

WORK SPECIFICATIONS AND STANDARDS
JANITORIAL SERVICES
AT TRANSIENT QUARTERS

All work described herein shall be done in accordance with the following specifications and standards. All work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

Quarters are located in a 2-story duplex at 2161 Block A, Barrow, AK 99723. They consist of two apartments, one upstairs and one downstairs, each with one living area, kitchen, dining area, full bath, and two bedrooms in the upstairs and three in the downstairs apartment. The living areas, stairwell, and bedrooms are carpeted and the bathrooms, Jacuzzi room, kitchens and entry way are ceramic and/or vinyl tile. Total area to clean does not exceed 1500 sq. ft. Although only three bedrooms are generally occupied, all rooms and areas need to be checked and cleaned if they had been used.

The contractor is to provide all cleaning supplies and expendable equipment such as brooms, mops, dust cloths, laundry detergent, toilet paper, paper towel, and bar soap. The contractor is to provide a vacuum cleaner and carpet shampooer.

The contracting officer's representative (COR) will be Ruthie Sevy, 907-455-5713.

Work shall be limited to the crew quarters and transient quarters.

1. Weekly: Services required once a week during the hours of 7:30am and 5:00pm. Although only three bedrooms are generally occupied, all rooms/areas need to be checked and cleaned if they had been used.

- a. Item: Floors, carpeted

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

- b. Item: Floors, uncarpeted

Specifications: After vacuuming or sweeping floors, mop with a detergent solution. Remove all spot, stains, marks and streaks with an appropriate cleaning agent from floors, baseboards, doorjambs, cabinets and furniture legs.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film and brush marks.

- c. Item: Bathroom

Specifications: Damp wipe all washbasins, faucets, exposed plumbing fixtures, top and bottom of toilet seat and walls in the immediate area of the washbasin with a solution of water, detergent, odor counteractant and germicide. Clean tub and/or shower stall (this includes curtains and/or doors to shower) with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into the toilet bowl and clean with a bowl brush. Remove stubborn stains in washbasin, toilet bowl, tub and/or shower stall (including curtain and/or doors to shower stall) with a chlorinated powder and remove lime deposits, rust and/or other stains with an acid-type cleaner. Damp wipe all cleaned surfaces thoroughly with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean all mirrors with commercial glass cleaner and polish with a lint-free cloth. Fill dispenser with toilet paper and soap tray with soap bar. Sweep floor and mop with solution of water, detergent, odor counteractant and germicide. Remove soiled towels and replace with clean towels.

Standard: A properly cleaned bathroom is free of all streaks, stains, deposits and odors.

d. Item: Waste Receptacles

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles, which have been lined with a plastic bag, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in dumpsters for building or dispose of at the local dump.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residues.

e. Item: Furniture Dusting and Kitchen Countertops

Specifications: Dust all cabinets, tables, chairs, desk, radiators, windowsills, lamps and television sets. Wipe off kitchen countertops. Remove all stains and spots with a damp cloth.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

f. Item: Changing Beds

Specifications: Remove all linen and remake bed with clean linen.

Standard: A properly made bed has smoothly tucked clean linen, with blankets and bedspread neatly covered on bed.

g. Item: Linen, Bath Towels, Bath Mats and Dishtowels

Specifications: Linens, bath towels, bathmats and dishtowels are to be laundered in FAA provided washer and dryer.

Standard: A properly laundry service will provide clean linens, towels, and bathmats weekly.

h. Item: Dishes

Specifications: Periodically there will be a need to wash a few dishes. When this occurs, wash dishes with a dishwashing detergent, rinse dishes in hot water, dry and replace in kitchen cabinets.

Standard: A properly washed dish is free of residue and is dried without streaks.

i. Item: Front and Rear Entrances

Specifications: Remove any accumulation of snow and ice from the walkway, steps and landings of the entrances of the quarters.

Standard: A properly cleaned walkway, steps and landing are free of all ice and snow.

j. Item: Laundry Areas

Specifications: Damp wipe washer and dryer with appropriate cleaning solution.

Standard: A properly cleaned washer and dryer are free of all deposits, stains, streaks and film. All laundry will be washed, dried, folded and placed in the proper place for each item. No laundry is to be left in the machines.

2. Quarterly: January, April, July and October

a. Item: Refrigerator and Stove

Specifications: Defrost refrigerator and clean with solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove oven using appropriate oven cleaner to remove baked on grease and boiled over food residue. Clean cooking surface of the stove using chlorinated powder and moving all residue.

Standard: A properly cleaned refrigerator and stove is free of all streaks, smudges, grease and film.

b. Item: Blanket/Bedsread Laundering

Specifications: All regular blankets should be washed in appropriate temperature of water and detergent and dried as to prevent shrinkage. (Note: Contractor does not have to launder the filled comforter type bed coverings, as they will not fit into the FAA provided washer and dryer.)

Standard: A properly laundered blanket is free of dirt and is fresh smelling.

3. Semi-annual: To be performed in February and August.

a. Item: Carpet Cleaning

Specifications: After vacuuming, shampoo the carpeting using an industrial-grade, foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains and matted areas and has a uniformly bright appearance.

a. Item: High Cleaning

Specifications: Dust all vents, grilles, tops of doors and light fixtures with a treated cloth or vacuum attachment. Remove all spots with a damp cloth.

Standard: A properly cleaned pipe, vent, grille, ledge, transom or light fixture is free of all dust, grit, spots, lint and cobwebs.

b. Item: Bathroom Wall and Ceiling cleaning

Specifications: Walls and ceilings in each bathroom should be wiped down with an appropriate cleaner and rinsed with water if necessary.

Standard: A properly cleaned bathroom walls and ceilings are dirt and mildew free and show no streaks after drying.

c. Item: Range Hood and Filter

Specifications: In the kitchen area wipe surface or range hood with a grease cutting solution. Remove the filter and immerse in a bath of great cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.

Standard: A properly cleaned range hood and filter is free of streaks, grim, and film.

d. Item: Windows, inside and outside

Specifications: Wash all windows on the inside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Clean outside windows once during the summer months.

Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.