

**ITEM 3: CLEANING SPECIFICATIONS****AUDITORIUM****A. After each use (or more frequently if need arises)**

1. Sweep and damp mop all hard surface floor areas.
2. Vacuum carpeted areas. Spot clean carpet as needed.
3. Remove all trash daily or after each usage.
4. Dust mop and mop stage area as needed.
5. Remove gum from carpet and seats.

**B. Each Six Months (or more frequently if needed)**

1. Dust side walls.
2. Shampoo aisle areas as needed.
3. Detail Clean auditorium seats.

**C. Special**

1. High Dusting - clean and dust air ducts, vents ceiling fans, and surrounding areas.
2. Provide and spread an approved de-icer as required or requested by MISD.

**CAFETERIA RESPONSIBILITY****A. Daily (or more frequently if need arises)**

Contractor is required to provide adequate staff to conduct lunch runs to include, but not limited to:

1. Trash cans with liners in place.
2. Mop bucket, mop and broom in place.
3. Continual cleaning throughout all breakfast and lunch periods.
4. Push food carts to designated areas.
5. After lunch and breakfast are complete, clean these areas to include: mop hard surface floor, spot clean carpet daily, clean tables and make area ready for other activities.
6. Clean and disinfect water fountain.
7. Spot clean walls as necessary.
8. Spot clean glass.
9. Furniture dusted and wiped with damp cloth. This task will be performed after breakfast and lunch.
10. Hard surfaced floors swept.
11. Mop hard surfaced floors with disinfectant.
12. Wash tables with disinfectant and move lunch carts to designated area.
13. Carpeted areas **must** be spot cleaned daily.

B. Weekly (or more frequently if need arises)

1. High speed all resilient floors.
2. Wash out all trash containers.
3. Scrub floors weekly with disinfectant.

C. Quarterly (or more frequently as need arises)

1. Wash and sanitize all walls.
2. Spot clean walls and doors.
3. Lighting fixtures cleaned.

D. Special

1. High Dusting – clean and dust air ducts, vents, ceiling fans, and surrounding areas.
2. Provide and spread an approved de-icer as required or requested by MISD.

E. Periodically (as needed)

1. Strip, seal, and wax tile and resilient floors as needed, per McKinney ISD.
2. Strip, seal, and wax tile and resilient floors in kitchen area during Summer Break.
3. Remove dust from underneath tables and chairs.

CLASSROOMS

A. Daily (or more frequently if need arises)

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust all wastepaper baskets. Install liners provided by Contractor as necessary, including recycle liners.
4. Dust clean all horizontal surfaces such as desks, files, window sills, pictures, tables, telephones, chalkboard trays, etc. being careful not to disturb papers on these surfaces.
5. Remove all finger prints, scuff marks, and chewing gum wherever found such as around light switches, door frames, etc.
6. Clean tops of desks. Remove marks as necessary. Contractor will not be responsible for student damage to desk.

B. Weekly (as needed)

1. Clean and treat all chalkboards and whiteboards with approved product.
2. Clean erasers as necessary.
3. Dust computers and clean monitors. Clean screens with feather duster.
4. Detail clean all lab tables, treating surfaces for effervescing.
5. Wet mop all tile floors (Science Department, Homemaking, Art, etc.).



C. Monthly (as needed)

1. High Speed all resilient floors.
2. High dusting.

D. Periodically (as needed)

1. Strip, seal and wax tile and all resilient floors.
2. Shampoo all carpeted areas (minimum of two (2) times a year or as requested).
3. Clean lighting fixtures.
4. Clean window blinds.

E. Special

1. High dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
2. Light replacement – replace light bulbs including exit lights.
3. Provide and spread an approved de-icer as required or requested by MISD.

COMPUTER EQUIPMENT, SERVERS AND MEDIA EQUIPMENT

A. Daily (or more frequently if need arises)

1. Shall exercise due concern for electronic equipment in labs, media centers and intermediate distribution frame closets.
2. When moving equipment for cleaning purposes, care shall be taken to protect computers and all lab equipment.
3. When cleaning in the media center or server locations, care shall be taken not to interrupt the operation or the power connections of the servers or the associated power supplies.
4. When using or cleaning the intermediate distribution frame closets, care shall be taken to avoid interruption of power to switches or interruption of network connections.
5. If by accident, there is an interruption of a server or network switch or connection, staff shall notify the Technology Services Group at (469) 742-4048.
6. Dust with duster or soft cloth with anti-static properties.
7. Do not use strong chemicals that may cause damage in any way to equipment.
8. Wipe screens with soft cloth, including large classroom tv's/monitors.

DAY STAFF RESPONSIBILITIES

(Working hours to be arranged with building principal). Night staff shift must overlap with day staff.

A. Daily (or more frequently if need arise)

1. Monitor halls and stairway areas for trash a minimum of three times a day.
2. Monitor and restock restrooms as necessary a minimum of three times a day.

3. Wash clean and sanitize all water fountains.
4. Monitor outside perimeter of main building to the curbs.
5. Monitor the cafeteria after break and each lunch period, emptying trash and replacing with clean liners, pick up trash off floor and cleaning tables and chairs.
6. Detail clean cafeteria in afternoons (See Specifications for Cafeteria).
7. Monitor office and clinic area, one time a day.
8. Monitor atrium areas after break and lunch.
9. Monitor teacher's lounge twice a day.
10. Assist school representatives on special projects such as a set-up, water leaks, desk moving, furniture, moving of boxes or freight, clean up after ill students, etc.
11. Sweep entrance mats, spot doors and partition glass
12. Clean trophy display, spotting glass as necessary.
13. Detail clean auditorium (See Specifications for Auditorium).
14. Collect and remove to a designated area on the premises, all normal building wastepaper, boxes, and waste materials from cafeteria and rubbish.
15. Secure all doors and turn out lights at times designated by building principal.
16. Remove all objects above lockers in halls.
17. Remove trash and debris from parking lots, tennis courts and baseball field and other outside facilities as needed.

B. Weekly (or more frequently as need arises)

1. Wash and spot clean walls in main hall areas.
2. Wash and spot clean glass, attendance office, side glass and partitions.
3. Dust top of lockers.

C. Periodically (as needed)

1. Assist MISD staff as needed.

FINE ARTS

A. Daily (or more frequently if need arises)

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard to reach area.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary including recycled liners.
4. Dust clean all horizontal surfaces, such as desks, files, window sills, pictures, tables, telephones, etc. being careful not to disturb papers on these surfaces.
5. Remove all finger prints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
6. Clean tops of desks. Remove marks as necessary.

B. Weekly (or more frequently if need arises)

1. Clean and treat all chalkboards and whiteboards with approved product.



2. Clean erasers as necessary.
  3. Detail clean all lab tables, treating surfaces for effervescing.
- C. Monthly (or more frequently if need arises)
1. High speed all resilient floors.
  2. High dusting.
  3. Wash walls as necessary.
- D. Periodically (as needed)
1. Strip, seat and wax tile and all resilient floors.
  2. Shampoo all carpeted areas as needed.
  3. Clean light fixtures
- E. Special
1. High dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
  2. Provide and spread an approved de-icer as required or requested by MISD.

GENERAL/MISCELLANEOUS

- A. Daily (or more frequently if need arises)
1. Lock all interior doors at times designated by school representative
  2. Lock all exterior doors at times designated by school representative.
  3. Re-check doors periodically. Final check of doors at end of cleaning shift.
  4. Turn off all lights starting 30 minutes after dismissal in areas not being used each day. Have cleaning personnel keep all lights off with exception of work area.
  5. Secure and set security system as designated by school representatives.
  6. Keep janitor closets locked at all times.
  7. Items found during the course of cleaning should be turned into office lost and found (example: Books, notebooks, clothes, jewelry, etc.)
  8. Move desk and chairs to classrooms as requested by school representatives.
  9. Move tables and chairs for set-ups as requested by school representatives.
  10. Provide labor for special projects during the course of the day. Weekends and nights not related to school activities or city activities will result in an extra charge to group using facility.
  11. Keep entry area wiped dry on rainy days.
  12. All custodial closets must be kept clean and orderly.
  13. Exterior doors are not to be propped open. Any doors discovered to be propped, shall be secured.
- B. Special
1. High dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
  2. Provide and spread an approved de-icer as required or requested by MISD.

## C. Summer

1. High pressure wash entries to facilities as needed to remove gum, soft drink syrups, etc.
2. High pressure wash outdoor bleachers as needed to remove gum, grit, soft drink syrups, etc.

## GYMS/FIELD HOUSE/STADIUM

A. Daily (or more frequently if need arises) - Locker and Restroom

1. Sweep, wet mop and disinfect all flooring, with exception of gym floor.
2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including, but not limited to, flush meters, piping and toilet seat hinges.
3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.
4. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
5. Wash and disinfect all basins, bowls, urinals and showers.
6. Wash clean underneath sinks, bowls, and urinals.
7. Fill toilet tissue holders, soap dispensers, towel dispensers.
8. Clean floor treated with gym cleaner product as needed.
9. Clean bleacher area.

B. Daily (or more frequently if need arises)- Gym and Field House Area

1. Dust mop and mop gym floor removing all debris.
2. Vacuum all carpeted areas and rugs. Remove spots as necessary.
3. Office areas - refer to Office Specifications.
4. During basketball seasons, gyms are to be cleaned before games start and after games are completed.

## C. Weekly (or more frequently if need arises)

1. Thoroughly clean carpet.
2. Thoroughly clean laundry rooms.
3. Clean all areas under bleachers. Areas under bleachers must be cleaned thoroughly after each activity prior to folding. Folding and securing the bleachers is the responsibility of the MISD Coaching Staff.
4. Wash all partitions, tile walls, enamel surfaces, dispensers, and receptacles, using proper disinfectant.
5. Wash clean underneath sinks, bowls and urinals.

## D. Periodically (as needed)

1. Strip, seal and wax tile and all resilient floors.
2. Assist coaches' request for special cleaning, Saturday morning meetings, workouts, open house, booster club meetings, etc.
3. Scrub showers and restroom floors.
4. High dust exposed structural members, ducts and pipes.
5. Mop/clean gym floor covers.



E. Special

1. High dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
2. Provide and spread an approved de-icer as required or requested by MISD.

F. Special - Stadium

1. Clean Restrooms.
2. Clean Press Boxes.
3. Check bleachers for trash prior to activity.
4. Prior to activity, fill toilet tissue holders, soap dispensers, and towel dispensers in restrooms.
5. Clean concession area prior to August 15<sup>th</sup> to prepare for the initial season operations (Student support groups maintain concessions during season).

LIBRARY

A. Daily (or more frequently if need arises)

1. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
2. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
3. Dust clean all horizontal surfaces, such as desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
4. Clean all glass furniture tops; damp wipe and polish as necessary.
5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.
6. Remove all finger prints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.

B. Weekly (or more frequently if need arises)

1. Dust all picture frames, charts graphs and similar wall hangings not reached in nightly cleaning.
2. Dust all window sills and frames.
3. Dust mop.
4. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
5. Clean all interior partition glass as necessary.
6. Dust bookshelf ledges.

C. Quarterly

1. Dust all venetian blinds and areas not reached in nightly cleaning.

D. Periodically

1. Shampoo all carpeted areas as needed.
2. Clean light fixtures.



E. Special

1. High dusting - clean air ducts, vents, ceiling fans, and surrounding areas.
2. Provide and spread an approved de-icer as required or requested by MISD.

OFFICES

A. Daily (or more frequently if need arises)

1. Vacuum all carpeted areas and rugs, file cabinets, etc.
2. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary including recycled liners.
3. Dust clean all horizontal surfaces, such as desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
4. Clean all glass furniture tops, damp wipe and polish as necessary.
5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.
6. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc.
7. Spot mop hard surface floors.
8. All offices must be locked and secured during cleaning (i.e. do not unlock all office doors while cleaning the area, only unlock office that is being cleaned).

B. Weekly (or more frequently if need arises)

1. Dust all picture frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
2. Dust all window sills and frames.
3. Dust computers and monitors. Clean monitor screen with feather duster.
4. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
5. Clean all interior partition glass as necessary.
6. Spot clean walls and doors around light switch plates, and door handles.

C. Quarterly

1. Dust all venetian blinds and areas not reached in nightly cleaning.
2. Clean interior lens of lighting fixtures.
3. Air conditioning supply and return diffusers and exhaust vents dusted.

D. Periodically

1. Shampoo all carpet areas as needed.
2. Clean exterior and interior windows.

E. Special

1. High dusting - clean air ducts, vents, ceiling fans, and surrounding areas.
2. Provide and spread an approved de-icer as required or requested by MISD.



## OUTSIDE POLICING

### A. Daily

1. Walk perimeter of school building removing all debris.
2. Clean atrium areas to main building.
3. Sweep entrance areas to main building.
4. Empty all trash containers.

### B. As Needed

1. Police parking lots to fence lines including curb area corners.
2. Sweep, clean and remove de-icer residue after snow/ice has melted.
3. Wash clean entry mats. (MISD provides mats)
4. Wash clean outside trash containers.

## POOL

### A. Daily

1. Sweep area around pool.
2. Mop area around pool with disinfectant and foaming process.
3. Hose off area around pool.
4. Clean drains.
5. Clean & sanitize men and women dressing rooms.

### B. Weekly

1. Clean walls.
2. Clean windows.

## PUBLIC AREAS

### A. Daily (or more frequently if need arises)

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Sweep (or vacuum clean, if carpeted) all stairways; mop as often as necessary.
4. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor, as necessary, including recycled liners.
5. Collect and remove to a designated area on the premises, all normal building wastepaper, cardboard boxes, waste materials, rubbish and recyclables. Contractor shall provide waste, recycle and/or rubbish bags.
6. Dust clean all horizontal surfaces, such as window sills, pictures, tables, telephones, etc.
7. Wash, sanitize and Polish all water fountains.
8. Keep sloop sink rooms in clean and orderly condition.

9. Dust all baseboards; remove stains if possible.
10. Keep service corridors on each floor, including lobby floor, in clean and orderly condition.
11. Remove all finger prints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
12. Wash glass partitions as necessary. Walls and doors will be spot cleaned as well as all glass.
13. Spot clean entry door glass and chrome nightly.
14. Dust/wash all directory boards and trophy cases as necessary, remove fingerprints and smudges.
15. Wipe clean all vending machines.
16. Spot clean lockers, top and bottom.

B. Weekly

1. Clean all partition glass.
2. High speed all resilient floors (classroom halls three times a week).
3. Dust all handrails and treads.
4. Scrub tile floors with scrubbing machine.

C. Quarterly (as needed)

1. Recondition tile areas as necessary.
2. Dust all venetian blinds and areas not reached in nightly cleaning.
3. High speed all classrooms, science rooms, art rooms, and homemaking rooms.

D. Semi-Annually (as needed)

1. Strip, seal and wax all resilient floors.

E. Periodically

1. Shampoo all carpeted areas as needed.
2. Interiors of lockers to be cleaned beginning the first week after school ends.

F. Special

1. High dusting - clean air ducts, vents, ceiling fans, and surroundings areas.
2. Provide and spread an approved de-icer as required or requested by MISD.

RESTROOMS

A. Daily (or more frequently if need arises)

1. Sweep, wet mop and disinfect all flooring.
2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including but not limited to, flush meters, piping and toilet seats hinges.
3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.



SPECIFICATIONS (cont.)

4. Wipe clean all toilet tissue, soap, towel, and sanitary napkin disposal units.
5. Wash and disinfect wall basin, bowls, urinals, and showers.
6. Spot clean all partitions, tile walls, enamel surface, dispensers and receptacles, using proper disinfectant.
7. Wash clean underneath sinks, bowls and urinals.
8. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
9. Remove wastepaper and refuse to a designated area.
10. Remove markings/writing from walls as necessary.
11. Clean and dry polish bright metal work.

B. Weekly

1. Wash walls and partitions.
2. Dust all lighting fixtures, vents, louvers, and air conditioning grills.
3. Scrub floors as needed.

C. Special

1. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.