

DAILY SERVICE

Off-Season Services:

November through April

Seven (7) days per week, Sunday through Saturday

9:00 a.m. through 5:00 p.m.

Note: Daily Tasks are done multiple times during the shift, as needed

A	Dust Mop and Wash all Quarry style Tile Floors: Remove, clean, and then replace objects not permanently affixed to floor. Wash using disinfectant solution changing water frequently. Adequate number of "Caution" and "wet Floor" signs must always be used to inform the public when any floor is being maintained or is wet.
C	Empty and Clean Trash Receptacles and Paper Recycling Containers: The Contractor shall empty all trash receptacles. Liners will be replaced. All trash must be bagged before it is placed in the dumpster. The interiors and exteriors of trash receptacles will be free of trash, liquid, gum, grease, and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances, which could cause odors, will be washed out and dried before new liners are installed. The Contractor shall place the removed trash into the dumpster/container located in the appropriate location. No trash should be placed on the ground or on top of the trash container. Breakdown all cardboard and place in proper dumpster. Clean area around dumpster. Empty the intermediate white and/or mixed paper recycling containers daily into the appropriate collection dumpster. There should be no co-mingling. Mixed paper should not be put into any regular trash containers but must be collected and disposed of separately. Cardboard Boxes: Cardboard must be broken down separately and removed from all areas daily throughout the Facility. Cardboard should be kept separate from all trash and other recycling materials and put in the proper dumpster.
D	Clean Ash Receptacles: Empty all ashtrays, ash stands, sand urns, and clean with damp cloth. Wash all ash receptacles and replace sand material monthly or upon request by the Client Agency Designee.
E	Dust Furniture: Wipe all furniture clean with a treated duster or cloth, including but not restricted to desk(s), table(s), bookcase(s), file cabinet(s), shelf(ves), counter(s), and telephone(s).
F	Dust Interior Surfaces: Dust all surfaces such as rails, ledges, windowsills, partitions, blinds, vents, baseboards, etc. Wash clean where necessary

G	Clean Walls and Partitions: Wipe all walls, partitions, and doors with a cloth and clean water. Clean and polish with suitable material, all bright work, water fountains, etc.
I	Glass Doors – Interior and Exterior: All glass on all doors, including office and corridor sidelights and vestibules to be washed clean including interior and exterior surfaces. All drippings to be wiped clean and dry.
K	Spot Clean: Perform the standard cleaning functions not specifically listed but necessary to maintain a satisfactory level of cleanliness, to perform standard cleaning functions more often than listed frequency due to weather conditions, etc. Spot cleaning to include, but not restricted to, wiping soil or finger marks from all surfaces, especially around light switches, doors, door closers and door jambs, water fountains, counters, window ledges, thresholds, floor hinges and walls.
L	<p>Clean Rest Rooms:</p> <ol style="list-style-type: none"> 1. Remove waste paper and refuse, place plastic liners in receptacles. Empty sanitary receptacles and replace with wax bags. The Contractor is responsible at his expense to properly dispose of this material. 2. Refill dispensers; stock all sanitary product machines with product. The Contractor is responsible for all repairs, supplies, product purchase, money collections or shortages. 3. Wash and disinfect both sides of toilet seats. 4. Wash all mirrors. 5. Wash and disinfect all basins, bowls, and urinals. 6. Wash, clean, remove markings, and disinfect and polish all bright work, including flush-ometers, piping, toilet seat hinges, partitions, and trash containers. 7. Wash, clean, remove markings, and disinfect all walls and partitions. 8. Sweep and wash all flooring with suitable disinfecting detergent. 9. Pour water/disinfectant solution into all floor drains on a nightly basis. 10. Machine scrub all ceramic tiles floors monthly. Submit proposed schedule to the Client Agency Designee for approval ten (10) days in advance. 11. On a daily basis, report to the Client Agency Designee any equipment that is not working properly, including any leaks noticed, toilets or sinks that are clogged, and any problems with fixtures in bathrooms. 12. Steam clean all tile walls yearly.
M	Clean All Lounge Furniture: To wash clean with a suitable cleaner all furniture, chairs, tables, and receptacles.
N	Metal Surfaces: All metal surfaces around doors, windows, elevator entrances, and all kick plates to be thoroughly cleaned and polished. This is to include handles, sills, frames, hinges, thresholds, pillars, doors, water fountains, elevator interior and exteriors, etc. Polish all bright work and metal. Wipe all handrails throughout building with a damp cloth.
O	Sweep Daily: All outside walk areas and entranceways, picnic areas, gazebo, and lawn areas within 150 feet of both structures. Water all floral planters as needed.

P	Walk-off Mats: Vacuum all entrance areas and walk-off mats. Roll up mats and shake out daily, clean under mats.
T	Light Bulbs Replacement: The Contractor shall replace all interior light bulbs that are out on Wednesday nights. The Contractor shall report to the Client Agency any lights still not working after bulb replacement and advise when bulb inventory is low. Lens, light covers and clips found missing or broken and not reported by Contractor will be treated as being broken by the Contractor and must be replaced by the Contractor at its expense. If a Client Agency electrician responds to a report by the Contractor for a fixture not working and the bulb is found to be the cause of the problem, the Contractor will be billed for the service at the electrician's labor rate.
U	Flags: Raise and lower flags and store daily on days that the building is opened; and manages flag status as applicable.
V	Propane Tank: Check propane levels daily and report quantities of less than ¼ tank to: ConnDOT East Lyme Regional Office Henry A. Granger, Jr. - Maintenance Supervisor Phone: (860) 739-7818, (860) 739-5577 Fax: (860) 739-0175
W	Winter Snow Event Procedures: 1. Provide hand shoveling of snow removal for the front sidewalk and entryway to allow patrons an unimpeded path to safely access the building, handicapped ramp to the pavilion, the back sidewalk and an unimpeded path to the portable toilets from the sidewalk and roadway. 2. Furnish and apply 100% calcium ice pellets on the areas listed on line item 1 (above). 3. Refer to section 4, "Winter Season Procedures." to prevent water line freezing. 4. The Contractor will be allowed to bill DECD with the current in price adjustment hourly rate; referenced in Exhibit B for extra hours over and above the assumed two (2) hour standard if for performing snow removal plus tasks "C", "O" and "X" takes more than two (2) hours to complete the task associated with the "Winter Snow Event Procedures" due to the severity of the storm in excess of a 6" snow fall.
X	Portable Toilet: Clean floors, walls and seats. Stock toilet paper and refill sanitizers. Cleaning shall be done multiple times during the shift with the last cleaning done during the last hour of the shift.

WEEKLY SERVICE

Off-Season Services:

November through April

Seven (7) days per week, Sunday through Saturday

9:00 a.m. through 5:00 p.m.

B	Machine Scrub Floors: Remove all objects not permanently attached to floor, machine scrub with multiple rinses. This may need to be done in sections, and replace objects. Adequate number of "Caution" and "wet Floor" signs must always be used to inform the public when any floor is being maintained or is wet.
H	Wash Walls and Partitions: Clean with suitable cleaner and/or detergent all walls, partitions.
J	Dust Light Fixtures: All light fixtures to be dusted with a suitably treated cloth or duster. Open, clean, and remove dead bugs and wipe clean lens with cloth.
Q	Interior and Exterior Windows: Wash exterior and interior of all outside windows. Windows must be washed with a squeegee using scaffolding or ladders as necessary. Telescopic pole washing is not allowed. Also, remove all bird droppings from all overhangs and exterior ledges or areas where this material accumulates and dispose of properly. All OSHA Fall-Protection Requirements must be completed within one (1) month.

MONTHLY SERVICE

Off-Season Services:

November through April

Seven (7) days per week, Sunday through Saturday

9:00 a.m. through 5:00 p.m.

S	Clean and Wash Light Fixtures and Lenses: The Contractor shall during the month of September, using suitable machinery and equipment, ultrasonically clean all light fixture lenses and wash all bulbs and interior parts of fixture. At Client Agency Designee's option, Contractor shall reinstall new light tubes provided by Client Agency, or damp wipe old tubes and reinstall.
R	Clean Ceiling Vents and Diffusers: Remove vent if possible, dust, and then wash with a suitable cleaner to remove all dirt and soot. Dry vent and replace. Vacuum the ceiling tiles within 2 feet of all vents. Use smoke absorbing sponge around vents when necessary

(when conditions require)

<p>B</p>	<p>Empty and Clean Trash Receptacles and Paper Recycling Containers: The Contractor shall empty all trash receptacles. Liners will be replaced. All trash must be bagged before it is placed in the dumpster. The interiors and exteriors of trash receptacles will be free of trash, liquid, gum, grease, and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances, which could cause odors, will be washed out and dried before new liners are installed. The Contractor shall place the removed trash into the dumpster/container located in the appropriate location. No trash should be placed on the ground or on top of the trash container. Breakdown all cardboard and place in proper dumpster. Clean area around dumpster.</p> <p>Empty the intermediate white and/or mixed paper recycling containers daily into the appropriate collection dumpster. There should be no co-mingling. Mixed paper should not be put into any regular trash containers but must be collected and disposed of separately.</p> <p>Cardboard Boxes: Cardboard must be broken down separately and removed from all areas daily throughout the Facility. Cardboard should be kept separate from all trash and other recycling materials and put in the proper dumpster.</p>
<p>O</p>	<p>Sweep Daily: All outside walk areas and entranceways, picnic areas, gazebo, and lawn areas within 150 feet of both structures. Water all floral planters as needed.</p>
<p>W</p>	<p>Winter Snow Event Procedures:</p> <ol style="list-style-type: none"> 1. Provide hand shoveling of snow removal for the front sidewalk and entryway to allow patrons an unimpeded path to safely access the building, handicapped ramp to the pavilion, the back sidewalk and an unimpeded path to the portable toilets from the sidewalk and roadway. 2. Furnish and apply 100% calcium ice pellets on the areas listed on line item 1 (above). 3. Refer to section 4, "Winter Season Procedures." to prevent water line freezing. 4. The Contractor will be allowed to bill DECD with the current in price adjustment hourly rate; referenced in Exhibit B for extra hours over and above the assumed two (2) hour standard if for performing snow removal plus tasks "C", "O" and "X" takes more than two (2) hours to complete the task associated with the "Winter Snow Event Procedures" due to the severity of the storm in excess of a 6" snow fall
<p>CC</p>	<p>Portable Toilet: Completely clean and stock with toilet paper all portable toilets, with the last cleaning done during the last hour of the shift. This cleaning is to include floor, walls, and seats. This will need to be done multiple times per shift. Refill sanitizers when needed.</p>