

"Attachment A"

SCOPE OF WORK FOR CLEANING SERVICES AT CLATSOP COUNTY PUBLIC WORKS

WEEKLY OFFICE CLEANING- 2 DAYS PER WEEK

Areas to be cleaned include all rooms in building except locked file room.

1. Dust surfaces- except desktops. Contractor is not responsible for tops of desks.
2. Vacuum carpeting, mats and runners.
3. Sweep and mop restroom and utility room floors.
4. Empty trash receptacles in all offices.
5. Empty recycling material.
6. Clean restroom.
7. Restock restroom supplies as needed.
8. Empty restroom trash.
9. Clean kitchen.

CLEAN SURVEYOR TRAILER- ONCE A WEEK

1. Sweep and mop tile floors.
2. Vacuum carpeted floors.
3. Clean restroom.
4. Clean countertop and sink.
5. Dusting (no desk tops).
6. Empty trash receptacles.

CREW ROOM AND RESTROOM CLEANING- 2 DAYS PER WEEK

Areas to be cleaned include crew room, small office connected to crew room, kitchen area, hallway and both restrooms.

1. Sweep and mop floors. Vacuum rugs.
2. Wash tabletops and counters.
3. Empty wastebaskets.
4. Clean restrooms. Small restroom in shop only to be cleaned every two weeks.
5. Restock restroom supplies as needed.
6. Small office (Parks) behind the crew room only needs cleaned once per month.

ADDITIONAL CONDITIONS

Cleaning services to be conducted after business hours. Contractor to lock all doors.

County to provide consumable products, including paper towels, toilet paper, garbage liners and other typical products.

Contractor to provide cleaning equipment and cleaning products. All cleaning products to be labeled with SDS manufacture information.