

Municipal Facility List

City Hall – Monday - Friday 300 Municipal Dr.

- Includes entryway, lobby and front desk area, conference rooms (2), commission chamber Multipurpose room, gym, five (5) restrooms, outside stairs, kitchen area, cubicle area, eleven (11) individual offices and interior and exterior windows.
- Building Department addition below City Hall- entryway and lobby area, offices (8), open work area, conference room (1), restrooms (3), and kitchen/break area

City Fire Department – Once per week 200 Municipal Dr.

- Includes only four (4) Showers

Recreation Center – Interior Monday – Friday & Exterior Restrooms 7 days a week 200 Rex Place

- Includes entryway, lobby, front desk area, office areas, 3 rental rooms, indoor restrooms, patio/stage restrooms, concession restrooms and interior and exterior windows.

Marina – 7 days a week 503 150th Ave.

- Restrooms
- Laundry Room

Causeway Park – 7 days a week 150th Ave

- Includes only restrooms

Archibald Park – 7 days a week 15102 Gulf Blvd

1 time per day October – February, 3 times per day cleaning March – September

- Includes only restrooms

Tom and Kitty Stuart Park – 7 days a week 14080 Gulf Blvd

1 time per day October – February, 3 times per day cleaning March – September

- Includes only restrooms

Johns Pass Village – 7 days a week 12928 Village Blvd

- *1 time per day October – February, 3 times per day cleaning March – September*
- Includes only restrooms

Johns Pass Park – 7 days a week Next to 12901 Gulf Lane

1 time per day October – February, 3 times per day cleaning March – September

- Includes only restrooms

Municipal Facility Cleaning Plan

City Hall including Building Department (downstairs)

Entrance(s), Lobby, Reception Area, Commission Chamber and Multipurpose room

Daily:

1. Empty all trash receptacles, replace liners, and remove trash to outside collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, and moldings
3. Vacuum all carpet areas and mats.
4. Spot treat soiled carpets.
5. Dust mop hard surface floors.
6. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.
7. Clean coffee area

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual Services:

1. Shampoo all carpeted areas.

General office areas/Kitchen Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to outside collection point.
2. Thoroughly dust all horizontal and vertical surfaces, windowsills, ledges, and moldings.
3. Vacuum high-traffic carpet areas.
4. Spot treat soiled carpet areas.
5. Dust mop hard surface floors.
6. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual:

1. Shampoo all carpeted areas.

Conference Rooms - two (2)

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to outside collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including countertops, windowsills, ledges, moldings, chair bases, telephones, pictures, office furniture and all furnishings.
3. Damp wipe all tables
4. Vacuum high-traffic carpet areas
5. Wipe or vacuum chairs

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly

1. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.

Restrooms (Upstairs - employee area, lobby, and gym- Building Department employee area and lobby)

Daily:

1. Empty all trash and replace liners, as needed and wipe receptacles clean. Remove trash to outside collection point.
2. Ensure all supplies including paper products, hand soap, etc. are adequately stocked
3. Air fresheners shall be installed in each restroom and replaced as needed.
4. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
5. Toilet seats to be wiped clean on both sides.
6. Scour and sanitize all basins. Polish bright work.
7. Remove splash marks from walls around basins.
8. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
9. Sweep or dust mop hard surface floor.
10. Damp-mop floors as needed
11. Report any restroom repairs needed to the Public Works Department.

Monthly:

1. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.

Windows

Monthly:

2. Clean all interior Windows

Quarterly:

3. Clean all exterior windows.

Fire Department:

Showers four (4)

Weekly:

1. 1 Clean and scrub four (4) Showers

Recreation Center:

Entrance(s), Lobby, Reception Area, Boca View Hall, Ocean Walk and Starboard Rooms

Daily:

1. Empty all trash receptacles, replace liners, and remove trash to outside collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, and moldings
3. Vacuum all carpet areas and mats.
4. Spot treat soiled carpets.
5. Dust mop hard surface floors.
6. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.
7. Clean coffee area

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.
3. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual Services:

1. Shampoo all carpeted areas.

General office areas/Kitchen Area

Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a outside collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, and moldings
3. Vacuum high-traffic carpet areas.
4. Spot treat soiled carpet areas.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual:

1. Shampoo all carpeted areas.

Windows

Monthly:

1. Clean all interior Windows

Quarterly:

1. Clean all interior Windows

Restrooms - four (4) - Inside, Stage (2) locations, and Concession stand

Daily:

1. Empty all trash and replace liners, as needed and wipe receptacles clean. Remove trash to outside collection point.
2. Ensure all supplies including paper products, hand soap, etc. are adequately stocked
3. Air fresheners shall be installed in each restroom and replaced as needed.
4. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
5. Toilet seats to be wiped clean on both sides.
6. Scour and sanitize all basins. Polish bright work.
7. Remove splash marks from walls around basins.
8. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
9. Sweep or dust mop hard surface floor.
10. Damp-mop floors as needed
11. Report any restroom repairs needed to the Public Works Department.

Monthly:

1. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.

Marina

Restrooms and laundry room:

Daily

1. Empty all trash and replace liners, as needed and wipe receptacles clean. Remove trash to an outdoor collection point.
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the Public Works Department.

Monthly:

1. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Clean out laundry vents

Quarterly:

1. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.

Restroom Facilities: Causeway Park, Archibald Park, Tom and Kitty Stuart Park, Johns Pass Village, Johns Pass Park

Daily

1. Empty all trash and replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the Public Works Department.

Monthly:

1. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse floors, taking care to get into corners, along edges, and beneath fixtures.