

**CITY OF PORTLAND
CONTRACT NO. 41112
AMENDMENT NO. 7**

FOR

**PARKS JANITORIAL
(COMMUNITY CENTERS)**

This Amendment is made and entered into this 12TH day of September, 2007 by and between Portland Habilitation Center, Inc., hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

1. The Contract is hereby amended to extend the Contract term for an additional one (1) year from July 1, 2011 to June 30, 2011.
2. This amendment shall increase the Contract amount to \$751,122.36 for the current contractual term; for a total contractual amount not to exceed \$5,375,079.94.
3. This amendment shall change the Statement of Work on the Contract as per the attached Portland Habilitation Center Inc QRF Proposal.
4. All other terms and conditions to remain unchanged.

PORTLAND HABILITATION CENTER INC

BY:

John Murphy, President/CEO

Date

Address: 5312 NE 148th Avenue
Portland OR 97230

Telephone No. 503-261-1266
Fax No.: 503-256-8655

CITY OF PORTLAND

BY:

Christine Moody, Chief Procurement Officer

Date

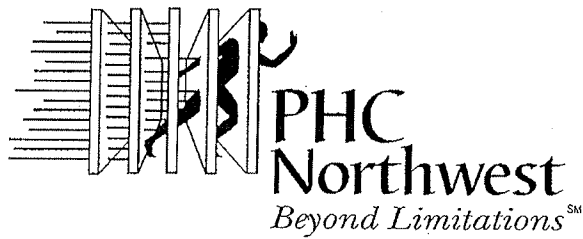
APPROVED AS TO FORM

Approved as to form:

Imela Mung

CITY ATTORNEY

City Attorney



August 29, 2011

Ms. Eileen Argentina, Services Manager
Bureau of Parks and Recreation
City of Portland
1120 SW Fifth Avenue, Suite #1302
Portland, Oregon 97204

**RE: Proposal for Contract #41112, Janitorial Services – City Parks and Comm. Centers;
FOY4 Period of Performance: July 1, 2011 through June 30, 2012**

Dear Eileen,

We hereby resubmit our proposal, for the Contract referenced above, for the renewal period of July 1, 2011 through June 30, 2012.

This proposal is based on the changes requested during the meetings between our Project Manager, TJ Bryant, and the Zone Managers/Directors. A summary of those changes, is attached.

Our price change request is a result of an increase in wages and benefits, in accordance with the Janitorial Collective Bargaining Agreement (previously submitted). As you may remember, before the changed SOW, we offset the increase by a reduction in overhead to minimize the overall increase to 2.36%. With the requested changes, our revised proposal for 7/1/2011 through 6/30/2012 is:

Zone	Current Price		Proposed Price	
	Month	Year (if 12 months)	Month	Year
West Zone	\$8,915.35	\$106,984.20	\$9,276.02	\$111,312.24
South Zone	\$10,319.51	\$123,834.12	\$10,648.70	\$127,784.40
East Zone	\$7,805.38	\$93,664.56	\$8,489.29	\$101,871.48
North Zone	\$21,852.84	\$262,234.08	\$22,549.26	\$270,591.12
Mt. Tabor Zone/Central Services	\$1,645.19	\$19,742.28	\$1,511.42	\$18,137.04
North City Nature/City Nature East	\$957.92	\$11,495.04	\$977.08	\$11,724.96
Community & Workforce Alliance/ Citywide Collaborative Service	\$9,287.43	\$111,449.16	\$8,934.65	\$107,215.80
City Nature West Zone	\$200.36	\$2,404.32	\$207.11	\$2,485.32
Total	\$60,983.98	\$731,807.76	\$62,593.53	\$751,122.36

Eff 7/2011, our additional janitorial service hourly rates will be: \$24.00/hour (on an as-ordered basis)
\$29.50/hour (O-T, weekends, holidays)
Materials will be charged-back, as may be required.

Ms. Eileen Argentina
City of Portland Parks
REVISED Janitorial Services Proposal
August 29, 2011
Page -2-

Our costing is based on observing the following Union holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If one of these holidays falls on a Saturday, it will be observed on Friday, and if it falls on Sunday, it will be observed on Monday. PHC will be in your buildings to provide service, as defined by this Contract on other than the above listed holidays.

If acceptable, please sign and return the attached DAS Request for Price Approval Form, either electronically or via fax, 503-542-3948. We will, in turn, send it to DAS, along with the required Costing Workbook, for their final approval and signature.

Please let us know if you have any questions or if we can provide any additional information regarding our revised proposal.

Sincerely,



Patti Sullivan, Manager
Customer Service/Contracts

PS/keg

Attachments

cc: Ali Ryan



DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval

For Janitorial Services, Contract # 41112
(Product or Service)

Total Price: \$ 751,122.36, per Year (7/1/2011 - 6/30/2012) (month,
year, each, doz.)


Requesting Agency: City of Portland, Bureau of Parks and Recreation

Requesting QRF: Portland Habilitation Center Northwest, Inc.

**Agency and QRF agree the proposed price and supporting
documentation meets the requirements of OAR 125-055-0030.**

_____, date: _____
Authorized Agency Signature

_____, phone # _____
Email Address

 _____, date: August 8, 2011
Authorized QRF Signature

c/o Patti Sullivan; Patti@phcnw.com, phone # 503-261-1266, x 215
Email Address

**DAS/SPO has reviewed the submitted documentation supporting the
price offered by the QRF and approves the price for procurement of the
above stated product or service in accordance with OAR 125-055-0030.**

_____, date: _____
DAS QRF Coordinator

Revised
1/26/2009



State Procurement Office
Achieving Results Together

184879

CITY OF PORTLAND
 Parks and Recreation
 Site Pricing by Zone
 Period of Performance: 7/1/2011 through 6/30/2012

Zone - Manager/Director	Current Line Item Pricing 1/1/2011 - 6/30/2011		Without changes to SOW Proposed Line Item Pricing 7/1/2011 - 6/30/2012		Requested changes per site directors Proposed Line Item Pricing 7/1/2011 - 6/30/2012	
	Monthly	Annually	Monthly	Annually	Monthly	Annually
WEST - Terri Davis 503-823-5197						
Carnegie Annex						
Fulton Park Community Center	\$ 195.59	\$ 2,347.08	\$ 199.50	\$ 2,394.00	\$ 199.50	\$ 2,394.00
Hillside Community Center	\$ 1,396.13	\$ 16,753.56	\$ 1,424.05	\$ 17,088.60	\$ 1,141.28	\$ 13,695.36
Southwest Community Center	\$ 1,726.34	\$ 20,716.08	\$ 1,760.87	\$ 21,130.44	\$ 1,576.00	\$ 18,912.00
	\$ 5,597.29	\$ 67,167.48	\$ 5,709.24	\$ 68,510.88	\$ 6,359.24	\$ 76,310.88
Subtotal	\$ 8,915.35	\$ 106,984.20	\$ 9,093.66	\$ 109,123.92	\$ 9,276.02	\$ 111,312.24
SOUTH - Jeffr Milkes 503-823-1641						
Mt. Scott Community Center	\$ 8,185.51	\$ 98,226.12	\$ 8,446.63	\$ 101,359.56	\$ 8,446.63	\$ 101,359.56
Sellwood Community Center (restart Sunday 1/1/2011)	\$ 2,134.00	\$ 25,608.00	\$ 2,202.07	\$ 26,424.84	\$ 2,202.07	\$ 26,424.84
Subtotal	\$ 10,319.51	\$ 123,834.12	\$ 10,648.70	\$ 127,784.40	\$ 10,648.70	\$ 127,784.40
EAST - Doug Brenner 503-823-5255						
East Portland Community Center (Pool service ends and Main to 7xW 10/1/2010)	\$ 6,110.03	\$ 73,320.36	\$ 6,304.94	\$ 75,659.28	\$ 6,635.69	\$ 79,628.28
Laurelhurst	\$ 404.04	\$ 4,848.48	\$ 416.93	\$ 5,003.16	\$ 452.68	\$ 5,432.16
Montavilla Community Center (5xW)	\$ 1,291.31	\$ 15,495.72	\$ 1,332.50	\$ 15,990.00	\$ 1,400.92	\$ 16,811.04
Subtotal	\$ 7,805.38	\$ 93,664.56	\$ 8,054.37	\$ 96,652.44	\$ 8,489.29	\$ 101,871.48
NORTH - Sue Glenn 503-823-1605						
Dishman Community & Aquatic Center	\$ 8,761.94	\$ 105,143.28	\$ 8,937.18	\$ 107,246.16	\$ 8,558.00	\$ 102,696.00
Peninsula Park Community Center	\$ 2,651.90	\$ 31,822.80	\$ 2,704.94	\$ 32,459.28	\$ 2,386.52	\$ 28,638.24
St. Johns Community Center	\$ 3,686.65	\$ 44,239.80	\$ 3,760.38	\$ 45,124.56	\$ 3,831.51	\$ 45,978.12
University Park Community Center	\$ 6,752.35	\$ 81,028.20	\$ 6,887.40	\$ 82,648.80	\$ 7,773.23	\$ 93,278.76
Subtotal	\$ 21,852.84	\$ 262,234.08	\$ 22,289.90	\$ 267,478.80	\$ 22,549.26	\$ 270,591.12
CENTRAL SERVICES (Mt Tabor) Bob Downing 503-823-1629						
Mt Tabor	\$ 1,645.19	\$ 19,742.28	\$ 1,678.09	\$ 20,137.08	\$ 1,511.42	\$ 18,137.04
Subtotal	\$ 1,645.19	\$ 19,742.28	\$ 1,678.09	\$ 20,137.08	\$ 1,511.42	\$ 18,137.04
CITY NATURE EAST (No. City Nature) - Kathleen Murrin 503-823-4405						
Forestry (Street Trees)	\$ 957.92	\$ 11,495.04	\$ 977.08	\$ 11,724.96	\$ 977.08	\$ 11,724.96
Subtotal	\$ 957.92	\$ 11,495.04	\$ 977.08	\$ 11,724.96	\$ 977.08	\$ 11,724.96
CITYWIDE COLLABORATIVE SERVICE (Community & Workforce Alliance) - Mary Richardson 503-916-6354						
Buckman (Disabled/Senior Citizen)	\$ 502.91	\$ 6,034.92	\$ 512.97	\$ 6,155.64	\$ 512.97	\$ 6,155.64
Multnomah Arts Center (restarted service 6/1/08)	\$ 6,519.08	\$ 78,228.96	\$ 6,649.46	\$ 79,793.52	\$ 5,460.92	\$ 65,531.04
Community Music Center	\$ 552.33	\$ 6,627.96	\$ 563.38	\$ 6,760.56	\$ 563.38	\$ 6,760.56
Portland Tennis Center	\$ 1,212.32	\$ 14,547.84	\$ 1,236.57	\$ 14,838.84	\$ 1,886.57	\$ 22,638.84
St. Johns Racquet Club (service ends 9/30/10, restart 11/2010)	\$ 500.79	\$ 6,009.48	\$ 510.81	\$ 6,129.72	\$ 510.81	\$ 6,129.72
Subtotal	\$ 9,287.43	\$ 111,449.16	\$ 9,473.19	\$ 113,678.28	\$ 8,934.65	\$ 107,215.80
CITY NATURE WEST - Astrid Dragoy 503-823-4376						
Hoyt Arboretum (new effective 7/1/2010)	\$ 200.36	\$ 2,404.32	\$ 207.11	\$ 2,485.32	\$ 207.11	\$ 2,485.32
Subtotal	\$ 200.36	\$ 2,404.32	\$ 207.11	\$ 2,485.32	\$ 207.11	\$ 2,485.32
Grand Total:	\$ 60,983.98	\$ 731,807.76	\$ 62,422.10	\$ 749,065.20	\$ 62,593.53	\$ 751,122.36

8/3/2011

Portland Parks & Recreation SOW Change Request

Carnegie Annex – Met with Sheryl Juber on 4/26/11 – No changes.
Please note site has no gym mats.

Mt Scott – Met with Tim Hammock on 4/28/11 – No changes.

Southwest CC – Met with Maryann Takashima 4/28/11 – Requested changes: Office – Empty trash/recycle from weekly to daily; Gym, dance, weight room, etc. floor care from weekly to daily for sweeping/mopping due to heavy use. Window cleaning – look at changing the month (March), to June.

Sellwood CC - Met with Kim Calame on 5/3/11. No changes.

Peninsula Park CC – Met with Joshua Green on 5/4/11.

Library/Lounge/ Lobby& hallways

Remove Clean floors (sweep, dust mop, vacuum and spot clean). Just sweep, mop, and disinfect floors.

Dayrooms, Social rooms, conference rooms, dressing rooms, etc. – clean and disinfect sinks – change from daily to weekly, remove chalk/dry erase boards, stock supplies – change from daily to weekly, remove clean floor mats and mirrors. Floors – add vacuuming to sweep, mop and disinfect. Offices – Remove - dust or clean (disinfect) furniture (including tables and chairs), Remove clean floors (sweep, dust mop, vacuum and spot clean) only needs to state vacuuming – please change vacuuming from weekly to daily. Remove clean floor mats. Gym – Empty trash and spot clean can – add to daily, sweep/mop disinfect floors need to state East Gym – M W TH and other gym – Sunday only.

Dance and tumbling area – Empty trash and spot clean can – add to weekly. **Restrooms/Locker rooms** – Remove check and clean floor drain. Shower – change from daily to monthly due to usage . Kitchens – Clean floors (sweep, dust mop, vacuum and spot clean) from daily to weekly.

Other cleaning Activities

Floor Care – change floors waxed from Q to Semi-Annual, carpets from Q to Semi-Annual, non-folding gym mats from Q to Semi-Annual, high dust and clean light fixtures Q to Semi-Annual.

Sweep/mop stairwells and steps – add daily

Remove cleaning fireplace glass.

Hillside and Fulton – Met with Craig Vanderbilt 5/4/11

Hillside cleaning schedule – would like it Sunday – Thursday instead of Monday – Friday.

Lounge/Library/Lobby

Remove clean chalkboards - for both sites – currently have none.

Add empty trash and spot clean can – for both sites.

Add floor mats cleaning – Hillside

Hallways

None at Fulton

Dayrooms, Social rooms, conference rooms etc.

Add empty trash and spot clean can – Hillside

Offices

Add Dust clean furniture to weekly – Hillside

Empty trash and spot clean can – currently weekly add to daily - Hillside and Fulton.

Pre-school rooms

Dust weekly – change for Fulton from daily to weekly.

Gym: Remove dust gym mats – none for either site.

Gym floor – only wants them dust mop – both sites

Other cleaning activities

All floors waxed – change from Quarterly to Semi-Annual – both sites

All carpets clean – change from Quarterly to Semi-Annual – both

Remove high dust – both sites

Clean light fixtures – Fulton – change from Quarterly to Semi- Annual

Wash walls for restrooms only – Quarterly for both sites.

ST. Johns CC – met with Karen Birt and Phil

Remove Sunday cleaning

Library/Lounge/Lobby

Clean floors (sweep, dust mop, etc.) – Remove

Clean chalkboards – Remove

Add sweep, wet mop and disinfect floors to daily Mon – Sat.

Hallways

Clean floors (sweep, dust mop, etc.) – Remove

Add empty trash and spot clean can – Mon., Wed. and Fri.

Dayrooms, Social rooms, Conference rooms, etc.

Clean chalkboard/dry erase – Remove - None

Clean floor mats – Remove - None

Add clean mirrors to monthly

Add replenish paper products and soap to weekly

Offices

Empty trash and spot clean can – change from daily to Monday – Friday.

Pre-school

Empty trash and spot clean can – change from daily to Monday – Friday

Sweep, wet mop and disinfect floors – change from weekly to Monday – Friday.

Chalkboard cleaning – Remove

Add vacuum carpet to Monday – Friday

Gym

Dust gym mats – Remove

Clean bleachers – add to weekly

Other sports Activities

Weight rooms, exercise, etc.

Sweep, mop and disinfect floors – change from weekly to Monday –
Friday (**Auditorium and room #3**)

Clean floors – Remove

Add empty trash and spot clean can – weekly

Restrooms/lockerrooms

Clean and check floor drain

Spot wash cabinets, lockers & stalls – change from monthly to weekly.

Kitchens

Clean floors – Remove

Other Activities

Carpets – change from Quarterly to Semi-Annual

High dust – change from monthly to Quarterly

Areas and cleaning requirements

Sweep front Porch – change from 5 x week to 3 x week (M,W,F)

University – Met with Karen Birt on 5/16/11

Would like to add 3 hours to a Sunday clean

Hallways

Add dust rails to weekly

Dayrooms, social rooms, conference rooms, etc.

Add Dust or clean (disinfect) furniture – monthly

Add replenish paper and soap products – daily

Sweep, wet/mop, etc. – change from M, W, F to T, Th, Sat.

Offices

Empty trash and spot clean can – change from weekly to daily **Sports**

Activities Room

Add Empty trash and spot clean can – daily

Restrooms/Locker rooms

Add Spot wash cabinets, lockers, stalls, etc – weekly

Showers

Change cleaning from 3 x week to 2 x week

Kitchens

Wash tops of appliances – change from M-F to weekly

Add replenish paper and soap products – daily

Spot wash cabinets – change from M – Th. to weekly

Other cleaning activities

High dust – change from Semi-Annual to Quarterly **Area and cleaning requirements**

Add Wash interior windows –(re-lites) – weekly

Mt Tabor Yard – Met with Sally Nobles on 5/19/11

(changes confirmed with Ali Ryan 7/18 11)

Other cleaning Activities

Wax hard floors changed from monthly to Quarterly.

High dusting 2 x year (no change)

Dishman**Library/Lounge/Lobby**

Identify what days weekly cleaning is completed on – **Daily (Mondays)**

Remove clean floors(sweep, dust mop, etc.) and keep sweep mop and disinfect floors – daily

Hallways

Remove clean floors (sweep, dust mop, etc.) – Sunday – and keep sweep, mop and disinfect floors – daily.

Offices

Remove offices – currently sets trash outside of door.

Pre-school room

Remove chalk board – none

Gym

Add Sunday, Tuesday, and Friday. – sweep, mop and disinfect floors.
(change from M-F)

Other sports activities

Remove weight room

Restrooms

Remove clean floors – sweep, dust mop, etc. and keep sweep, mop and disinfect floors.

Kitchen

Clean and disinfect sink – change from Thursday to Friday.

Sweep, mop and disinfect floors – change from Sun. and Thursday to Wed. thru Sunday.

Remove clean floors – sweep, dust mop, etc.

East Community Center

Identify what day is weekly cleaning. Should be Sunday

Library/Lounge/Lobby

Remove dust handrails

Add clean floor mats – **5 minutes**

Hallways

Remove clean floors – sweep, dust mop, etc. and keep sweep, mop and disinfect floors.

Add safety floor to weekly cleaning – **Clean on Saturday (already being done just wanted it added under hallway cleaning)**

Dayrooms, Social rooms, conference rooms, etc.

Remove chalk board – none

Add replenish paper and soap products – daily

Offices – Identify what day cleaned – customer **prefers Sunday**

Add empty trash and spot clean can – daily

Add Clean and disinfect sinks – **Sunday**

Clean back kitchen area – on Sunday only per customer.

Pre-school (Learning Center)

Clean and disinfect sink – change from weekly to daily.

Gym

Add empty trash and spot clean can – daily

Sweep, wet mop and disinfect floors – Sunday and mop whole floor at once.

Other Activities

Fitness room – identify what day clean – Fri, Sat. or Sun.

Restrooms

Clean all mirrors change from daily to 1 x week – bottom part daily

Remove benches – none

Remove safety floor – **moved to hallway cleaning.**

Showers

Remove – none

Kitchen

Replenishing Paper and soap products – change from daily to M-F.

Sweep, wet mop and disinfect floors – change from daily to M-F.

Remove clean floors – sweep, dust mop, etc.

Other cleaning activities

Carpet – change from monthly to Quarterly.

Laurelhurst

Offices

Remove dust or clean furniture

Add sweep, mop, disinfect floors – 2 x week

Montavilla

Add Sat back in cleaning in fall.

Hallways

Remove dust handrails

Day rooms, Social rooms, conference rooms, (Mult. Purpose use room)

Remove clean and dust furniture – 2 x week

Add replenish paper and soap products – daily 2 x week

Offices

Remove dust clean furniture – currently 1 x week

Add empty trash – daily

Remove clean floors and keep sweep, mop and disinfect – 2 x week

Pre-school room

Remove dust or clean furniture – currently weekly

Add clean and disinfect sink – daily

Gym

Identify day floor is cleaned – preferred Sunday

Other Activities

Gymnastic room – empty trash and spot clean can – daily

Restrooms

Remove clean floors sweep, dust mop, etc and keep sweep, wet mop and disinfect.

No showers

Kitchen

Remove wash top appliance – currently weekly

Portland Tennis Center

Add cleaning windows inside and outside – hallways and front entry doors

Multnomah Arts Center

Remove Tuesday and Thursday cleaning

Library/Lounge/Lobby

Add empty trash and spot clean can – currently Monday and wants M,W,F.

Look at Pottery room & Weaving Studio – located in two places.

Auditorium chairs & Lobby chairs add to annual.

Forrestry (Street Trees) – No response. Assumed no change.

Buckman (Disabled/Senior Center) – No change.

Community Music Center – No response. Assumed no change.

St. Johns Racquet Club – No change.

Hoyt Arboretum – No response. Assumed no change.

Technical Specification Grid Prior to 11-12 Changes

Area & Cleaning Requirements	Community Music Center	Carnegie Annex	Disabled Citizens (Buchman)	Donnan	EPCC	Forestry & Tealor	Fulton	Hilde	How Abreastum (refective 7/12/00)	Laudhurst	MAC 2008	Northside (Stuy P-W 1/2011)	N. Seet	Pennsada Park	PTC (Pelland Tennis Center)	Selwood (restor Sunday 1/2011)	St. Johns	St. Johns Rescued Club (service code 9/20/00, restor 1/2010)	SWCC	Tabor Yard
LIBRARY LOUNGE LOBBY																				
Vacuum Front Entrance																				
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F		F	SU-SA	SU-F		SU-TH				M,F	M,F	SU-SA	SU-TH		SU-F	SU-SA	M-W-F	SU-SA	
Clean entrance door windows and handrails	F		WLK	SU-F			SU-TH				SU	M,F	SU-SA	SU-TH						
Clean chalkboards where present	F						SU, TU, TH													
Empty trash and spot clean can	M,W,F		F	SU-SA	SU-F						F	M,F	SU-SA	SU-TH		SU-F	SU-SA	M-W-F		
Floor mats cleaned	Q		F	SU-SA	SU-F		SU-TH				SU	M,F	SU-SA	SU-TH		SU-F	SU-SA	M-W-F		
Sweep, Wet mop and disinfect floors											SU					SU-F				SU-SA
Clean light switches	Q																			
HALLWAYS																				
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F		F	SU	SU-F		SU-TH				M,W,F	M,F	SU-SA	SU-TH	M-SA			M-W-F		TU, F
Empty trash and spot clean can				SU	WLK						M,W,F									
Dust handrails	F			SU	WLK		SU, TU, TH	MTH				MTH	WLK		TU	SU-F	WLK			TU, F
Recycling Bins Emptied (x3)																				
Sweep, Wet mop and disinfect floors				M-SA	SU-F	TU, F		M-F			SU	WLK	SU-SA	SU-TH		SU-F	SU-SA			SU-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFTSMAN ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO																				
Clean entrance door windows and handrails	M,F		F	SU-F	TU, F	SU-TH	M,W,F				SU	M,F	SU-SA	SU-TH		SU-F	M,W,F			
Empty trash and spot clean can	M,W,F		SU-SA	SU-F	TU, F	SU-TH					M,W,F	M,F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F		SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)	F					TU, F	SU,M,W					MTH	SU-SA	SU-TH	M-SA	SU-F	MTH			WLK
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F			SU-SA	SU-F		SU-TH	M,W,F			M,W,F	M,F	SU-SA	SU-TH		SU-F	SU-SA			SU-SA
Clean chalkboards where present	M		WLK	WLK - F			SU, TU, TH				SU	M,F	SU-SA	SU-TH						
Clean and disinfect sinks				WLK	WLK - M		SU-TH				SU	M,F	SU-SA	SU-TH		SU-F	F			SU-SA
Clean mirrors				F							SU									
Refill paper and soap supplies											SU									
Sweep, Wet mop and disinfect floors				M,F	SU-F	TU, F	SU-TH				SU	WLK	SU-SA	SU-TH	B	SU-F	SU-SA			SU-SA
OFFICES																				
Dust or clean (disinfect) furniture (including tables and chairs)	WLK	WLK	F			TU, F	WLK				WLK	WLK	WLK	WLK		WLK	WLK	WLK	WLK	TU, F
Clean entrance door windows and handrails	WLK	WLK				TU, F	WLK				WLK	WLK	WLK	WLK		WLK	WLK	WLK	WLK	WLK
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	WLK	WLK	F		WLK	TU, F	WLK				WLK	SU	WLK	WLK	WLK	WLK	WLK	WLK	WLK	TU, F
Clean and disinfect sinks					WLK						SU									
Clean floor mats	WLK				WLK						SU									
Empty trash and spot clean can	WLK	WLK	F	WLK	WLK	WLK	WLK				WLK	M,W,F	WLK	WLK	WLK	WLK	WLK	WLK	WLK	TU, F
Sweep, Wet mop and disinfect floors		WLK		WLK	WLK	WLK					WLK	M,W,F	WLK	WLK	WLK	WLK	WLK	WLK	WLK	F
Empty and spot-wash recycling bin		WLK		WLK	WLK		WLK						WLK	WLK						WLK
NURSING/PRESCHOOL ROOMS																				
Empty trash and spot clean can				SU-F	SU-F		SU-TH	M-F					M-F	SU-SA	SU-TH		SU-F	SU-SA		SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)							SU-TH	F					WLK	SU-SA	SU-TH		SU-F	WLK		WLK
Clean sink where present					WLK									SU-SA	SU-TH		SU-F	WLK		WLK
Sweep, Wet mop and disinfect floors				M-F	SU-F		SU-TH	M-F					M-F	SU-F	SU-TH		SU-F	WLK		SU-SA
Clean chalkboards where present				F			SU-TH	F					M-F	SU-SA	SU-TH		SU-F	WLK		SU-SA
Vacuum Carpets				M-F	SU-F		SU-TH	M-F					M-F	SU-SA	SU-TH		SU-F			SU-SA
GYMNASIUMS, SKATE RINKS																				
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.				M,TH,SA	SU-F		SU-TH	M-F			M,W,F	M,F	SU-SA	SU-TH		SU-F	SU-SA			SU-SA
Empty trash and spot clean can					SU-SA															
Dust gym mats							SU, TU, TH	MTH						SU-SA	SU-TH		SU-F	WLK		WLK
Sweep, wet mop & disinfect floor - EAST Gym														SU						
Sweep, Wet mop and disinfect floors				SU	WLK		TU	SA					WLK	SU, TU, F	M, W, TH			WLK		WLK

Technical Specification Grid Prior to '11-'12 Changes

	Community Music Center	Strategic Annex	Disabled Citizens (Blackman)	Dishman	BPCC	Faculty & Trainer	Fulton	Hillside	Mont Alexander (St. Johns 7/1/2010)	Laurelhurst	MAC 2008	Menasha (St. John 5/1/2011)	McC. Scott	Pennsada Park	PTC (Parland Tennis Center)	Seewood (resub. Sunday 1/2011)	St. Johns	St. Johns Racquet Club (service ends 5/30/10, Feb 01 11/2010)	SWCC	Ther. Yard
Area & Cleaning Requirements																				
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)																				
Sweep, Wet mop and disinfect floors				SU-SA	WLK		SU-TH		SU, W	F	O	SU-SA	WLK		SU-F	WLK				
Wet mop and disinfect boxing ring mat				SU-SA			SU-TH													
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface				SU-SA	SU-F															
Empty trash and spot clean can				SU-SA	SU-F															
Spot wash mirrors																				
Wash Mirrors	F			M,W,F			SU-TH		SU, W											
RESTROOMS AND LOCKER ROOMS																				
Restroom paper and soap supplies	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Empty trash and spot clean can	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Check and clean floor drain	WLK	F	SU-SA	WLK			SU, TU, TH	M-F	WLK	SU	MTH	SU-SA	SU-TH	M	SU-F	SU-SA		SU-SA	M-F	
Clean Mirrors	WLK	F	SU-SA	SU-F			SU, TU, TH	M-F	WLK	SU	MTH	SU-SA	SU-TH	M	SU-F	SU-SA		SU-SA	M-F	
Clean and disinfect toilets and sinks	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Wipe down and disinfect benches	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Spot wash cabinets, lockers and stalls	WLK	F	SU-SA	WLK			SU, TU, TH													
Scrub safety floor	WLK	F	SU-SA	SU-F			SU, TU, TH													
Sweep, Wet mop and disinfect floors	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU, W	SU, M,W,F, SA	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F	SU-SA	M-F	
Exchange 2xW Main Bldg RR cleaning for 2xW RR cleaning in the Gym							TU, F													
Spot Wash heaters, window sills, counters, stall tops							TU, F													
SHOWERS																				
Scrub and disinfect entire stower area, inside and out				SU-SA	WLK		SU						SU-SA	SU-TH	M-SA	MTH	WLK	M-W-F	SU-SA	
KITCHENS																				
Empty trash and spot clean can	M,W,F	WLK	F	SU-SA	M-F	TU, F	SU-TH	M-F	M,W,F	M-F	SU-SA	SU-TH		SU-F	SU-SA				SU-SA	M-F
Clean and disinfect sinks	F	WLK	F	TH		TU, F	M, TU, TH	M-F												
Wash tops of appliances	F	WLK	F	TH		SU		M-F	SU	TU, TH	SU-SA	SU-TH		SU-F	SU-SA				SU-SA	TU, F
Replenish paper and soap supplies	WLK	F	TH		SU			M-F	SU	WLK	WLK	MTH	SU-F	WLK	SU-SA				SU-SA	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M,W,F	WLK	F	SU-SA	SU-F	TU, F	SU-TH	M-F	SU	M-F	SU-SA	SU-TH		SU-F	SU-SA				SU-SA	
Spot wash cabinets	F	MTH	F	Q		TU, F	SU	F												
Sweep, Wet mop and disinfect floors	WLK	F	SU, TH	SU-F	TU, F	SU-TH	M,W,F													
OTHER CLEANING ACTIVITIES																				
All floors waxed	YR	S	Q	O	O	O	O													
Clean carpets and any non-felting gymnastics mats	YR	S	Q	O	MTH	O	O	O												
High dusting	Q	Y	Q	O	MTH	O	S	MTH	O	Q	O	O	O	MTH	Q	Q				
Clean light fixtures	Q	Y	Q	O	MTH	O	S	MTH	O	Q	O	O	O	S	MTH	S				
Wash walls	Q	Y	Q	O	O	O	O	MTH	O	YR	O	O	O	S	A	S				
Windows washed - Exterior (in/out)	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	S	SU-F	A	S	WLK	S	
Sweep front porch	WLK		WLK																	
Sweep, Wet mop sidewalks and steps			WLK																	
Clean and disinfect all drinking fountains	F		SU-SA	SU-F			SU-TH	M-F	SU	M-F	SU-SA	SU-TH	M-SA	SU-F	SU-SA	M-W-F		SU-SA	WLK	
Fireplace Glass																				
Clean & Disinfect Pool Building, Hallways, 2 Offices, 6 Showers, Restrooms, 5 Family Changing Rooms, Staff & Lifeguard Areas																				
Wash Interior Windows																				
MAC POTTERY STUDIO (out Bldg - S)																				
Super-Mop																				
* No sweeping! Heavy wet-mop and wet-vac dry floors (M-SA) & kick-wheels (M,W), as trained by clay coordinator																				
Dust or clean (disinfect) furniture (including tables and chairs)																				
Replenish paper and soap supplies																				
Empty trash and spot clean can																				

Technical Specification Grid Prior to '11-'12 Changes

Area & Cleaning Requirements	Community Music Center	Carnegie Annex	Disabled Citizens (Buchanan)	Dickman	EPOC	Forestry & Trailer	Fullen	Hillside	Hoyt Arboretum (7/1/2010)	Laurelhurst	MAC 2008	Menasha (5/27-5-W 1/2011)	Mt. Scott	Pensacola Park	PTC (Pittland Tennis Center)	Schwase (Jazz) (Sunday 7/2011)	St. Johns	St. Johns Racquet Club (service ends 9/30/10, start 1/2010)	SWCC	Taber Yard	
Floor mats cleaned																					
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface																					
Clean and disinfect sinks																					
Sweep, Wet-mop and disinfect floors																					
MAC - METAL ARTS STUDIO (out Bldg - N)																					
Empty trash and spot clean can																					
Floor mats cleaned																					
MAC - WEAVING STUDIO																					
Vacuum Aisles																					
Clean Sink																					
SENIOR CENTER - RESTROOMS AND KITCHEN (Reminder: They will clean their office)																					
All Floors waxed																					
Clean carpets and any non-folding gymnastics mats																					
High dusting																					
Replenish paper and soap supplies																					
Clean light fixtures																					
Clean floors (sweep, dust mop, vacuum, and spot clean depending on surface)																					
Empty trash and spot clean can																					
Clean and disinfect toilets and sinks																					
Sweep, Wet mop and disinfect floors																					
Clean mirrors																					
Wash tops of appliances																					
Wash walls																					
Windows washed - Exterior (in/out)																					
Sweep front porch																					
Clean and disinfect drinking fountains																					
All mops are to be stored in unsifted condition, without evidence of sour, sticky or offensive odors.																					
Hoyt Arboretum Empty 6 outside waste baskets, pick-up loose trash, replace trash liners as needed.																					
Hoyt Arboretum Clean 2 outside restrooms: toilets, toilet seats, urinals, sinks, counters, mirrors, door handles, handrails, polish chrome, clean partitions and clean floors with appropriate cleaner.																					
KEY: Please note the following abbreviations.																					
SU-Sunday																					MACHINE OFFICE F
M-Monday																					BALLFIELD OFFICE F
TU-Tuesday																					IRRIGATION OFFICE F
W-Wednesday																					EQUIPMENT OFFICE W, F
TH-Thursday																					TURF OFFICE F
F-Friday																					COMM. GARDEN F
SA-Saturday																					
WEEK-Weekly																					
B-Bi-Monthly																					
MTM-Monthly																					
Q-Quarterly																					
S-Semi-Annually																					
A-Annually																					
YR-Yearly																					