

ATHERTON COMMUNITY SCHOOLS
 CUSTODIAL REQUEST FOR PROPOSAL
 BID SPECIFICATIONS GRID
 BID FOR SCHOOL YEAR JULY 1, 2002 TO JUNE 30, 2005

Area to be cleaned	Service to be performed	# of times per year required			BUILDINGS		
		High School			Square Footage		
		Van Y Elem	Middle School	District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
Classrooms, Teachers Lounge, Speech Room, Gym offices, Nurse's offices, Testing offices, Breakrooms for bus drivers and maintenance staff	Detail vacuum carpeted floors, corners and edges	10	10	10	13573	23580	16637
	Spot clean carpet area using approved spotter	40	40	40			
	Vacuum all carpeted traffic lanes	186	186	186			
	Dust mop all hard surface floors	186	186	186			
	Damp mop all hard surface floors following dusting or sweeping procedure	186	186	186			
	Clean all ceiling diffusers	10	10	10			
	Clean chalk boards and trays	40	40	40			
	Clean Dry-Erase marker boards and trays	40	40	40			
	Dust all surfaces above normal reach including sills, ledges, moldings, shelves, door frames, pictures, vents, vertical blinds and shades	20	20	20			
	Dust and spot clean all horizontal exposed surfaces of furniture, sills and ledges	186	186	186			
	Damp clean and sanitize table tops and student desks	186	40	40			
	Thoroughly clean student desks and chairs removing pencil, ink and other such marks	1	1	1			
	Refill soap, towel and cup dispensers	186	186	186			
	Empty all pencil sharpeners	186	186	186			
	Clean and sanitize all sinks and wipe dry	186	186	186			
	Remove smudges, spillages and handmarks from walls, light switches, doors and door frames	186	186	186			
	Dust television sets and computers, wipe screens	186	186	186			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	186	186	186			
	Damp wipe waste containers as needed, minimum annually	1	1	1			
	Damp clean interior and exterior of microwave ovens	186	186	186			
	Extract carpeting using high pressure extraction equipment. (2 times during school year, once summer)	3	3	3			
	Machine strip hard surface floors and reapply 3 coats of floor finish at start of school year (August)	1	1	1			
	Lay two coats of floor polish (December break)	1	1	1			

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		Van Y Elem	Middle School	High School District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
	Lay one coat of floor polish (Spring Break)	1	1	1			
	Spot clean inside glass	186	186	186			
	Clean inside glass	40	40	40			
	Draw map of room, clean and rearrange back to drawing	1	1	1			
	Art room - wash desks and tables	186	186	186			
	Art room floors scrubbed recoated	1	1	1			
	Wash walls	1	1	1			

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		Van Y	Middle	High School	Square Footage		
		Elem	School	District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
All rest rooms/locker rooms <i>Note: only high school and middle school have locker rooms</i>	Clean and sanitize fixtures, damp mop floors or vacuum carpet, spot clean walls, empty trash and restock the restroom	182	182	182	849	3355	4860
Item B on maps	Wash all restroom partitions on both sides	40	40	40			
	Machine scrub all restroom floors, ceramic tile, partitions, walls and fixtures in restroom	3	3	3			
	Damp wipe waste containers as needed, replace liner as needed and put container back in restroom	3	3	3			
	Machine strip hard surface floors and reapply 3 coats of floor finish at start of school year (August)	1	1	1			
	Lay two coats of floor polish	1	1	1			
	Lay one coat of floor polish	1	1	1			
	Clean and polish drinking fountains	182	182	182			
	Clean interior of all lockers	0	1	1			
	Clean and disinfect the showers	0	40	40			
	Clean both sides of all partition glass using an approved cleaner	40	40	40			
Spot clean partition glass	182	182	182				

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		Van Y Elem	Middle School	High School District Admin Offices	Square Footage		
					Van Y Elem	Middle School	High School District Admin Offices
Hallways & Vestibules	Vacuum walk off mats	186	186	186	4678	11904	9590
	Extract mats using high pressure extraction equipment	3	3	3			
	Dust mop all hard surface floors	186	186	186			
	Machine scrub hard surface floors	186	186	186			
	Buff hard surface floors with a high speed burnisher	40	40	52			
	Machine strip hard surface floors and reapply floor finish at start of school year (August, President's Day)	1	1	1			
	Scrub & lay one coat of floor polish (December break)	3	3	3			
	Scrub & lay two coats of floor polish (Thanksgiving, Spring Break)	3	3	3			
	Spot clean display case glass	186	186	260			
	Spot clean all partition glass and office windows	186	186	260			
	Spot clean all door glass on both sides of the door, removing fingerprints, spot clean frame and handles	186	186	260			
	Clean both sides of partition glass using an approved window cleaner	40	40	52			
	Dust and spot clean all horizontal exposed surfaces of furniture, sills and ledges	186	186	260			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	186	186	260			
	Clean and polish drinking fountains	186	186	260			
	Clean interior of all lockers	1	1	1			
	Wash walls	1	1	1			

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		# of times per year required			Van Y Elem	Middle School	High School District Admin Offices
		Van Y Elem	Middle School	High School District Admin Offices			
Library and Computer Labs	Vacuum all carpeted traffic lanes	186	186	186	2057	2473	3408
	Detail vacuum carpeted floors, corners and edges	10	10	10			
Item C on maps	Extract carpeting using high pressure extraction equipment.	3	3	3			
	Dust all surfaces above normal reach including sills, ledges, moldings, shelves, door frames, pictures, vents, vertical blinds and shades	20	20	20			
	Dust and spot clean all horizontal exposed surfaces of furniture, sills and ledges	186	186	186			
	Dust television sets and computers, wipe screens	186	186	186			
	Remove smudges, spillages and hand marks from walls, light switches, doors and door frames	186	186	186			
	Damp clean and sanitize tabletops	40	40	40			
	Wash seats, backs and legs of all chairs	1	1	1			
	Empty all pencil sharpeners	186	186	186			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	186	186	186			
	Wash walls	1	1	1			

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		Van Y Elem	Middle School	High School District Admin Offices	Square Footage		
					Van Y Elem	Middle School	High School District Admin Offices
Administrative office complex, Staff work rooms, conference rooms, clinics, all restrooms attached to administrative office complex and conference rooms	Vacuum all carpeted traffic lanes	246	246	246	721	716	2190
	Detail vacuum carpeted floors, corners and edges	12	12	12			
	Extract carpeting using high pressure extraction equipment. (All areas except waiting rooms.)	3	3	3			
	Extract carpeting using high pressure extraction equipment- waiting rooms only	12	12	12			
	Dust mop all hard surfaces floors	246	246	246			
	Machine strip hard surface floors and reapply 3 coats of floor finish at start of school year (August)	1	1	1			
	Lay two coats of floor polish (December break)	1	1	1			
	Lay one coat of floor polish (Spring Break)	1	1	1			
	Dust television sets and computers, wipe screens	246	246	246			
	Dust and spot clean all horizontal exposed surfaces of furniture, sills and ledges	246	246	246			
	Remove smudges, spillages and hand marks from walls, light switches, doors and door frames	246	246	246			
	Clean both sides of partition glass using an approved window cleaner	12	12	12			
	Clean and sanitize all sinks and wipe dry	246	246	246			
	Sanitize telephones including ear and mouth pieces	246	246	246			
	Spot clean soiled areas on walls, doors and knobs, handles and push plates with disinfectant cleaning solution	246	246	246			
	Damp clean interior and exterior of microwave ovens	246	246	246			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	246	246	246			
	Wash walls by hand	1	1	1			
	Damp wipe waste containers	1	1	1			
	Dust all surfaces above normal reach including sills, ledges, moldings, shelves, door frames, pictures, vents, vertical blinds and shades	26	26	26			
	Clean air defusers	12	12	12			

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		Van Y Elem	Middle School	High School District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
Administrative office complex, Staff work rooms, conference rooms, clinics, all restrooms attached to administrative office complex and conference rooms	Clean and sanitize fixtures, damp mop floors or vacuum carpet, spot clean walls, empty trash and restock the restroom	246	246	246	<i>included with square footage above</i>		
As shown on maps	Scrub all restroom floors, ceramic tile, partitions, and fixtures in restroom	3	3	3			
	Damp wipe waste containers as needed, replace liner as needed and put container back in restroom	4	4	4			
	Strip hard surface floors and reapply 3 coats of floor finish at start of school year (August)	1	1	1			
	Lay two coats of floor polish	1	1	1			
	Lay one coat of floor polish	1	1	1			

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		Van Y	Middle	High School	Van Y	Middle	High School
		Elem	School	District Admin Offices	Elem	School	District Admin Offices
Gyms	Dust mop all hard surface floors	182	246	246	2400	8100	11770
<i>Note: Middle School and High School gym floors are hardwood; Van Y gym floor is tile.</i>	Spot mop stains and spills	182	246	246			
	Machine strip hard surface floors and reapply floor finish at start of school year (August)	1	1	1			
	Lay two coats of floor polish (December break)	1	1	1			
	Lay one coat of floor polish (Spring Break)	1	1	1			
	Pull out and dust bleachers in gymnasium and clean underneath (Middle School and High School only)	0	40	40			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	246	246	246			
	Clean and polish drinking fountains	246	246	246			
	Wash gym walls	1	1	1			
	Wash gym mats	0	2	2			

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		Van Y	Middle	High School	Square Footage		
		Elem	School	District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
Kitchens/Cafeteria <i>Please note: cafeteria in High School and Middle School must be cleaned after last lunch and completed before 2:00 p.m. Cafeteria at Van Y must be completed after last lunch and cleaned after school activities, cafeterias will need to be lightly cleaned a second time on the same day.</i>	Dust all surfaces above normal reach including sills, ledges, moldings, shelves, door frames, pictures, vents, vertical blinds and shades	10	10	10	3198	5266	4437
	Dust mop all hard surface floors	182	182	182			
	Damp mop all hard surface floors following dusting or sweeping procedure	182	182	182			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	182	182	182			
	Clean rolling curtains	1	1	1			
	Power wash all shelving	1	1	1			
	Machine strip hard surface floors and reapply floor finish	1	1	1			
	Lay one coat of floor polish Cafeteria	3	3	3			
	Lay two coats of floor polish Cafeteria	3	3	3			
	Wash walls	1	1	1			

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		Van Y Elem	Middle School	High School District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
Stage areas <i>Middle School and High School only</i> Item F on maps	Dust mop all hard surface floors	0	182	182	0	1560	1025
	Damp mop all hard surface floors following dusting or sweeping procedure	0	40	40			
Reading rooms <i>Middle School only</i>	Wash walls	0	1	0			
	Dust mop all hard surface floors	0	182	0	0	96	0
	Damp mop all hard surface floor following dusting or sweeping procedure	0	182	0			
	Strip and wax floors	0	1	0			
Wood shop, Drafting and Weight room <i>(High School only)</i>	Clean chalk boards and trays	0	0	40	0	0	2688
	Dust mop all hard surface floors	0	0	182			
Item I on maps							
	Damp mop all hard surface floors following dusting or sweeping procedure	0	0	182			
	Dust all surfaces above normal reach including sills, ledges, moldings, shelves, door frames, pictures, vents, vertical blinds and shades	0	0	10			
	Thoroughly clean student desks and chairs removing pencil, ink and other such marks	0	0	1			
	Spot clean all partition glass and office windows	0	0	182			
	Spot clean all door glass on both sides of the door, removing fingerprints, spot clean frame and handles	0	0	182			
	Empty all pencil sharpeners	0	0	182			
	Empty the trash into the trash cart, replace trash liners if torn or soiled	0	0	182			
	Wash walls			1			
	Clean both sides of partition glass using an approved window cleaner	0	0	10			

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		Van Y Elem	Middle School	High School District Admin Offices	Van Y Elem	Middle School	High School District Admin Offices
All buildings	Return tools and equipment to janitor closet, clean tools and equipment. Inventory paper and other supplies.	186	186	186			
	Clean and arrange all equipment in janitor closet each night, empty vacuum cleaner bags, check belts, sweep and spot	40	40	40			
	Turn off lights except those designated as night lights	186	186	186			
	Check designated building and exit doors and make sure they are shut and locked. Set alarm system.	186	186	186			
	Completely clean outsides of all exterior windows once in August and once in April	2	2	2			
	Provide supervision to ensure compliance with specifications and ongoing training, safety and security requirements	186	186	186			
	Clean all ceiling diffusers	40	40	40			
	Sanitize all telephones including ear and mouth pieces in all offices	246	246	246			
	in all other rooms	182	182	182			
	Deposit all trash in waste dumpsters behind each building	246	246	246			