

Appendix A Scope of Work

Buildings: Sweeny Community Center, Sweeny Community Library, and Sweeny Seniors Building

1. Sweeny Community Center: As needed/ Requested Monday thru Sunday. Requests come with little notice as this building is rented by the public. Dates are subject to change at all times. Hours of cleaning may be limited to 1AM-6 AM on occasion. Normal public rentals are from 8AM- 12AM (midnight).

The Community Center is approximately 4,000 square feet containing a mens and womens restroom with three (3) toilets and/or uninals in each, one (1) sink each, and vinyl flooring. The facility contains an operational full size kitchen with two (2) sinks, refrigerator, standup freezer, microwave, and full oven with range. The kitchen contains tile flooring. There is a wooden dance floor surrounded a large carpeted area, making up the majority of the building. There are three sets of double glass doors and a tiled entry way.

A. Each Cleaning will require the following:

- Vacuum all carpeting; spot clean carpets to remove fresh spills or stains as needed.
- Thoroughly dust and wipe/sanitize all horizontal surfaces, including countertops, window sills, tables, and all manner of furnishings.
- Wipe interior and exterior surfaces of all appliances.
- Clean out refrigerator and freezer, throwing away any left items, and wipe down. Inspect and confirm all items have been discarded and/or disposed of within all cabinets and appliances.
- Sweep and mop all hard surface floors to remove any spillage and/or soiled areas; Entry Foyer, Bathroom, Kitchen area, Backdoor exit/entryway, and Dance floor.
- Clean glass doors (all), windows, and mirrors from smudges/ fingerprints on all glass surfaces.
- Clean all toilets, sinks (4 to include bathroom and kitchen), hard surfaces with each rental. All cleaning supplies are supplied by the City. Toilets and uninals to be cleaned and sanitized inside and outside. Polish bright work.
- Replace all paper goods as needed in restroom and kitchen. All goods are supplied by the city.
- Empty all trash receptacles, replace and tie liners, as needed, and remove trash to a collection point (Liners to be furnished by City)
- Inspect and pick up building as needed and take pictures as necessary of any damages found with each rental.
- Complete cleaning logs and notify City of low cleaning supplies inventory.

2. Sweeny Community Library : Cleanings are required five (5) days a week; Tuesday – Saturday; prior too business hours. The Sweeny Community Library is located at 205 W Ashley Wilson Road and is approximately 3920 square feet. The Library contains one office, a breakroom, a main area consisting of carpeted flooring, a mens and womens restroom that contains 2 stalls with toilets and/or uninals and one sink per restroom. The entrance into the Library is linoleum flooring with one set of double glass doors.

A. Each cleaning will require the following:

- Vacuum all carpeting.
- Damp wipe and sanitize all horizontal surfaces as needed.
- Wipe interior and exterior surfaces of all appliances.
- Sweep and mop all hard surface floors to remove any spillage and/or soiled areas; Entry Foyer, Bathroom, and Kitchen area.
- Clean glass doors, windows, and mirrors from smudges/ fingerprints on all glass surfaces.
- Clean all toilets, sinks, and bathroom hard surfaces. All cleaning supplies are supplied by the City. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Replace all paper goods as needed in restroom and kitchen. All goods are supplied by the city.
- Empty all trash receptacles, replace and tie liners, as needed, and remove trash to a collection point (Liners to be furnished by City)
- Inspect and pick up building as needed and take pictures as necessary of any damages found within.
- Complete cleaning logs and notify City of low cleaning supplies inventory.

3. Sweeny Seniors Building: Cleanings are required twice (2) weekly. Prior to the opening hours of 8 a.m. or after the hours of 10 p.m. The Sweeny Seniors building is located at 205 N Oak Street. The Seniors Building is mostly comprised of linolium flooring and is approximately 1,768 square feet. This space contains a full kitchen, mens and womens restroom, and office area.

A. Each cleaning will require the following:

- Sweep and mop all hard surface floors to remove any spillage and/or soiled areas; Main area, Bathrooms, Kitchen and Office area.
- Wipe all horizontal surfaces, countertops, furniture, tables, and chairs. Sanitize as needed.
- Wipe interior and exterior surfaces of all appliances and clean sink within the kitchen area.
- Clean glass doors, windows, and mirrors from smudges/ fingerprints on all glass surfaces.
- Dust surfaces as needed.
- Clean all toilets, sinks, and bathroom hard surfaces. All cleaning supplies are supplied by the City. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Replace all paper goods as needed in restroom and kitchen. All goods are supplied by the city.
- Empty all trash receptacles, replace and tie liners, as needed, and remove trash to a collection point (Liners to be furnished by City)

- Inspect and pick up building as needed and take pictures as necessary of any damages found within.
- Complete cleaning logs and notify City of low cleaning supplies inventory.

Other Provisions:

- Janitor closets, equipment and materials shall be kept in a neat, clean and orderly condition at all times.
- All damages are to be reported to the City immediately upon finding and documented accordingly; images, written report, and call placed to City employee if warranted.
- Defective or inoperative building equipment shall be brought to the attention of the City such as:
 - Leakage or problem plumbing.
 - Defective lights or lighting.
 - Doors not properly secured.
 - Other unusual circumstances that might affect the security, maintenance or effectiveness of the facility.
- AC units shall be set to 70 or higher upon leaving the facility unless otherwise instructed.
- Janitorial supplies inventory is the responsibility of the janitorial services contractor. All requests need to be submitted on cleaning logs per building requested for, in ample time for ordering and receipt.