

WORK SPECIFICATIONS AND STANDARDS
JANITORIAL SERVICES
BARROW FLIGHT SERVICE STATION

All work described herein shall be done in accordance with the following specifications and standards. Most services can be performed any time during day before 10PM, excluding holidays, except that work which would have normally been done on the holiday, shall be done the following day in addition to that day's normal duties. All work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

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

Contractor shall dispose of all refuse at the local dump.

A. Weekly: To be performed once a week.

1. Item: Floors, uncarpeted

Rooms: All

Specifications: After vacuuming or sweeping floors, mop with a detergent solution. Remove all spots, 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.

2. Item: Furniture Dusting

Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases lockers, closet shelves, radiators, windowsills, doorsills, banisters, consoles and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, are not to be dusted, moved or handled.

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

3. Item: Air Traffic Plastic Shades

Specifications: Dust with lint-free cloth or feather duster.

Standard: A properly cleaned sunshade is free of dust, dirt, and spider webs.

4. Item: Restroom

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate area of washbasins, and spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into each toilet bowl and urinal and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap,

paper towel, and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water detergent, odor counteractant and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odor.

5. Item: Waste Receptacles
Rooms: All

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 plastic bags, 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 outside containers serving the FAA compound.

Standard: A properly cleaned waste receptacles and plastic-liners are free of all waste residues.

- B. Quarterly: To be performed the last week of December, March, June, and September

1. Item: Furniture, vacuum and damp wipe

Specifications: Damp wipe vinyl-covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum all chairs with fabric seats and backs.

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

2. Item: Windows, inside

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.

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

- C. Semi-annually: To be performed in May and September.

1. Item: Walls, doors, and woodwork

Specifications: Spot clean all walls, doors and woodwork using an appropriate spot-removing agent to remove all fingerprints, spots, stains and smudges. Wipe away any stains, spillage and dripping with a damp clothe.

Standard: A properly spot-cleaned wall, door and woodwork is free of all fingerprints, spots, smudges and stains.

2. Item: High Cleaning and light fixtures

Rooms: All

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

3. Item: Windows, outside

Specifications: Wash all windows on the outside. 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.

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