

10-01 - Scope of Work

Commercial Cleaning Services Lincoln Town Hall

(All items to be done daily unless otherwise specified)

Clean & disinfect Six (6) restrooms

- Clean toilet inside and out
- Wash/wipe counter top and all dispensers
- Replenish paper towels, soap and toilet paper
- Sweep daily and mop floor as needed & at least weekly

Clean & disinfect Two (2) kitchen areas

- Clean and put away any dishes in sink
- Ensure coffee maker and other appliances are off and clean
- Wash/wipe out microwave
- Wash/wipe all counters
- Replenish paper towels
- Vacuum floor

Clean lobby and public hallway areas

- Vacuum all carpets & sweep or vacuum all hard floors
- Empty all trashcans
- Straighten all furniture (tables and chairs, etc.)
- Mop floors (daily in winter, twice per week or more, as needed, in summer)
- Dust computer station, chair rails, baseboards and counters weekly
- Wash all doors and clean all interior windows (map room and doors) at least monthly, or more often, as necessary

Clean office areas

- Vacuum all floors
- Empty all trash cans unless otherwise instructed, conserving bags when possible
- Dust all computer stations and file cabinets weekly
- Spot treat carpet stains & deodorize as necessary
- Replenish tissue boxes as necessary
- Wash all interior windows monthly, or more often, as necessary

10-01 - Scope of Work cont.'d

Commercial Cleaning Services Police Department

(All items to be done daily unless otherwise specified)

Clean Police Department areas

(in addition to items listed on page 1)

- Clean and disinfect multiple holding cells weekly or as needed/requested
- Clean, disinfect and dust multiple office areas (as above)
- Clean, disinfect and dust dispatcher area (as above)

Arrange for annual professional deep cleaning of carpets.

Town of Lincoln to supply cleaning chemicals, mop, bucket, vacuum and paper stocks. Regulatory compliance measures must adhere to all the federal OSHA Standards along with relevant state requirements and use of Personal Protective Equipment (PPE).

10-02 - Scope of Work

Commercial Cleaning Services Lincoln Fire Department

(All items to be done bi-weekly unless otherwise specified)

Clean & disinfect restrooms

- Clean toilet inside and out
- Wash/wipe counter top and all dispensers
- Replenish paper towels, soap and toilet paper
- Sweep and mop floor

Clean & disinfect kitchen area

- Clean and put away any dishes in sink
- Ensure coffee maker and other appliances are off and clean
- Wash/wipe out microwave
- Wash/wipe all counters
- Replenish paper towels
- Vacuum floor

Clean meeting room & garage bay

- Vacuum any carpets
- Sweep or vacuum all hard floors
- Empty all trashcans on Thursday for Friday pickup
- Straighten all furniture (tables and chairs, etc.)
- Mop kitchen & restroom floors
- Dust biweekly
- Wash front doors biweekly and all other doors and clean all interior windows at least monthly, or more often, as necessary
- Replenish tissue boxes as necessary
- Wash all interior windows monthly, or more often, as necessary

Town of Lincoln to supply cleaning chemicals, mop, bucket, vacuum and paper stocks. Regulatory compliance measures must adhere to all the federal OSHA Standards along with relevant state requirements and use of Personal Protective Equipment (PPE).