

## Attachment B - Specifications

RFx No.: 3000023222

Title: \*Mand. Site Visit\* Janitorial Svcs. – DPS

### **Working Hours:**

Janitorial work will be performed Monday-Friday between 5:00 PM and 6:30 PM, excluding State Holidays.

### **Jobsite Visit Contact Information:**

Shamika Jeffrey (Office Manager)

[Shamika.Jeffrey@la.gov](mailto:Shamika.Jeffrey@la.gov)

225-869-3648

### **Daily:**

1. Spot clean entrance glass.
2. Dust & damp mop tile floors.
3. Vacuum high traffic carpet.
4. Spot clean interior glass.
5. Sweep outside entrance area and pick up - large trash can.
6. Clean water fountains (if applicable).
7. Empty trash cans.
8. Dust window sills.
9. Kitchen: Clean kitchen/sinks, tables, counter tops, cabinets, outside of appliances (no dishes).
10. Restrooms: Clean & disinfect restroom fixtures: sinks, mirrors & toilets. Empty trash cans and clean receptacles. Refill dispensers as needed in restrooms. Sweep & wet mop floors.
11. Remove trash to outside designated areas.
12. Spot clean walls.

### **Weekly:**

1. Clean light switches.
2. Dust furniture.
3. Vacuum all other carpet.

### **Monthly:**

1. Dust baseboards.
2. Dust blinds.
3. Clean air vents.

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**Quarterly:**

1. Clean windows inside & outside.

**Annual:**

1. Maintain hard surface floors according to the best procedure for flooring condition.  
Procedure may include:
  - a. Top scrubbing, waxing (3 layers of wax), or
  - b. Strip and wax if necessary
2. Furniture to be moved as needed by floor crew.
3. Area to be covered is approximately 730 square feet.

**NOTE:**

1. Contractor is to supply all labor, equipment and cleaning supplies.
2. Agency is to provide trash can liners and restroom supplies (hand soap, toilet tissue, and hand towels).