot clean interior glass to hand height (70") after school hours
- Remove trash from cafeteria area
- Clean during lunch periods (wipe down tables, empty trash, and clean up spills)
- Sweep and mop

### Semi-Annually

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas



## COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)

### Daily (five days per week)

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs
- Spray and buff all composition floors (At least 3 times per week)

### Weekly

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

### Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas
- Clean all hall walls (more often if needed)

### Semi-Annually

- Refinish all composition floors
- Clean carpet to remove all stains, spills, and soiled spots





## RESTROOMS/DRESSING ROOMS

### Daily

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily and as often as needed
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc

### Weekly

- Low dust horizontal surfaces to hand height (70")
- Damp clean baseboards
- Clean wall thoroughly with cleaning and sanitizing solution
- Wash and sanitize interior of wastebaskets

### Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas
- Machine scrub floors with germicidal disinfectant



## **MULTI-PURPOSE/GYMNASIUM**

### **Daily (Five days per week)**

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors per manufacturer's specifications or vacuum all carpeted areas
- Spot mop composition floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots

### **Weekly**

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, mop and clean floor underneath

### **Monthly**

- High dust above hand height (70") all horizontal surfaces including shelves and molding
- Remove dust and cobwebs from ceiling areas

\*Note: Scrub composition floors as needed

### **Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.)**

- Check and maintain clean restrooms, halls, lobbies, etc.





## **GROUNDS MAINTENANCE (INCLUDING ALL LAWNS, ALL SPORTS FIELDS, ALL PLAYGROUNDS, ALL LOADING DOCKS)**

### **Daily**

- Remove trash and debris from grounds
- Empty trash containers
- Sweep entrances, doorways, walkways, steps and curbs
- Remove any graffiti from outside walls and sidewalks

### **Management of Energy Consumption**

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools

### **Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 1 of each year)**

- Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of four (4) coats of wax in all classrooms
- Wash all windows and glass partitions on the inside and outside
- Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots

### **Notification of needed repairs**

- Cleaning personnel and/or supervisor to advise Area Manager of all needed repairs at the end of each day or sooner if appropriate

### **Securing Buildings**

- Day custodians will unlock building(s) each day. Cleaning supervisor or a designated cleaning employee will secure building(s) at the end of the day



## SUMMER CLEANING PROCEDURE

### Normal cleaning procedures may include the following:

- 3 people moving furniture and doing wipe downs (cleaning). These people would start and stay well ahead of the floor crew.
- 3 people doing the floor care work. First, do the edgework. Slop the edge only with your cleaning solution and everyone works the edges with doodlebugs and scrapers. After edges, slop the rest of the work area and work your way out of the room. One man on the machine. One man on the wet vac and one man on the rinse mop. The man doing the wet vac may also do the slopping.
- 1 person doing the finishing. Dust mop first. Look for blemishes. Lay the finish. This person will be working well behind the floor crew. Air conditioning is not always working in the summer, which can cause drying concerns. Be sure to plan and allow for the added drying time if the HVAC is not on and the humidity is running high. Do not put additional coats of finish on a floor that is not completely dried.

### Notes of interest:

- Always have wet floor signs visible when doing floor work.
- Remember that the wipe down portion of the clean up will take as much time as the floor work. This is often underestimated.
- Security in the summer is always a concern. Check for open windows and doors before leaving the building. Inform any school personnel that are present when you are leaving. Keep entrances locked when we are the only ones in the building.
- One week prior to teachers reporting everything should be complete and the rooms inspected for readiness. Light dusting may again be required. Be sure furniture is set in proper place and trash cans have clean liners in them.
- Remember that teachers start coming back BEFORE the date they are supposed to return. They will be in your way and putting pressure on you if you are not finished with their room. Another consideration is that many teachers will begin making a daily mess in their room as they begin to set up for the school year.
- Therefore, any work AFTER August 1<sup>st</sup> should be planned for second shift.



## SUMMER CLEANING PROCEDURE

1. Move furniture from classroom to hallway. Be sure to diagram the room on the chalkboard so the room will be set up as it was prior to cleanup.
2. If the room is large, you may move furniture to one side of the room rather than to the hallway. In this case, move all furniture to the exit side of the room stacked as close to the wall as possible. After approximately three-quarters of the room has been completely finished, move furniture back to the original position and complete the unfinished portion of the room on the exit side of the room.
3. Clean light fixtures. Drop the light cover and dust out bugs and debris. Wipe with surface cleaner if necessary.
4. Clean HVAC ceiling vent covers. Dust with feather duster or broom and wipe clean if necessary with surface cleaner.
5. Wash walls and chalkboards as necessary. Be careful not to over wet chalkboards. Use dry erase cleaner for white wallboards. Empty pencil sharpeners.
6. Strip and wax floors or clean carpet. If room has both tile and carpet, complete the tile areas first and the carpeted areas last. VCT should be stripped with black pad and refinished with no less than 4 coats of finish. Be sure that corners and baseboards are clean and well defined. IMPORTANT ... do not finish the first foot or so immediately inside the entrance door leading out to the hallway. This should be left stripped with no finish until the hallway has been completed and you are finishing the hallway. Old 9" asphalt tile (normally colored a dark red, beige or green) should not be stripped. Use a general purpose cleaner and a scrub pad on these floors. As finality, burnish the floors after finishing before replacing the furniture so the finish will be hardened and at a high gloss.
7. In classroom carpet cleaning, be sure to first- vacuum, second- edge vacuum and third- remove all gum on carpet. Pre-spray all carpet spots and work the spot out using the correct method. Extract or bonnet carpet per the requirements of the contract.
8. If Classroom has a restroom, complete this before finishing floors.
9. Clean furniture as you move it back to its original position. Be sure to remove gum from underneath desk and wipe down the surfaces with General Purpose cleaner. Be careful to mix properly so you do not have a residue left on the surface after drying. Replace trashcan liners.
10. Complete all classrooms, offices, libraries and other side rooms.
11. Restrooms should be detail cleaned from top to bottom before scrubbing the floors. Clean ceiling vents, light fixtures and wash walls. Wall washing may be done by using a deck brush with a surface cleaner mixture and a water hose to rinse with. Clean the sinks, toilets and urinals using normal cleaning procedure. Wipe clean the mirrors and paper dispensers. Lastly, flood the floor with cleaning solution and machine scrub with a





nylo grit brush. Be careful to deck brush around the corners and edges and under commodes. Flood rinse and squeegee down the floor drain. Rinse with clean water. Wipe clean all baseboards. This procedure assumes a ceramic tile floor and painted block walls. If the walls are dry board or the floors are VCT then clean walls and floors as you would in a classroom.

12. Hallways and common areas should be completed last. Starting at the furthest point and working toward the exit. Begin by cleaning the light fixtures and washing walls, locker tops and other hallway surfaces. Clean entrance mats and place inside an open space to dry. Strip and refinish the hallway floors the same as the classrooms. As you bring down the hallway, be sure to scrub out the janitor's closets. You may need to put more than 4 coats of finish on the hallway floors. Be sure to leave open all entrance doors leading into the hallway so stripper will not run underneath and dry in a classroom floor. After rinsing well, you will finish the floor by edging first and into the classrooms and then using the figure eight method bring the finish down the hall to your final exit.

13. Clean all windows inside and out. This is best done toward the end of the clean up and on overcast days. Do not clean the windows on the sunny side of the building or you will have streaking. Use a tucker pole for multistoried buildings.

14. Athletic areas will vary from school to school. Particularly in the High Schools, you will need to coordinate with the Athletic Director or Principal what activities will be going on over the summer. Many gyms are used all summer. Scrub out Locker Rooms the same as you do your restrooms. **GCA can provide wooden gym floor and bleacher refinishing as an optional service to your school district.**



## PRICING AND TERMS

GCA Services Group, Inc. ("GCA") will furnish all labor, cleaning supplies, equipment, and expendable supplies in rendering janitorial services five days per week.

### **CONTRACT TERM:**

The contract period would begin \_\_\_\_\_ through \_\_\_\_\_ with options to renew for four more one year annual options.

### **PAYMENT TERMS:**

GCA shall invoice Tupelo Public School District on the first day of the month for services to be rendered that month. Payments shall be made by Tupelo Public School District on or before the fifteenth (15<sup>th</sup>) day of the month following Tupelo Public School District's receipt of GCA invoice. Any adjustments and/or miscellaneous billings will appear on the succeeding month's invoice.

### **PRICE ADJUSTMENTS:**

The price for services provided by GCA shall be adjusted as follows:

- a) Annual ECI Adjustment: At the end of each annual period, the monthly price shall be increased by the lesser of three (3) percent or a percentage equal to the percentage increase in the Employee Cost Index for Civilian Workers, Compensation, 12 Month Percent Change, Seasonally Adjusted, published by the United States Department of Labor over the most recently published twelve (12) month period. Should the applicable Employee Cost Index over the most recently published twelve (12) month period decrease, the monthly price shall not change from the previous annual period.
- b) Change in Tax Rates or Minimum Wage Rate: In the event of a change in social security taxes or the Federal or State unemployment taxes, imposition of new Federal, State or local payroll taxes, or in the event of a change in the Federal, State or local minimum wage applicable to any of GCA employees, the monthly price shall be changed by the projected change in costs to GCA from the date of such change in such tax rates or the minimum wage rate. Such changes shall take place upon mutual agreement of the parties from the date such cost changes went into effect.
- c) Change in Services: Should Tupelo Public School District request a change in services for reason of opening new units or buildings or existing buildings or permanent closings of units or buildings or a change in janitorial tasks or frequencies to be performed or a significant change in the activity or use of Tupelo Public School District's premises, and should such change result in a change of costs to GCA, the monthly price shall be changed by the projected change in costs to GCA, such changes taking effect from the date of the change in services.



**TERMINATION FOR UNSATISFACTORY PERFORMANCE:**

Tupelo Public School District shall have the right to terminate this agreement for failure of performance by Contractor. If, in the sole reasonable opinion of Tupelo Public School District, Contractor is not performing services in accordance with the requirement of this agreement, and Tupelo Public School District desires to terminate the agreement, Owner shall give Contractor sixty (60) days written notice of its intention to cancel the agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in default. On or before the end of the sixty (60) days Cure Period, Owner shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event Owner may, by further written notice, cancel the agreement thirty (30) days from the end of the Cure Period. In the event that Owner does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the agreement shall continue in full force and effect thereafter.

**TERMINATION FOR NON-PAYMENT:**

In the event that Tupelo Public School District does not make payments on or before the due dates under the agreement, GCA may, at its option, terminate the agreement at any time after giving seven (7) days' prior written notice to Tupelo Public School District unless all overdue amounts are paid on or before the end of the notice period.

**LIMITATION OF LIABILITY:**

In no event shall either party be liable to the other for loss of profits, injury to business goodwill or other consequential or incidental damages.

**JOINT REVIEW COMMITTEE:**

A Joint Review Committee shall be formed and comprised of at least three (3) persons from Tupelo Public School District and three (3) persons from GCA. The purpose of the Committee will be to review the performance by GCA of the Services and facilitate regular communication between Tupelo Public School District and GCA regarding the Services. This Committee shall hold its first meeting not later than thirty (30) days from the commencement of this Agreement and thereafter shall have regular quarterly meetings.

**EMPLOYMENT COMMITMENT:**

GCA and Tupelo Public School District agree that at no time during the term of this Agreement, and for a period of two (2) years immediately following the termination or expiration of this Agreement, will either call upon or solicit any of the other's management personnel for the purpose of employing, hiring, or otherwise interfering with the contractual relationship of the other's management personnel, nor will they in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or association, solicit, hire, employ or take away any of the other's management personnel during the term of this Agreement and for two (2) years immediately following the termination or expiration of this Agreement. For purposes of this Section, "management personnel" shall include the following position titles of Tupelo Public School District: \_\_\_\_\_; and the following





position titles of GCA: Site Manager, Assistant Site Manager, Administrative Assistant, Area Manager, Regional Manager, Regional Vice President and Sales Director.

**UNIONIZATION:**

In the event of any increases in wages for GCA's employees providing the Services as a result of the unionization of such employees, the monthly price shall be changed by the projected change in costs to GCA from the date of such change in wages.

**COMPENSATION:**

	Monthly	Annually
<b>Option I – Tupelo High School</b>	<b>\$28,505</b>	<b>\$342,064</b>
<b>Option II – Tupelo Middle School</b>	<b>\$19,840</b>	<b>\$238,086</b>
<b>Option III – Both Schools</b>		
Tupelo High School	<b>\$27,033</b>	<b>\$324,401</b>
Tupelo Middle School	<b>\$17,476</b>	<b>\$209,709</b>

APPROVED:

Tupelo Public School District

BY: \_\_\_\_\_

GCA SERVICES GROUP, INC.

BY: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

DATE EFFECTIVE: \_\_\_\_\_