

**APPENDIX C**  
**Muscogee County School District**  
**Custodial Services for Elementary Schools**  
**RFP #21-016**

AREA	FREQUENCY						
	DAILY	WEEKLY	MONTHLY	AS NEEDED	WINTER BREAK	SPRING BREAK	SUMMER BREAK
<b>GROUND</b>							
<b>1. Policing</b>							
- Pick up paper (perimeter of facility)	X						
- Empty trash cans (perimeter of facility)	X						
- Sweep/Blow (all entrances/exit to facility)	X						
- Pressure Wash to include courtyards							X
- Empty trash cans (parking lots, fields, etc.)	X						
<b>CAFETERIA or CAFETORIAM</b>							
<b>1. Ceilings</b>							
- Remove cobwebs/dust		X					
<b>2. Light fixtures</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X					
<b>3. Vents, Horizontal Surfaces</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X					
<b>4. Blinds or Shades</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X					
- Clean windows (Inside)		X					
<b>5. Walls and Doors</b>							
- Spot wash-remove marks & scuffs	X						
- Clean glass(Doors)	X						
- Wash thoroughly			X				
- Clean windows		X					
- Clean & disinfect push plates, knobs, handles	X			X			
- Clean/polish kick plates			X				
<b>6. Sinks, Counters, Water fountain</b>							
- Disinfect and clean	X		X	X			
<b>7. Table and Chairs</b>							
- Clean underneath tables(Physical Table)			X				
- Wash tables thoroughly & disinfect	X						
- Remove gum			X				
<b>8. Trash Cans</b>							
- Empty, clean and disinfect	X						
- Replace liners	X						
- Wash thoroughly & disinfect		X					
<b>9. Baseboards</b>							
- Dust		X					
- Damp clean			X				
- Scrub clean				X			
<b>10. Floors</b>							
- Remove chewing gum	X						
- Sweep	X						
- Wet mop/auto scrub	X						

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- Auto Scrub		X					
- Machine scrub & recoat					X	X	X
<b>11. Stages</b>							
Sweep	X						
Mop		X					
Strip and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)							X
<b>KITCHENS</b>							
All food service kitchens shall receive a deep cleaning to the walls and floors							
<b>RESTROOMS</b>							
<b>1. High &amp; Low Cleaning</b>							
- Remove debris from ceiling	X						
- Clean windows	X						
- Dust, remove cobwebs	X						
<b>2. Exhaust, ventilation grills, light fixtures</b>							
- Dust	X						
- Damp clean/Wipe down thoroughly	X						
<b>3. Walls, partitions</b>							
- Wash thoroughly & disinfect	X						
- Remove graffiti	X						
- Remove gum	X						
<b>4. Fixtures-urinals, sinks, commodes, pipes</b>							
- Clean and disinfect	X			X			
<b>5. Counters, bright metal</b>							
- Wash thoroughly & disinfect	X			X			
- Polish	X						
<b>6. Dispensers-replenish supplies</b>							
- Soap	X			X			
- Paper	X			X			
<b>7. Waste receptacles</b>							
- Empty	X			X			
- Replace liners	X						
- Wash thoroughly & disinfect		X		X			
<b>8. Floor</b>							
- Sweep	X			X			
- Wet mop & disinfect	X			X			
- Machine scrub (thoroughly rinse)		X		X			
- Remove gum	X			X			
- Floor drains - flush, treat		X		X			
<b>9. Doors</b>							

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- Clean & disinfect push plates, knobs, handles	X			X			
- Clean/polish kick plates			X				
<b>CLASSROOMS, ART ROOMS, LABS</b>							
<b>1. High &amp; Low Cleaning</b>							
- Dusting/removing cobwebs	X						
<b>2. Exhaust, vents, Grills, Light Fixtures</b>							
- Dust (On Rotation)	X						
- Damp clean/Wipe down thoroughly (On Rotation)	X						
<b>3. Walls</b>							
- Spot wash-remove marks & scuffs			X	X			
- Wash thoroughly			X	X			
<b>4. Chalkboards/Marker boards Trays</b>							
- Clean	X						
<b>5. Windows</b>							
- Spot clean (inside) classrooms		X		X			
- Wash (inside) classrooms			X				
- Dust window seals remove cobwebs	X						
<b>6. Blinds and Shades</b>							
- Dust		X					
- Wash thoroughly		X					
<b>7. Furniture/ Fixture- Desks, Counters, Sinks, Fount. And Computers</b>							
- Dust	X						
- Damp wipe/disinfect	X						
- Remove gum		X					
- Disinfect sinks and water fountains	X						
<b>8. Waste Receptacles, Pencil Sharpeners</b>							
- Empty (includes pencil sharpner)	X						
- Replace liners	X						
- Wash thoroughly & disinfect		X	X				
<b>9. Floors</b>							
- Dust mop/remove gum	X						
- Spot mop	X						
- Mop (Thoroughly)		X					
- Machine scrub & Recoat (Severe worn rooms)					X	X	
Strip and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>10. Floor (Carpeted)</b>							
- Vacuum door mats	X						
- Vacuum Carpet rooms	X			X			
- Spot Clean	X						

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	DAILY	WEEKLY	MONTHLY	AS NEEDED	WINTER BREAK	SPRING BREAK	SUMMER BREAK
- Shampoo/Extract				X			X
<b>11. Doors</b>							
- Clean glass	X						
- Clean & disinfect push plates, knobs, handles	X						
- Clean/polish kick plates			X				
<b>CORRIDORS, COMMON AREAS</b>							
<b>1. Diffusers, Vents, Light Fixtures</b>				X			
- Dust		X					
- Clean windows		X					
- Damp clean/Wipe down thoroughly		X					
<b>2. Walls/Furnishings</b>							
- Dust	X						
- Spot wash-remove marks & scuffs	X						
- Wash thoroughly		X					
- Remove chewing gum	X						
<b>3. Foyer</b>							
- Spot Clean Glass	X						
- Clean Glass	X						
- Dust ledges, sills, displays	X						
<b>4. Doors</b>							
- Spot Clean	X						
- Clean Glass	X						
- Clean & disinfect push plates, knobs, handles	X			X			
- Clean/polish kick plates			X				
<b>5. Water Fountains</b>							
- Clean and disinfect	X			X			
- Polish bright metal		X		X			
<b>6. Waste Receptacles</b>							
- Empty	X			X			
- Wash		X		X			
- Replace liners	X						
<b>7. Cove Base</b>							
- Dust	X						
- Clean and remove scuffs		X					
<b>8. Mats (inside/Outside)</b>							
- Vacuum	X						
- Clean Beneath (remove)	X						
<b>9. Floors</b>							
- Dust Mop	X						
- Spot Mop	X			X			
- Auto scrub/Burnish		X					

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- Machine scrub and recoat				X	X	X	
- Strip and refinish							X
Strip and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>STAIRWELLS</b>							
<b>1. High &amp; Low Cleaning</b>							
- Remove debris from ceiling		X		X			
- Clean windows (Inside)		X		X			
- Dust, remove cobwebs	X						
<b>2. Steps</b>							
- Sweep	X						
- Mop	X			X			
- Remove Gum	X						
<b>3. Hand Rails</b>							
- Dust	X						
- Damp wipe/disinfect	X						
- Wipe down thoroughly & disinfect		X		X			
<b>4. Walls</b>							
- Spot wash-remove marks & scuffs	X						
- Clean glass	X						
- Clean push plates, knobs, handles	X						
- Clean/polish kick plates			X				
<b>5. Landings</b>							
- Sweep	X						
- Mop	X						
- Remove Gum	X						
- Machine scrub and recoat				X	X	X	
Strip and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>MEDIA CENTER</b>							
<b>1. High &amp; Low Cleaning</b>							
- Remove debris from ceiling		X					
- Dust, remove cobwebs		X					
<b>2. Exhaust, vents, Grills, Light Fixtures</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X		X			
<b>3. Walls and Doors</b>							
- Spot wash-remove marks & scuffs	X						
- Clean glass	X						
- Clean push plates, knobs, handles	X			X			

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- Clean/polish kick plates			X				
<b>4. Windows</b>							
- Spot clean (inside)		X		X			
- Wash (inside)			X				
- Dust window seals remove cobwebs	X						
<b>5. Blinds and Shades</b>							
- Dust		X					
- Wash thoroughly		X		X			
<b>6. Furniture / Bookshelves / Computers</b>							
- Dust	X						
- Damp wipe/disinfect	X			X			
- Remove Gum	X						
- Disinfect sinks and water fountains	X			X			
<b>7. Waste Receptacles, Pencil Sharpeners</b>							
- Empty	X			X			
- Replace liners	X						
- Wash thoroughly & disinfect		X		X			
<b>8. Floors (non-carpeted)</b>							
- Remove chewing gum	X						
- Dust mop	X						
- Spot mop	X			X			
- Machine scrub & recoat				X	X	X	
Strip and refinish (apply 5 coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>9. Floors (carpeted)</b>							
- Vacuum	X						
- Remove Gum	X						
- Spot Clean	X			X			
- Deep Clean/Extract				X			X
<b>GYM</b>							
<b>1. High &amp; Low Cleaning</b>							
- Wash windows (inside)			X				
- Spot clean windows (inside)		X		X			
- Dust, remove cobwebs	X						
<b>2. Walls</b>							
- Spot wash & remove marks	X						
<b>3. Bleachers</b>							
- Sweep	X						
- Remove gum	X						
- Spot wash & remove marks	X						
<b>4. Under Bleachers</b>							

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- Sweep		X					
- Pick up debris	X						
- Spot mop	X			X			
<b>5. Floors</b>							
- Remove chewing gum	X						
- Dust mop	X						
- Spot mop	X			X			
- Burnish		X					
- Auto Scrub		X					
- Machine Scrub and recoat					X	X	
Screen and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>6. Waste Cans</b>							
- Empty and clean	X						
- Replace liners	X						
- Wash thoroughly & disinfect		X		X			
<b>7. Furniture/ Fixture- Desks, Counters, Sinks, Fount. And Computers</b>							
- Dust	X						
- Damp wipe/disinfect	X						
- Remove gum		X					
- Disinfect sinks and water fountains	X						
<b>8. Exhaust, vents, Grills</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X		X			
<b>Offices / Clinics / workstation</b>							
<b>1. High &amp; Low Cleaning</b>							
- Clean windows	X						
- Dusting/removing cobwebs	X						
<b>2. Exhaust, vents, Grills, Light Fixtures</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X					
<b>3. Walls</b>							
- Spot cleaning	X						
<b>4. Windows</b>							
- Spot clean (inside)	X						
- Wash (inside)		X					
- Dust window seals remove cobwebs	X						
<b>5. Blinds and Shades</b>							
- Dust		X					

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- Wash thoroughly			X				
<b>6. Furniture</b>							
- Dust	X						
- Damp Wipe & Disinfect	X						
- Remove gum	X						
<b>7. Waste Receptacles</b>							
- Empty	X						
- Replace liners	X						
- Wash thoroughly & disinfect		X					
<b>8. Floors (non-carpeted)</b>							
- Remove chewing gum	X						
- Dust mop	X						
- Spot mop	X			X			
- Machine scrub & recoat				X		X	X
Strip and refinish (apply five (5) coats of finish to protect floors to maintain high gloss at all times)				X			X
<b>9. Floors (carpeted)</b>							
- Vacuum	X						
- Remove gum	X						
- Spot clean	X						
- Deep clean / Extraction				X			X
<b>10. Doors</b>							
- Clean glass	X						
- Clean & disinfect push plates, knobs, handles	X						
- Clean/polish kick plates			X				
<b>CUSTODIAL CLOSETS</b>							
<b>1. High &amp; Low Cleaning</b>							
- Dusting/removing cobwebs		X					
<b>2. Exhaust, vents, Grills, Light Fixtures</b>							
- Dust		X					
- Damp clean/Wipe down thoroughly		X					
<b>3. Walls</b>							
- Damp wipe/spot Clean			X				
<b>4. Fixtures, Shelves, Tools</b>							
- Clean Sinks	X						
- Wipe down shelves		X					
- Clean, rinse off/out, wipe down cleaning tools	X						
<b>5. Equipment</b>							
- Clean, rinse off/out, wipe down		X		X			
<b>6. Floor</b>							
- Sweep	X						



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- Wet mop & disinfect		X		X			
- Machine scrub				X			
- Floor drains - flush, treat				X			
<b>7. Doors</b>							
- Clean & disinfect push plates, knobs, handles	X						
- Clean/polish kick plates			X				
<b>8. Entire Area</b>							
<b>Elavator</b>							
Sweep/vacuum	X						
Mop (VCT only)	X						
Walls	X						
<b>Repairs</b>							
<b>Reported to office</b>				X			
<b>MECHANICAL ROOMS</b>							
<b>SWEEP/ CLEANED</b>		X					

- Notes:
1. Contractor will assist teacher in moving furniture.
  2. Contractor will open doors for Plant Services and other contractors.
  3. Contractor must have 2 custodians assigned during school hours as defined for the day porters to include summer break.
  4. Contractor will be required to open and secure doors.
  5. Contractor will be required to cover special events.
  6. Plant Services will provide ID badges for all designated employees.
  7. Contractor must supply all cleaning products to include consumables.
  8. Custodial closets must stay organized at all times.
  9. Storing trash in custodial closet is prohibited.
  10. Contractor will be required to dust and removed bugs from inside light covers reached with an eight foot ladder.
  11. Contractor will be required to replace provided bulbs that can be reached with an eight foot ladder.
  12. Contractor will be required to inspect and sign fire extinguisher tags monthly.
  13. Do not touch SMART boards.
  14. Cleaning water must be disposed of in a custodial sink.