CITY of HUMBLE
114 West Higgins · Humble, Texas 77338 · (281) 446-3061
NORMAN FUNDERBURK MAYOR

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City of Humble – Citywide Janitorial Services RFP and Cleaning Guidelines

1. Overview of Services

The City of Humble is currently seeking proposals from qualified vendors for janitorial services across various City-owned facilities. The vendor shall furnish all labor, supervision, cleaning solutions, equipment, and supplies necessary to ensure a clean, healthy, and safe environment for employees and visitors.

Proposals should clearly demonstrate qualifications, competence, and experience in performing janitorial services of this nature. Submissions should provide a concise description of the proposer's ability to meet the outlined requirements.

2. Qualifiers & Requirements for Vendors

Required Proposal Format:

1. **Company Information:**
   - Legal business name
   - Years in operation
   - Minimum of five (5) written client references of similar size and service frequency
2. **Quality Control Plan:**
   - Detail your plan for supervision and quality control to ensure scope adherence
3. **Insurance & Compliance:**
   - Proof of general liability insurance ($1 million minimum)
   - Proof of workers' compensation coverage
   - Written acknowledgment of ability to meet CJIS clearance requirements for HPD personnel

3. Facility Expansion and Pricing Clause

- **Additional Facilities:** The City reserves the right to add facilities during the contract term based on operational or strategic needs.
- **Pricing for New Facilities:** Unit pricing for additional facilities must be consistent with current pricing or proportionate based on scope and size. If variances apply, justification must be documented and approved.
- **Approval Requirement:** Pricing changes for new facilities require Owner review and written approval prior to implementation.

- **Time Allocations:** Vendors will be held to man-hour requirements as designated, factoring square footage, task complexity, and supply needs.
- **Security of Facilities:** Contractor must ensure all facilities are secure after service (locked doors, turned-off lights, locked rooms, gates locked).

4. Locations & Frequencies

- **Humble Police Department** – 310 N Bender Ave. (Includes Gym, Crime Lab, Jail, Traffic Enforcement Building): 7 Cleaning days per week via 1 Day porter.
- **Humble Animal Shelter** – 240 Dennis Ave.: 1 Full Time Day-porter M-F.
- **Public Works:** 102 Granberry St.: 5 Cleaning nights/week-After 6PM.
- **City Hall:** 114 W Higgins St.: 5 Cleaning nights/week-After 6PM.
- **Court House:** 315 N Bender Ave.: 5 Cleaning nights/week-After 6PM.
- **Fire Marshall Office:** 110 W Main St.: 5 Cleaning nights/week-After 6PM.
- **Senior Activity Center:** 1419 S Houston Ave.: 5 Cleaning nights/week-After 6PM.
- **Humble Civic Center:** 8233 Will Clayton Parkway: 3 Full Time Day-porter cleaning will rotate.

    - **Humble Arena & Expo Complex:** 8233 Will Clayton Parkway.
    - **Charles Bender Performing Arts Center:** 611 Higgins St.
    - **Phillips Cezeaux Recreational Building:** 100 N Houston Ave.
    - Note: Additional support hours for weekends & or special events will be scheduled and invoiced separately as needed. Vendor to provide per hour cost per person.

5. Staffing Requirements

1 Full-Time Working Supervisor /Day Porter: A bilingual Supervising Lead Day Porter will be responsible for rotating between the Civic Center, Senior Center, Recreational Center, Bender Performing Arts Center according to event schedules and all other city facilities.

Duties: Restroom upkeep, trash removal, common area cleaning; Equipment maintenance and inventory control; On-site supervision of daytime janitorial services; Submission of weekly inspection and maintenance reports to the Facilities Manager.

- **Additional Day Porters:**
    - HPD: 1 Full-Time, 7 days/week, 8AM-4PM
    - Civic Center: 3 Full-Time Day porters, Monday – Friday, 8AM-4PM
- **Additional Cleaning (Event/Emergency):** Hourly rate required for any cleaning outside normal scope (must be pre-approved).
- **All-Inclusive Pricing:** Must include labor, management, insurance, standard cleaning solutions, and equipment.

Consumables: The vendor is responsible for managing inventory, including organization, replenishment, and ordering of set par lists provided by the Facility Manager through City Partner Matera/Ferguson. Invoicing must include a 15% management fee on all monthly orders and align with Matera/Ferguson invoices for approval. Separate documentation, including delivery dates, quantities, and proof of delivery for consumables at each building, will be provided.

- **CJIS Compliance:** All personnel working/covering at HPD-and related sites must pass fingerprint CJIS background checks (no exceptions).

6. Frequency & Requirements

- **Holiday Schedule:** No service on City holidays unless noted. HPD remains operational year-round.
- **Humble Police Department:**
  - Day Porter: Monday- (8AM – 4PM)
  - Crime Lab: 2x/week
  - HPD Gym: 3x/week
  - Photo Enforcement Office: 2x/week
  - Jail Facility: Quarterly deep cleans upon request/invoiced separately
  - Cleaning guidelines: See Attachment 1
- **Civic Center:**
  - (3) Full time Day porters M-F
  - See Attachment 2
- **Animal Shelter:**
  - 1 Full-Time Day Porter Monday – Friday (8AM -4PM) Day-porter.
  - Animal Shelter Cleaning Guidelines: See Attachment 3
- **Night Cleaning Facilities:**
  - City Hall, Court House, Public Works, Fire Marshall Office
  - Night Time Cleaning Guidelines: See Attachment 4

7. Scope of Work

- **Attachment 1** - Humble Police Department and satellite building(s) Scope of work
- **Attachment 2** - Civic Center and satellite building(s) Day time Scope of work
- **Attachment 3** - Animal Shelter Day Time Scope of work
- **Attachment 4** - City Hall; Court House; Public Works & Fire Marshall -Night time Cleaning Scope of Work
- **Attachment 5** - Senior Activity Center Scope of Work

8. Bid Submission Requirements

1. **Company Information:** Legal name, years in business, and five written client reference letters.
2. **Pricing Proposal:**
   - Monthly rate per facility
   - Per hour rates per person for additional/special event cleaning
   - Price per sq. ft. for specialty cleaning items:
     1. VCT Strip and Wax _____
     2. Carpet Extraction _____
     3. Carpet Steam Cleaning _____
     4. Window washing _____
     5. LVT/Ceramic Machine Scrubbing _____
3. **Quality Control Plan:** Detail methods for oversight and consistency
4. **Insurance & Compliance:** Attach proof of coverage and CJIS compliance statement
5. **Added Service:** Additional services not listed in the scope of work that you can provide. Please detail these value-added services, such as specialized cleaning, exterior maintenance, or emergency response capabilities, in your proposal.

9. Evaluation Criteria

Proposals will be evaluated using the following weighted factors:

- Competitive Pricing & Transparency (35%)
- Experience with Municipal & High-Security Facilities (20%)
    - Proven history in municipal/city contracts
    - Knowledge of access protocols and sensitive area management
    - Familiarity with law enforcement facility standards
- Staffing & Quality Control Measures (20%)
- References & Past Performance (20%)
- Miscellaneous (5%) Inclusion of additional value capabilities

10. Timeline

- Bid Issue Date: TBD
- Deadline for Questions: TBD
- Bid Submission Deadline: TBD
- Award Notification: TBD
- Contract Start Date: TBD

11. Terms and Extension

1. **Initial Term.** This Agreement shall commence on [Effective Date of execution by both parties] and shall remain in effect for an initial term of one (1) year, ending on [End Date of Initial Term], unless earlier terminated in accordance with the provisions of this Agreement.

2. **Extension Options.** At the sole discretion of the City of Humble and subject to the Contractor's satisfactory performance as determined by the City Manager or their designee in accordance with the City's performance evaluation criteria, the City may elect to extend the term of this Agreement for up to four (4) additional one (1)-year periods, not to exceed a total term of Five (5) years from the Effective Date. Performance evaluation shall be based on criteria including, but not limited to, compliance with contractual obligations, quality and timeliness of deliverables.
3. **Notice of Extension.** The City shall provide written notice to the Contractor of its intent to exercise an extension option at least thirty (30) days prior to the expiration of the then-current term. If no such notice is provided, the Agreement shall automatically terminate at the end of the current term.

4. **No Automatic Renewal.** This Agreement does not automatically renew. Any extension must be approved by the City of Humble through a written amendment to this Agreement, executed by authorized representatives of both parties, and approved by the Humble City Council.

5. **Amendments and Adjustments during Extensions.** Any extension may include adjustments to pricing, scope of work, or other terms as mutually agreed upon in writing and subject to approval by the City of Humble. All other terms and conditions of this Agreement shall remain in effect during any extension period unless otherwise modified by written amendment.

12. Incorporation of RFP and Related Documents

1. The Request for Proposals (RFP) for Citywide Janitorial Services, including but not limited to the RFP document titled "City of Humble – Citywide Janitorial Services RFP and Cleaning Guidelines," all attachments (Attachments 1 through 5), addenda, clarifications, the Contractor's submitted proposal, and any subsequent written amendments mutually executed by the parties, are hereby incorporated by reference into this Agreement in their entirety and with the same force and effect as if fully set forth herein.

2. In the event of a conflict between the terms of this Agreement and the incorporated RFP documents, the terms of this Agreement shall control, unless the conflicting provision in the RFP is expressly identified and adopted by written amendment executed by both parties. The Contractor acknowledges that it has reviewed and fully understands all requirements, specifications, scopes of work, performance standards, and obligations contained within the RFP and agrees to perform in strict accordance therewith.

3. Failure to comply with any provision of the incorporated RFP shall constitute a material breach of this Agreement, subject to all remedies available under the Termination for Cause provisions herein.

13. Termination

1. **Termination for Cause.** The city may terminate this Agreement and extensions for cause for breaches of any provision of this Agreement and fails to cure such breach within fifteen (15) days after receiving written notice specifying the nature of the breach. **Breaches by the Contractor include, but are not limited to, failure to perform services or** deliver goods in accordance with the specifications, timelines, or quality standards outlined in this Agreement, or failure to comply with applicable laws, regulations, or City policies. If the breach cannot reasonably be cured within fifteen (15) days, but the Contractor has commenced good-faith efforts to cure, the city may extend the cure period at its discretion.

2. **Termination for non-appropriation.** In the event that funds are not appropriated or otherwise made available to continue this Agreement in any fiscal year, the City may terminate this Agreement without penalty by providing written notice to the Contractor at least thirty (30) days prior to the effective date of termination. The City shall compensate the Contractor for work satisfactorily completed and accepted prior to the termination date but shall not be liable for any further costs or damages.

3. **Effect of Termination.** Upon termination of this Agreement for any reason, the Contractor shall:

    a. Cease all work under this Agreement, unless otherwise directed by the city.

    b. Deliver to the City all work products, materials, and deliverables completed or in progress as of the termination date, as specified by the city.

    c. Return or destroy any confidential information or property belonging to the City, as directed by the City.

    d. Submit a final invoice for payment of work satisfactorily completed and accepted by the City, in accordance with the payment terms of this Agreement.

4. **Survival of Obligations.** Termination of this Agreement shall not relieve either party of obligations arising prior to the effective date of termination, including but not limited to payment obligations, confidentiality requirements, and indemnification provisions, which shall survive termination.

5. **Notice of Termination.** All notices of termination shall be delivered in accordance with the notice provisions of this Agreement.

14. Notices

1. **Method of Delivery.** All notices, demands, or other communications required or permitted under this Agreement shall be in writing and deemed duly given when:

    a. Delivered personally to the recipient or an authorized representative.

    b. Sent by certified or registered mail, return receipt requested, postage prepaid.

    c. Sent by a nationally recognized overnight courier service with tracking capability; or

    d. Sent via electronic mail (email) with confirmation of receipt, provided that a hard copy is also sent by one of the above methods within one (1) business day.

2. **Notice Addresses.** Notices shall be sent to the following addresses, or to such other addresses as either party may designate by written notice to the other party:

    a) For the City of Humble:
    City of Humble
    Attn: City Manager
    114 W. Higgins Street
    Humble, TX 77338
    Email: jstuebe@cityofhumble.net
    Phone: (281) 446-3081

    b) For the Contractor:
    [Insert Contractor's Name]
    Attn: [Contractor's Contact Person and Title]
    [Insert Contractor's Address]
    Email: [Contractor's Email]
    Phone: [Contractor's Phone Number]

3. **Effective Date of Notice.** Notices shall be deemed effective upon receipt, or, if delivery is refused or cannot be completed due to incorrect address provided by the receiving party, on the date delivery was attempted. For notices sent by certified or registered mail, the effective date shall be the date of delivery as indicated on the return receipt or, if undeliverable, the date of attempted delivery.

4. **Change of Contact Information.** Each party shall promptly notify the other in writing of any change in its designated contact person, address, email, or phone number for notices. Failure to update contact information shall not relieve a party of its obligations under this Agreement.

15. Payment

1. Payment Schedule. The City of Humble shall pay the Contractor for services or goods satisfactorily performed or delivered in accordance with the terms of this Agreement, within thirty (30) calendar days ("Net 30") from the date the City receives a complete and accurate invoice, subject to approval by the City Manager or their designee.

2. **Invoicing Requirements.** The Contractor shall submit invoices to the City in a format acceptable to the City, including:

    a. Contractor's name, address and location of service.

    b. A detailed description of the services performed or goods delivered, including dates of service or delivery.

    c. Reference to this Agreement and any applicable purchase order number.

    d. The total amount due, consistent with the pricing agreed upon

    e. Any supporting documentation required by the city, such as receipts, timesheets, or proof of delivery.

3. Invoices shall be submitted to:
   City of Humble
   Attn: Accounts Payable Department
   114 W. Higgins Street
   Humble, TX 77338
   Email: [accountspayable@cityofhumble.net]

4. **Vendor Registration.** Prior to receiving any payments under this Agreement, the Contractor shall:

    a. Register as a vendor in the City's Tyler system, following the City's vendor registration procedures, accessible through (https://humbletx.tylerportico.com/va/vendor-access).

    b. Submit a completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification). Failure to provide a valid W-9 or complete vendor registration may result in delayed or withheld payments without penalty to the city.

5. **Payment Approval and Disputes.** Payments shall be subject to verification and approval by the City to ensure compliance with the terms of this Agreement. If the City disputes any portion of an invoice, the City shall notify the Contractor within ten (10) business days of receipt, specifying the reasons for the dispute. The City shall pay any undisputed portion of the invoice within the Net 30 period, and the parties shall work in good faith to resolve the disputed portion promptly.

6. **Tax Exemption.** The City of Humble is a tax-exempt entity under Texas Tax Code Section 151.309 and applicable federal law. The Contractor shall not include sales, use, or other similar taxes on invoices for goods or services provided to the City under this Agreement, provided such goods or services qualify for exemption. The City shall provide the Contractor with a Texas Sales and Use Tax Exemption Certificate upon request.

16. Questions & Contact

City of Humble –Email: bneilsen@cityofhumble.com Subject Line: “Humble-Citywide Janitorial Services RFP”

Attachment 1: Humble Police Department and Satellite Buildings Cleaning Guidelines

Humble Police Department Criminal Justice Building

Occupied 24/HR per Day 7 days per week -365/YR **All personnel must be fingerprinted and background checked with CJIS clearance PRIOR to entry - No exceptions**

Main Lobby and Entrances

Place Caution/Wet Floor Signs after any mopping

Daily Cleaning to be performed:

- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted areas.
- Dust all horizontal surfaces.
- Empty and clean all trash cans and replace liners where necessary.
- Dust vertical surfaces of office furniture.
- Dust for cobwebs as needed.
- Spot clean entrance glass doors as needed.
- Return doors to their position as when we entered them. (unless specified differently)

Weekly Cleaning to be performed:

- Clean entrance glass doors.
- Clean glass skylights on sides of entrance door.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts. (only if reachable from floor)

Dispatch Office

Daily Cleaning to be performed between 8 AM and 9 AM

- Vacuum open spaces in between phone calls - vacuuming must stop during all calls.
- Dust and Clean horizontal surfaces as accessible. Do not move personal items
- Remove all trash and replace liners where necessary.
- Disinfect high touch points - door handles, telephone handles, light switches.

Building Hallways

Place Caution/ Wet Floor Signs after any mopping

Daily Cleaning to be performed:

- Sweep all tiled floor with treated dust mop.

- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted floor areas.
- Dust and Clean baseboards as needed.
- Spot clean windows as needed.
- Check for cobwebs.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts. (only if reachable from floor)

Offices/Conference and Training Rooms

Daily Cleaning to be performed:

- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted areas.
- Dust all horizontal surfaces.
- Empty and clean all trash cans and replace liners where necessary.
- Return doors to their position as when we entered them. (unless specified differently)
- Dust for cobwebs as needed.

Weekly Cleaning to be performed:

- Thoroughly clean entrance doors of handprints.
- Clean glass panels on sides of entrance door.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts.

Restrooms

Place Caution/Wet Floor Signs after any mopping

Daily Cleaning to be performed:

- Sweep all tiled floor with treated dust mop.
- Damp mop all tiled floor with disinfectant and sanitizer.
- Clean all surfaces of wash basins, toilet bowls, and urinals.
- Wipe clean all soap dispensers, toilet paper, feminine napkins, and paper towels.
- Empty and clean all trash cans and replace liners where necessary.
- Clean and polish mirrors and bright work.
- Wash and disinfect both sides of toilet seats with germicidal disinfectant.
- Wipe down partitions, privacy dividers, hinges, and hardware.
- Wipe clean and dust all shelving.
- Polish all stainless steel surfaces.

Weekly Cleaning to be performed:

- Wipe clean and dust all ceiling vents.
- Clean all urinal screens.
- Fill floor drains with clean water to refill trap in floor to stop septic odor.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts.

Break Rooms/Kitchen Areas

Place Caution/Wet Floor Signs after any mopping

Daily Cleaning to be performed:

- Sweep and damp mop tile floor with tile and grout solution.
- Empty trash containers and replace liners.
- Remove trash and wipe down tables.
- Detail counter tops and sink area using disinfectant.
- Remove all cobwebs.
- Clean and sanitize microwave oven.
- Disinfect exterior of water coolers.
- Empty, rinse and clean coffee pots and coffee makers.

Monthly Cleaning to be performed:

- Dust all vents and return air ducts.
- Dust all windowsills.

Interior Stairwells

Daily Cleaning to be performed:

- Vacuum stairs and landing areas.
- Dust ledges and carpet trim.
- Check for cobwebs.
- Dust and clean handrails.

Elevators

Daily Cleaning to be performed:

- Vacuum carpet or clean hard flooring.
- Clean and remove trash and debris from elevator tracks.
- Polish elevator tracks.
- Clean, then polish exterior and interior doors.

Crime Lab

Frequency cleaning to be performed 3x per week M/W/F with daily restroom clean and restock M-F

- Place Caution/Wet Floor Signs after any mopping
- Vacuum carpet or clean hard flooring with appropriate floor solutions.
- Remove trash and replace liners where necessary.
- Sanitize and polish all water fountains
- Dust door frames, window sills and blinds weekly.
- Dust and clean all doors once per week
- Check for cobwebs weekly in high corners and baseboards
- See Restroom Section above for Guidelines

Police Department Records Storage

601 Higgins St to be cleaned as requested

- Place Caution/Wet Floor Signs after any mopping
- Vacuum carpet or clean hard flooring with appropriate floor solutions.
- Remove trash and replace liners where necessary.

Traffic Enforcement Office

115 W. Higgins Avenue cleaning to be performed 3x per week M/W/F

- Place Caution/Wet Floor Signs after any mopping
- Vacuum carpet or clean hard flooring with appropriate floor solutions.
- Remove trash and replace liners where necessary.
- Sanitize and polish all water fountains
- Dust door frames, window sills and blinds weekly.
- Dust and clean all doors once per week
- Check for cobwebs weekly in high corners and baseboards
- See Restroom Section above for Guidelines

Gym - Satellite Building

Located behind the East Lot of the Criminal Justice building Cleaning to be performed 3x per week M/W/F Place

- Caution/Wet Floor Signs after any mopping
- Vacuum carpet or clean hard flooring with appropriate floor solutions.
- Remove trash and replace liners where necessary.
- Sanitize and polish all water fountains
- Dust door frames, window sills and blinds weekly.
- Dust and clean all doors once per week
- Check for cobwebs weekly in high corners and baseboards
- Dust gym equipment to remove cobwebs and debris.
- Wipe down gym equipment 1x per week with germicidal wipes (provided).
- See Restroom Section above for Guidelines

- Mop Shower stalls in the locker rooms weekly.
- Spot Clean Gym Glass Mirrors.

Janitor's Closets

All equipment belonging to janitorial company labeled and kept on updated inventory list per location. Chemical dilution dispensing system to be uniformed throughout locations with labeled bottles and SDS.

Daily:

- Leave area in clean organized fashion.
- Sweep floors.
- Clean janitors sink.
- Wipe down electrical cords to prevent marking.
- Keep shelves; dusted, neat and orderly at all times.
- Walls will be clean.

Attachment 2: Civic Center and Satellite Buildings Cleaning Guidelines

- Civic Center 8233 Will Clayton Parkway
- Expo & Arena 8233 Will Clayton Parkway
- Phillip Cezeaux Recreational Building 100 N Houston Ave
- Charles Bender Performing Arts Center 611 Higgins St.
- Covered between 3 FT Day porters M-F *Additional support hours for weeknights/weekends/events as needed; approved and invoiced separately*
- City Golf Cart will be provided for use at Civic Center; Expo and Arena Only

Reception Areas, Entrance, Lobbies

Daily:

- Sweep, mop, and disinfect all tile areas with appropriate floor solution.
- Place Caution/Wet Floor Signs after any mopping
- Vacuum all carpeted areas.
- Dust all horizontal surfaces.
- Empty and clean all waste receptacles. Replace liners where necessary.
- Gather all waste and dispose of properly.
- Clean all furniture tops.
- Lock and shut all doors, which were shut and locked, upon entering.
- Dust vertical surfaces of office furniture.
- Dust chair mat and furniture legs.
- Dust windowsills for cobwebs as needed.
- Spot clean entrance glass doors.

Weekly:

- Thoroughly clean entrance glass doors and attached glass windows.

Monthly:

- Clean all ducts and air return vents.
- Dust all window sills.
- Dust all window blinds.

Offices and Conference & File Rooms

Daily:

- Sweep and damp mop all tiled areas with appropriate floor solutions.
- Place Caution/Wet Floor Signs after any mopping
- Vacuum all carpeted floor areas.
- Empty and clean all waste receptacles. Replace liners where necessary.
- Gather all waste and place in appropriate location.
- Lock and shut all doors, which were locked, upon entering.
- Turn off all lights.

- Dust vertical surfaces to office furniture.
- Dust windowsills for cobwebs as needed.

Monthly:

- Clean all ducts and air return vents.
- Dust all window sills.
- Dust all window blinds.

Restrooms

Monitored minimum 3x daily

Daily:

- Sweep and damp mop restroom floors with germicidal disinfectant.
- Place Caution/Wet Floor Signs after any mopping
- Clean all surfaces of basins, bowls, and urinals.
- Clean and refill soap dispensers, toilet paper, and paper towels.
- Empty waste paper and sanitary napkin receptacles.
- Polish stainless steel with stainless steel cleaner.
- Clean and polish mirrors, basin shelves, and bright work.
- Wash and disinfect both sides of toilet seats with germicidal disinfectant.
- Wipe down partitions, including hinges, and hardware.
- Spot clean restroom walls.
- Wipe and dust all shelving.
- Spot clean doors, hinges, frames, and door handles.

Weekly:

- Wipe clean all the ceiling vents and access doors.
- Remove scuff marks from door kick plates.
- Wash down all urinal screens.
- Fill floor drains with clean water.

Monthly:

- Clean all ducts and air return vents.
- Replace all urinal mats and air fresheners as needed.

Coffee Bars, Break Rooms and Kitchens

Commercial Kitchens - Floors and trash only

Daily:

- Sweep and damp mop tile floor with appropriate floor cleaner.
- Place Caution/Wet Floor Signs after any mopping
- Empty trash containers and replace liners.

- Remove trash and wipe down tables. (Do not throw away papers or lunch materials)
- Detail counter tops and sink area using food safe disinfectant. Polish all stainless steel.
- Check floor area to maintain cleanliness after lunch.
- Clean countertops after lunch with disinfectant.
- Wipe down interior/exterior of microwaves after lunch.
- Wipe down exterior of refrigerator after lunch.
- Wipe down tables and chairs in classrooms after lunch

Monthly:

- Clean all ducts and air return vents.
- Dust all window sills
- Wipe/dust top of refrigerator.

Event Rooms

Daily:

- Sweep and damp mop floors with appropriate floor solutions.
- Place Caution/Wet Floor Signs after any mopping
- Clean and refill consumables.
- Empty waste paper and replace liners as needed.
- Spot clean walls behind/around trash can and wipe down face and lid of trash cans.
- Thoroughly clean and disinfect sinks and counter tops. Stainless steel must be polished.
- Spot clean doors, hinges, frames, and door handles.

Monthly:

- Clean all ducts and air return vents.
- Dust all windowsills and window blinds.

Hallways

Daily:

- Sweep and damp mop all tiled areas with tile and grout solution.
- Place Caution/Wet Floor Signs after any mopping
- Vacuum all carpeted floor areas.
- Dust all horizontal surfaces between 18” and 70” from floor.
- Empty and clean all waste receptacles. Replace liners where necessary.
- Spot treat carpeted areas as needed.
- Spot clean glass windows as needed.
- Clean, disinfect, and polish drinking fountains.

Monthly:

- Clean all vents and return air ducts.
- Clean vents on drinking fountain.
- Dust all window sills.
- Dust all window blinds.

Exterior Grounds

- Police entrance ground(s) areas daily.
- Clean exterior entrance entry glass.
- Pull trash daily.

Janitor's Closets

All equipment belonging to janitorial company labeled and kept on updated inventory list per location.
Chemical dilution dispensing system to be uniformed throughout locations with labeled bottles and SDS.

Daily:

- Leave area in clean organized fashion.
- Sweep floors.
- Clean janitors sink.
- Wipe down electrical cords to prevent marking.
- Keep shelves; dusted, neat and orderly at all times.
- Walls will be clean.

Attachment 3: Humble Animal Shelter Kennel Attendant Cleaning Guidelines

Full Time Kennel Attendant

- Report any needs to Route Manager Daily

Restrooms three times daily

- Check for toilets tissue and hand towels and replace when needed.
- Police floors for debris.
- Wipe down sinks and water fountain using a disinfectant solution.
- Spot clean mirrors.
- Mop floors using a sanitizer/disinfectant solution.
- Sweep floors twice daily.
- Wipe down partition as needed.
- Wipe clean all mirrors.
- Empty trash at least once per day.
- Empty feminine bags once daily.

Front Entrance/Common areas/Intake area

- Wipe down entrance glass doors three times daily.
- Spot clean check counters/lobby.
- Dust mop floors/lobbies once daily or as needed.
- Place wet floor signs if it rains at all entrances.
- Wipe down lobby furniture.
- Vacuum lobby carpet/rugs.
- Monitor trash and empty as necessary.

Dog Kennels Inside/Outside

- Staff will remove dogs from kennels, 3 at a time.
- Remove feeding/ water bowls, bedding/toys.
- Clean bowls by running them through dishwasher (provided).
- Scoop all solid waste from the kennel and sweep up any fur or hair.
- Rinse kennel with hot water.
- Dilute disinfectant and cleaning agents according to manufacturers' instruction. Provided by Ferguson.
- Spray cleaning solutions to all surfaces using sprayer.
- Starting at the top, scrub the entire kennel with a stiff bristle brush including doors, hinges, latches.
- Let the solution dwell as instructed.
- Thoroughly rinse all surfaces with water. Use squeegee to remove excess water or wet vac.
- Allow time for air dry or add fan before animal is placed back.

Wash/ Laundry Room

- Run food/water bowls through dishwasher.
- Launder any bedding/leashes/blankets.

- Clean floors with germicidal disinfectant.
- Organize laundry room.
- Dust/Clean accessible walls.

Overflow/Donation/Storage areas

- Help organize areas when schedule allows.
- Sweep and mop floors as necessary.

- Be available and on call for emergencies cleanups.
- Above responsibilities are guidelines and not limited to just the items written above.

Attachment 4: Night Time Cleaning Guidelines

City Hall -114 W Higgins Street - 5 Nights per week M-F after 6 PM

Court House 315 N Bender Ave. -5 Nights per week M-F after 6 PM

Fire Marshall Office - 110 W Main Street - 5 Nights per week M-F after 6 PM

Public Works Maintenance Yard -102 Granberry St. -5 Nights per week M-F after 6 PM

Main Lobby and Entrances

Daily Cleaning to be performed:

- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted areas.
- Dust all horizontal surfaces.
- Empty and clean all trash cans and replace liners where necessary.
- Dust vertical surfaces of office furniture.
- Dust for cobwebs as needed.
- Spot clean entrance glass doors as needed.
- Return doors to their position as when we entered them. (unless specified differently)

Weekly Cleaning to be performed:

- Clean entrance glass doors.
- Clean glass skylights on sides of entrance door.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts. (only if reachable from floor)

Building Hallways

Daily Cleaning to be performed:

- Sweep all tiled floor with treated dust mop.
- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted floor areas.
- Dust and Clean baseboards as needed.
- Spot clean windows as needed.
- Check for cobwebs.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts. (only if reachable from floor)

Offices/Conference and Meeting Rooms

Daily Cleaning to be performed:

- Sweep and damp mop all tile areas with floor appropriate solutions.
- Vacuum all carpeted areas.
- Dust all horizontal surfaces.
- Empty and clean all trash cans and replace liners where necessary.
- Return doors to their position as when we entered them. (unless specified differently)
- Dust for cobwebs as needed.

Weekly Cleaning to be performed:

- Thoroughly clean entrance doors of handprints.
- Clean glass panels on sides of entrance door.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts.

Restrooms

Daily Cleaning to be performed:

- Sweep all tiled floor with treated dust mop.
- Damp mop all tiled floor with disinfectant and sanitizer.
- Clean all surfaces of wash basins, toilet bowls, and urinals.
- Wipe clean all soap dispensers, toilet paper, feminine napkins, and paper towels.
- Empty and clean all trash cans and replace liners where necessary.
- Clean and polish mirrors and bright work.
- Wash and disinfect both sides of toilet seats with germicidal disinfectant.
- Wipe down partitions, privacy dividers, hinges, and hardware.
- Wipe clean and dust all shelving.
- Polish all stainless steel surfaces.

Weekly Cleaning to be performed:

- Wipe clean and dust all ceiling vents.
- Clean all urinal screens.
- Fill floor drains with clean water to refill trap in floor to stop septic odor.

Monthly Cleaning to be performed:

- Clean and vacuum all vents and return air ducts.

Break Rooms/Kitchen Areas

Daily Cleaning to be performed:

- Sweep and damp mop tile floor with tile and grout solution.
- Empty trash containers and replace liners.
- Remove trash and wipe down tables.
- Detail counter tops and sink area using disinfectant.
- Remove all cobwebs.
- Clean and sanitize microwave oven.
- Disinfect exterior of water coolers.
- Empty, rinse and clean coffee pots and coffee makers.

Monthly Cleaning to be performed:

- Dust all vents and return air ducts.
- Dust all windowsills.

Interior Stairwells

Daily Cleaning to be performed:

- Vacuum stairs and landing areas.
- Dust ledges and carpet trim.
- Check for cobwebs.
- Dust and clean handrails.

Elevators

Daily Cleaning to be performed:

- Vacuum carpet or clean hard flooring.
- Clean and remove trash and debris from elevator tracks.
- Polish elevator tracks.
- Clean, then polish exterior and interior doors.

Janitor's Closets

All equipment belonging to janitorial company labeled and kept on updated inventory list per location. Chemical dilution dispensing system to be uniformed throughout locations with labeled bottles and SDS.

Daily:

- Leave area in clean organized fashion.
- Sweep floors.
- Clean janitors sink.
- Wipe down electrical cords to prevent marking.
- Keep shelves; dusted, neat and orderly at all times.
- Walls will be clean.

Attachment 5: Senior Activity Center Cleaning Guidelines

Humble Senior Activity- 1419 S Houston Ave Frequency 5x/ week after 6 PM

Common Areas, Hallways, Offices and Multipurpose Rooms

Daily:

- Sweep all tiled floors with treated dust mop; or vacuum with hard floor attachment.
- Damp Mop LVT with germicidal disinfectant solution. May use washer and dryer to launder mops.
- Vacuum all carpeted floor areas and or rugs.
- Dust all horizontal surfaces between 18" and 70" from floor. Special attention to door/window ledges, baseboards.
- Lock and shut all doors, which were locked, upon entering.
- Gather all waste and place in appropriate location.
- Dust all furniture tops including chair and pillar ledges/base.
- Lock and shut all doors, which were locked, upon entering.
- Turn off all lights.
- Disinfect water fountain surface and basin.
- Spot clean exercise room mirrors.
- Wipe down metal wall guard with stainless steel cleaner.
- Disinfect all high touch points. I.e. Door handles, light switches.
- Spot clean windows and entry doors as needed.

Weekly:

- Wipe down all handles and buttons on treadmills/gym equipment with disinfectant. Disinfectant wipes only.
- Dust all horizontal shelves and picture frames/décor.
- Wipe down walls behind stationed trash cans.
- Wipe down backsplash behind sinks.

Monthly:

- Dust all vents and return air ducts.
- Move (if accessible on wheels) gym equipment to clean flooring underneath. Coordinate with operations manager.
- Wipe down metal kick plates with stainless steel cleaner.
- Dust all windowsills.
- Dust -blinds and air return vents accessible from the floor with extension.

Restrooms

Daily:

- Sweep all tiled floors with treated dust mop or appropriate vacuum attachment.
- Damp mop all tiled floors with appropriate floor solution.
- Disinfect all surfaces of basins, bowls, and urinals.
- Clean and refill soap dispensers, toilet paper, and paper towels.

- Wipe down door kick plates with stainless steel cleaner.
- Empty waste paper and receptacles.
- Clean and polish mirrors, basin shelves, and bright work. All stainless steel to be polished and includes drinking fountains.
- Wash and disinfect both sides of toilet seats with germicidal disinfectant.
- Wipe down partitions, including hinges, and hardware as needed. Use stainless steel cleaner to remove handprints.
- Straighten floor mats (not covering floor drain).
- Clean and disinfect counters.
- Disinfect all major touch points. Light switches, door handles.

Weekly:

- Replace soiled urinal mats.
- Dust partition tops and frames.
- Fill floor drains with clean water.

Monthly:

- Replace urinal mats, toilet bowl clips and urinal screens, as needed.
- Use pumice stone to remove any hard water rings in toilets.
- Dust all vents and return air ducts.
- Dust all windowsills.

Kitchen/Coffee Bar/ Eating Area

Daily:

- Sweep all tiled floors with treated dust mop or hard floor appropriate vacuum attachment.
- Damp mop all tiled floors with appropriate flooring solution
- Dust all horizontal surfaces including decorative shelves.
- Empty and clean all waste receptacles. Replace liners where necessary.
- Clean interior and exterior of microwave.
- Remove grate and clean interior of sink with special attention to corners. Replace grate.
- Rinse out coffee pots.
- Wipe down sink backsplash.
- Gather all waste and dispose of properly. Wipe down wall as needed behind trash cans.
- Check windowsills and walls for cobwebs as needed.

Weekly:

- Check pantry for empty boxes/trash and sweep/mop accessible flooring.

Monthly:

- Dust top of refrigerator.
- Dust all vents and return air ducts.
- Dust all windowsills.

Administrative Office/Reception area

Daily:

- Sweep all tiled floors with treated dust mop or floor appropriate vacuum attachment.
- Damp mop all tile floors with appropriate floor solution.
- Vacuum all carpeted areas, chair mats or rugs.
- Dust all horizontal surfaces.
- Empty and clean all waste receptacles. Replace liners where necessary.
- Gather all waste and dispose of properly.
- Lock and shut all doors, which were shut and locked, upon entering.
- Dust vertical surfaces of office furniture.
- Dust chair mat and furniture legs.
- Disinfect all exterior phone handles, light switches and door handles.

Weekly:

- Dust all baseboards and window ledges.

Monthly:

- Dust all vents and return air ducts.
- Dust blinds.

Janitor's Closets

All equipment belonging to janitorial company labeled and kept on updated inventory list per location. Chemical dilution dispensing system to be uniformed throughout locations with labeled bottles and SDS.

Daily:

- Leave area in clean organized fashion.
- Sweep floors.
- Clean janitors sink.
- Wipe down electrical cords to prevent marking.
- Keep shelves; dusted, neat and orderly at all times.
- Walls will be clean.