



Alabama Department of Environmental Management
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SPECIFICATIONS FOR JANITORIAL CONTRACT FOR FY10

LOCATION: ADEM
2715 SANDLIN ROAD SW
DECATUR, AL 35603
(256) 353-1713

REQUIREMENTS:

- Facility is to be cleaned and sanitized 3 times a week on Tuesday, Thursday and over the weekend.
- Vendor will provide all labor, material and equipment needed to maintain facility in a clean and sanitary condition.
- Paper towels, toilet tissue, hand soap, can liners and bathroom fresheners will be provided by the State.

THREE TIMES WEEKLY:

- Empty all garbage containers and replace trash bags. All garbage and trash is to be placed in outside dumpster.
- Clean and Sanitize water fountain.
- Vacuum all carpet and mat areas.
- Clean entry glass doors.
- Empty trash cans (2) in garage area and replace liners.
- **KITCHEN:**
 - Clean and sanitize kitchen to include: Counter, sink, microwave, coffee pot and table top.
 - Vacuum floors, dust window sills
 - Empty trash container and replace liner.
- **BATHROOMS:**
 - Clean and disinfect all sinks and adjacent area.
 - Clean and disinfect all commodes, toilet seats, urinals and adjacent surfaces.
 - Clean and remove fingerprints, stains, etc from bathroom stalls and all doors.
 - Clean mirrors and paper towel containers.
 - Wet mop bathroom floors with a Germicidal cleanser.
 - All toilet tissue, soap, paper towels and air fresheners are to be kept full at all times in all bathrooms.
 - Empty all bathroom trash containers and replace can liners.
 - Empty and change bag in sanitary container in ladies bathrooms.
 - Wipe door handles and door push plates inside and outside of bathroom doors.



-2- SPECIFICATIONS CONT.

ONCE MONTHLY:

- Dust and clean window ledges, moldings, furniture, displays, shelves, racks and pictures.
- Remove all cobwebs and dust from walls and corners.
- Dust furniture and chairs in reception area

TWICE WITHIN THE CONTRACT PERIOD: (Fall and Spring)

- Clean all windows inside and outside
- Dust all baseboards
- Dust all blinds
- Dust tops of all cubicles, cabinets and bookshelves