

ATTACHMENT 7 TO ITB 230000022

168TH WING JANITORIAL SERVICES

Performance Work Statement
For Custodial Services at
168th Wing, Eielson AFB

PERFORMANCE WORK STATEMENT FOR CUSTODIAL SERVICES

Work Outline

1. DESCRIPTION OF SERVICES. The Contractor shall provide all management, tools, equipment, supplies and labor necessary to ensure that custodial services are performed at 168 Wing, Eielson AFB, in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance. The contractor shall accomplish all cleaning tasks and be required to provide and replenish soap and paper products in all restrooms and covered areas, e.g. break rooms, identified in Appendices A and B, in order to meet the requirements of this Performance Work Statement (PWS). A list of buildings, square footages and service days can be found in Appendix A of this attachment. The 'Service Requirements' are located in Section (1) as well as Appendix B of this attachment.

1.1. Facility Cleaning Services:

1.1.1. Non-Carpeted Floors (Hard Floors: Vinyl Tile, Ceramic Tile, Wood, Concrete, etc.). Hard floors shall be maintained free of grit, soil, dust, scuff and heel marks, stains, spills, debris, litter, and other foreign matter by effective routine cleaning. Cleaning shall be accomplished by the most appropriate method (vacuum, sweep, dust mop, damp mop, spot clean, etc.) and with cleaning solutions if applicable, for the specific floor type. After cleaning, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Baseboards, corners, and wall/floor edges shall also be clean. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

1.1.2. Carpeted Floors. Carpets shall be maintained free of soil, dirt, debris, litter, and other foreign matter by effective routine vacuuming. Efficient vacuum cleaners shall offer high airflow, high efficiency filtration, and an adjustable rotating brush agitation for more effective soil removal. Any spots and/or spills shall be removed by the carpet manufacturer's approved methods or other commercially accepted practices as soon as noticed. All tears, burns, and unraveling shall be brought to the attention of the facility manager. Area and throw rugs shall also receive this service. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

1.1.3. Stairways/Elevators/Handicap Lifts. All floor surfaces shall be cleaned in accordance with (IAW) paragraph 1.1.1 or 1.1.2, as appropriate. Stair guards, handrails, wall caps and baseboards shall be free from grease and grime. The Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls, up to 72 inches height from stair tread level, to provide or maintain a clean, uniform appearance. The Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from elevator doors and panels, and on elevator walls up to 72 inches height from floor.

1.2 Restrooms/Locker Rooms Cleaning Services:

1.2.1. Clean and Disinfect. All surfaces of sinks, toilets, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, doors, walls, partitions, stalls, stall doors, entry doors (including handle, kick plates, ventilation grates, metal guards), and other such surfaces shall be cleaned and disinfected using a germicidal detergent. Restrooms shall have a clean scent or no odor at all. Showers, toilets, and urinals will be free of spots, water spots, scale buildup, soap scum, odors, and any other deposits.

Mirrors shall be clean and have no streaks or other removable matter. Partitions shall be smudge, and stain free. Vents (within 72 inches of the floor) shall be clean. Restroom sinks, countertops, and fixtures shall be free from water and scale deposits, soil, streaks, and other removable matter. Walls and grout shall be free of all film, spots, and detergent buildup.

1.2.2. Restroom Floor Care. All floor surfaces shall be maintained IAW paragraph 1.1.1 by effective routine cleaning. Moveable items shall be tilted or moved to sweep and damp mop underneath. Grout on the floor tiles shall be free of dirt, scum, mildew, and residue.

1.2.3. Stock Restroom Supplies. Contractor shall ensure restrooms are stocked sufficiently so any provided supplies including toilet tissue, paper towels, and hand soap do not run out. Supplies shall be stored in designated areas. If supplies run out prior to the next service date, the contractor shall refill within two hours of notification.

1.2.4. Drinking Fountains. Contractor shall clean all facility drinking fountains, typically located near or in the vicinity of restrooms. All porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountains shall be cleaned and disinfected. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.

1.2.5. Restroom Trash Removal. All trash containers in restrooms and locker rooms shall be emptied, trash disposed, and containers returned to their original locations. The contractor shall provide and replace any obviously soiled, worn or torn plastic trash can liners. Trash receptacles shall be left clean, free of foreign matter and free of odors.

1.4. Contractor Provided Equipment and Supplies.

1.4.1. Contractor-Furnished Equipment/Vehicles. The contractor shall provide and maintain all equipment and vehicles necessary to perform the requirements of this contract. The contractor shall operate vehicles to comply with base traffic regulations.

Government provided parking space should not be used for overnight parking of privately-owned vehicles, trailers, snowmobiles, all-terrain vehicles, or other conveyances. Contractor vehicles shall have the company name prominently displayed on both sides of the vehicle and be maintained to present a neat, professional appearance. Contractor vehicles shall be used solely for the intended purpose of performing services in this PWS during normal hours of operation.

1.4.1.1. All equipment used in the performance of this contract shall be in good operable condition and carry an Underwriters Laboratory (UL) listing. Equipment found to be unsafe and unable to function as designed, shall not be used in performance of this contract. The contracting officer or designated representative may inspect the contractor's equipment and vehicles at any time and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

1.4.1.2. The contractor shall provide adequate numbers of equipment items and vehicles to effectively fulfill the scope of this contract. In addition, the contractor shall maintain or have backup capability to provide continued service in the event primary equipment or vehicles are down for extended maintenance or repairs. Equipment failure shall not alleviate the contractor from performing any requirement contained in this contract.

1.4.2. Contractor Furnished Supplies.

1.4.2.1. Contractor will be required to provide:

- a. Plastic Trash Can Liners/Bags: Sizes: L, M, S, Suitable for the type of trash receptacle used in contracted areas.
- b. Toilet Tissue: Two-ply, Jumbo roll, standard, suitable for dispenser.
- c. Paper products, Towels: Bi-Fold, Tri-Fold or Rolled Dispenser type.
- d. Hand Soap: Liquid anti-bacterial soap, green pumice style soap for installed liquid soap dispensers, and/or hand size push/pump liquid anti-bacterial soap when installed dispensers are non-operational will be the responsibility of the contractor.

1.5. Miscellaneous Requirements

- Report fire hazards, conditions, and items in need of repair to the Quality Assurance Personnel (QAP)
- Turn in lost and found articles to the QAP
- Notify QAP when unauthorized or suspicious persons are seen on the premises
- Employees entering any facility or area after it has been secured shall enter through one door and lock the door behind them. These facilities or areas shall not be left unsecured at any time, including the period when work is being performed. Upon completing work in a facility or area, Contractor employees shall ensure all doors and windows that were secured upon their arrival are closed and secured upon their departure.
- The Contractor shall display the appropriate caution signs when cleaning floors or any other surface that might pose a risk to injury for any personnel that are present.

2. SERVICE CONTRACT DEFICIENCIES: The contractor's failure to provide a service required by this contract will be grounds for the State to issue a Service Deficiency Claim (SDC) to the contractor. The SDC will be provided to the contractor in writing. The contractor will advise the State, in writing, of the corrective action being taken.

If a deficiency is not corrected within the following day or 8 hours from the time it is issued, the State may issue another SDC and procure, from another contractor, the services necessary to correct the problem.

If the contractor fails to correct the deficiency within the required time, this will be considered a valid service deficiency claim and the Project Manager will submit the Service Deficiency Claim to the procurement office. The procurement office will issue a Cure Letter. This letter will identify the problem(s), citing relevant contract language, and any corrective action required. This letter must also list the consequences for failing to correct the problem(s) and set a deadline after which the contractor may be found in default if corrective action is not taken.

If the contractor is issued more than three (3) cure letters during the life of the contract, it may be grounds for the Procurement Officer to find the contractor in default and cancel the contract.

2.1. Quality Control (QC). The contractor shall develop and maintain a quality control program to ensure custodial services are performed IAW commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. A copy of these procedures shall be provided to the State of Alaska at the pre-performance conference.

2.2. Quality Assurance (QA). The State of Alaska shall inspect and evaluate the contractor's performance to ensure services are received IAW requirements set forth in this contract. The State of Alaska shall inspect by watching actual task performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this Performance Work Statement (PWS).

2.3. Inspection Methods.

2.3.1. Periodic Inspections. This method requires the State of Alaska to employ a "spot check" style of evaluation based on the contractor's incorporated Cleaning Frequency Schedule (CFS, PWS paragraph 4.19). Periodic inspections will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted.

Any unsatisfactory inspection (defect) result shall be documented, and the Contractor shall re-perform the service within the following day or 8 hours from the time notified of the discrepancy.

2.3.2. Customer Complaints. The Project Manager will receive and investigate complaints. The PM shall be responsible for initially validating customer complaints. The Contracting Officer shall make final determination of the validity of customer complaint(s) in cases of disagreement with the PM and the Contractor. Validated customer complaints shall be re-performed within the following day or 8 hours of notification if performance can be completed without detrimental impact on customer.

3.0. FURNISHED PROPERTY AND SERVICES

3.1. Furnished Facilities. There is no Government furnished facilities.

3.1.1. Janitorial Closets. Janitorial closets may be available for use by the Contractor, without cost, for the purpose of storing materials and equipment, excluding flammable materials. The Contractor shall be required to maintain odorless and clean closets. Closets shall be free of clutter and debris. Cleaning supplies and tools shall be stored and organized in such a manner as to allow easy access and movement in closet. Closets provided for janitorial service use will be locked if locks are available. The State of Alaska will not be held liable for Contractor's stored supplies, or equipment kept in the building or janitor's closets or for the Contractor's employees' personal belongings.

3.2. Security, Fire and Medical Services. The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis.

3.3. Refuse Collection and Disposal. The Contractor shall use existing bulk containers to dispose of trash or refuse generated from accomplishment of services detailed in this PWS. The trash shall be deposited in the nearest outside trash collection container and contractor shall ensure that no spills of fluids or trash remain behind.

4. GENERAL

4.1. Hours of Operation. The contractor shall perform facility cleaning, restroom/locker room cleaning services, and periodic cleaning services in a manner to create minimum disturbance or inconvenience to the use of the facility excluding recognized holidays. The contractor is not required to perform services on Federal Holidays.

4.1.1. Normal Base Hours. Base hours of operation are 6:30am to 4:30pm Monday through Friday. The Contractor may find it necessary to deviate from the normal base hours of operation, to ensure timely completion of work under this PWS at no additional cost to the state.

4.2. Federal Holidays.

New Year's Day - 1 January

Martin Luther King Day - 3rd Monday in January

Washington's Birthday - 3rd Monday in February

Memorial Day - last Monday in May

Juneteenth – 19 June

Independence Day - 4 July

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day - 11 November

Thanksgiving Day - 4th Thursday in November

Christmas Day – 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor shall be responsible for rescheduling services for the first day post the holiday observance.

4.3. Base Closures. Work scheduled but not accomplished because of base closure, due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.4. Performance of Services during Crisis Declared by the National Command Authority or Overseas Combatant Commander. According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DoD Contractor Services During Crises, and the Air Force implementation thereof, unless otherwise directed by an authorized government representative, it is determined that Custodial Services requirements under this PWS are essential to be performed during a crisis.

4.5. Contractor/Employee Base Pass and Identification, Special Clearances and Vehicle Passes. The contractor shall comply with all requirements and procedures IAW FAR 5353.242-9000, Contractor Access to Air Force Installations. All documentation shall be submitted at the pre-performance conference.

4.6. Cleaning and Restroom Supplies. The contractor shall furnish a listing of all cleaning and restroom supplies utilized during the contract period to the Project Manager not later than the Contractor Start-Up Meeting for approval by the Installation Hazardous Materials Manager using the tracking sheet provided in Appendix E to this attachment. This form will be resubmitted at the end of the one-time cleaning showing the actual usage. **For on-going contracts, it will be submitted quarterly indicating the quantities used.**

After approval, any new cleaning supplies added to the contract will need approval before being used on the installation.

The contractor shall be responsible for the proper disposal of all their cleaning supplies.

A safety data sheet (SDS) shall also be provided for each cleaning and restroom supply item and employees will be trained, by the contractor, on the proper use and disposal of each item. All cleaning supplies shall be non-flammable.

NOTE: Products containing chlorofluorocarbons (CFC's) or ozone depleting substances shall not be allowed or approved for use. Products containing phenolic compounds, such as "Lysol" shall not be allowed or approved for use in Child Development Centers.

4.6.1. Hazardous Material Identification. Safety Data Sheets (SDS) are required as specified in the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract) for any other material designated by a government technical representative as potentially hazardous and requiring safety controls. SDSs must be submitted by the Contractor prior to bringing materials on the installation. Failure to provide SDSs or certificate when requested could result in the Contractor being considered non-responsive and result in termination of the contract. The Contractor shall provide an inventory of materials being brought onto Eielson AFB. A copy of the inventory list shall be furnished to the Project Manager and 168 CES for approval by the Installation Hazardous Materials Manager. If applicable, SDSs will be readily available to personnel working with hazardous materials. SDSs will match all materials used. New SDSs will be provided if materials change.

4.7. Spill Reporting and Clean-up. The Contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations. In the event that it is necessary to utilize government material, equipment or personnel to clean up a Contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.

Contractor spills of hazardous materials, petroleum products, glycols, antifreeze, grease, latex paint, hydraulic fluid, etc. shall be reported immediately upon occurrence by calling 911 and asking for Eielson Air Force Base Fire Department. This number is manned 24-hours a day. Eielson AFB Reporting Procedures Guidance shall be followed. 354 CES/CEIEC shall make all required agency spill reporting notifications. Spill reporting is required for spills to any surface, including inside buildings, to sewers, and to surface water bodies. The Contractor shall take appropriate actions to correct the spill's cause and prevent future occurrences.

4.8. Hazardous Material Handling. The Contractor shall supply an inventory of all materials brought on to Eielson AFB. The inventory shall include product, the SDS number, quantity and be updated every 90 days. A copy of the inventory shall be provided to the Project Manager and 168 CES. The purpose of the inventory is to provide information to Eielson AFB for Emergency Planning and Community Right-to-Know Act (EPCRA) reporting.

All usable hazardous material shall be removed from the site by the contractor at project completion unless other provisions within the contract direct otherwise.

4.9 Environmental Management System (EMS) and Hazardous Waste Training.

4.9.1. Hazardous Waste Training. Hazardous Waste Training is required for all contractors who will be performing work on Eielson AFB and handling wastes. At a minimum, the prime Contractor's site superintendent and an alternate are required to receive the Installation's Hazardous Waste Training. Employees specifically assigned to manage the handling of hazardous wastes shall receive training as well. Training shall be completed prior to beginning any waste generating activities. Training is offered on a regular basis in the CES Headquarters Building (Building 2258). **Coordinate with the Hazardous Waste Program Manager to attend training prior to the start of field work.** Classroom training generally lasts 90 minutes.

4.9.2. Environmental Management System (EMS) Training. Environmental Management System (EMS) Training is required for all contractors working on the installation. EMS General Awareness Training (course EMS100AFIT00004) offered on TEACH (approx. 7 min duration). Training can be accessed on-line at the following website: <https://usaf.learningbuilder.com>. **Training Certificates will be required as a submittal at the contractor start-up meeting.**

4.10. Hazardous Waste Disposal. In the event that the Contractor generates Hazardous Waste they are responsible for compliance with Federal, state, and local laws and regulations which are applicable. These requirements are amended frequently and compliance with amendments is required as they become effective. Provide Laboratory Test Reports (soil tests, waste TCLP, lead tests, ACM sample tests, etc.) and/or SDSs with waste for disposal. Prior to transporting hazardous waste off base, all hazardous and non-hazardous waste manifests must be signed by a designated Eielson POC. Only aerosol cans may be disposed of on base. Aerosol cans may be dropped off at the Hazardous Waste Facility (Building 4388) on Wednesdays between 0800 and 1100. All other wastes must be disposed of off base.

4.11. Traffic Laws. The Contractor and its employees shall comply with base traffic regulations.

4.12. Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on Elmendorf Air Force Base.

4.13. For Official Use Only (FOUO). The Contractor shall comply with DOD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

4.14. Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, Contractor personnel, resources, and classified or unclassified defense information.

4.15. Physical Security. The Contractor shall be responsible for safeguarding all government property and controlled forms provided for Contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

4.16. Contract Site Supervisor. The contractor shall provide a Site Supervisor (SS) who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the Project Manager. The contractor's SS or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contractor's SS must also be available to meet with the Project Manager within one hour on any valid customer complaint or discrepancy. Contractor must re-accomplish or re-perform missed or unacceptable services within the following day or 8 hours from the time notified of the discrepancy. The contractor's Site Supervisor and alternate(s) must be able to read, write, speak, and understand the English language.

4.17. Personnel. Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, vests, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection.

The government is authorized to restrict the employment under the contract of any Contractor employee or prospective Contractor employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

4.18. Key Control. The Contractor shall establish and implement methods of making sure all keys/combinations issued to the Contractor by the state are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the government. The Contractor shall immediately report to the Project Manager or Procurement Officer any occurrences of lost or duplicated keys.

In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the Procurement Officer, to re-key or replace the affected lock or locks without cost to the State of Alaska. The State of Alaska may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the Contractor.

4.19. Schedules. The contractor shall perform services between the hours of 7:00 a.m. to 4:00 pm, Monday through Friday. The Contractor's Site Supervisor will be required to complete a bi-weekly work inspection quality control report at the end of each two-week period. The report format will need to be Microsoft excel. The design and cost of printing of the report is the responsibility of the contractor. The report will include the following: day, month, and services performed. Contractor may not use Government property or supplies to fulfill this obligation. If contractor is found using State or Federal property to fulfill any part of this contract, it will be grounds for contract termination

4.19.1 One-time (non-permanent) schedule changes due to customer requests or base exercises shall be submitted to the Project Manager and do not require Procurement Officer approval.

4.20. Contract Modifications.

4.20.1. Existing Facility Floor Plan Changes. Modifications for a price increase or decrease to the contract shall only be made when the overall identified "cleaning area" square footage, as identified in Appendix B of the Attachment of a facility increases or decreases or a frequency of cleaning service changes.

4.20.2. New Facility and/or New Facility Addition. Modifications for a price increase to the contract shall only be made when a new facility or addition is officially added to the contract and identified in Appendix A and, Appendix B of the Attachment with all information agreed upon. Modification unit pricing shall be implemented as identified in paragraph 4.20.3 below.

4.20.3. Any requests for price increase(s) due to new facilities or additions to facilities must be approved by the Procurement Officer to ensure compliance with State procurement law and will only be in effect once an amendment/addendum to the contract has been fully executed.

5. APPENDICES.

5.1 Appendix A, General Specification for Custodial Services Contract

5.2 Appendix B, Building Numbers and Estimated Square Footages

5.3 Appendix C, Cleaning Frequency Schedule Template and Example

5.4 Appendix D, Daily Checklist Template

5.5 Appendix E, Eielson Hazardous Materials Tracking Form

5.6 Appendix F, Universal Waste Log Sheet

APPENDIX A

GENERAL SPECIFICATION FOR CUSTODIAL SERVICES CONTRACT	
<u>Task / Service</u>	<u>Work Areas Included</u>
~Weekly Service: These services will be provided <u>every</u> scheduled service in any particular area.	Common use areas: <ol style="list-style-type: none"> 1. Restrooms/Locker Rooms/Shower Rooms 2. Corridors/Hallways 3. Classrooms/Conference Rooms/Training Rooms 4. Public areas i.e. Foyers, Lobbies, Elevators, Entryways & Break Rooms
SWEEP FLOORS	Weekly Service – Each ‘scheduled’ service day
MOP FLOORS	Weekly Service– Each ‘scheduled’ service day
VACUUM CARPET	Weekly Service– Each ‘scheduled’ service day
TRASH COLLECTION/REMOVAL (Centralized Locations)	Weekly Service – Each ‘scheduled’ service day
REST ROOMS (All tasks/services)	Weekly Service– Each ‘scheduled’ service day
- RESUPPLY REST ROOMS	Weekly Service– Each ‘scheduled’ service day
- CLEAN DRINKING FOUNTAIN	Weekly Service– Each ‘scheduled’ service day
- CLEAN WALLS/PARTITIONS	Weekly Service– Each ‘scheduled’ service day
- SWEEP/DAMP MOP FLOORS	Weekly Service– Each ‘scheduled’ service day
- CLEAN/DISINFECT REST ROOMS	Weekly Service– Each ‘scheduled’ service day
- DESCALE TOILETS & URINALS	Weekly Service– Each ‘scheduled’ service day
- REMOVE TRASH	Weekly Service– Each ‘scheduled’ service day
- CLEAN MIRROR GLASS	Weekly Service– Each ‘scheduled’ service day

END OF APPENDIX A.

APPENDIX B

Building Numbers & Estimated Square Footages

Facility	Activity	Square Footage	Service Days
1168	MX Fab Shop	1,602	Twice a week(Orange and Yellow areas only)
1171	Fuel Systems MX	760	Twice a week (Orange and Yellow areas only)
1176E	MX Hangar	3,286	Twice a week (Orange and Yellow areas only)
1176W	MX Hangar	4,397	Twice a week (Orange and Yellow areas only)
3127	HQ(1 st level)	2,310	Twice a week (Orange and Yellow areas only)
3127	HQ(2 nd level)	2,436	Twice a week (Orange and Yellow areas only)
3127	HQ(3 rd level)	4,825	Twice a week (Orange and Yellow areas only)
3129	Ops	5,981	Twice a week (Orange and Yellow areas only)
3130	Supply	3,073	Twice a week (Orange and Yellow areas only)
3133	Vehicle MX	960	Twice a week (Orange and Yellow areas only)
3134	Security Forces	2,991	Once a week (Orange and Yellow areas only)
3180	COMM	1,833	Twice a week (Orange and Yellow areas only)
3225	CE(1 st level)	2,798	Twice a week (Orange and Yellow areas only)
3225	CE(2 nd level)	1,125	Twice a week (Orange and Yellow areas only)
3345	MED Group	730	Once a week (Orange and Yellow areas only)
1120	ND1	2,437	Once a week (Orange and Yellow areas only)

TOTAL 41,544

END OF APPENDIX B.

APPENDIX C.

Cleaning Frequency Schedule Template

At the Cleaning Start-Up Meeting, the Contractor and Project Manager should work together to complete the Cleaning Frequency Schedule. The schedule should clearly depict the days and times the Contractor is expected to be in each building to perform the required services.

Please refer to the required tasks and tables within this attachment for frequency expectations.

BUILDING NO.	FREQUENCY	WEEKLY SERVICES
		Identify the day(s) and hours expected to be in the building.
1120	Once a Week	
1168	Twice a Week	
1171	Twice a Week	
1176	Twice a Week	
3127	Twice a Week	
3129	Twice a Week	
3130	Twice a Week	
3133	Twice a Week	
3134	Once a Week	
3180	Twice a Week	
3225	Twice a Week	
3345	Once a Week	

(an example of a complete Cleaning Frequency Schedule may be found below.)

EXAMPLE OF A COMPLETED CLEANING FREQUENCY SCHEDULE

BUILDING NO.	FREQUENCY	WEEKLY SERVICES
		Identify the day(s) and hours you expect to be in the building.
1120	Once a Week	Tuesday, 8:00 a.m. to 4:00 p.m.
1168	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
1171	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
1176	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3127	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3129	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3130	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3133	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3134	Once a Week	Tuesday, 8:00 a.m. to 4:00 p.m.
3180	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3225	Twice a Week	Wednesday and Thursday, 8:00 a.m. to 5:00 p.m.
3345	Once a Week	Tuesday, 8:00 a.m. to 4:00 p.m.

END OF APPENDIX C.

APPENDIX D.

Daily Checklist Template

Building # _____ Time In _____ Time Out _____

Checklist Completed By: _____

Note: This is an example of a Daily Checklist Template. The template developed by the Contractor as required by this Attachment will be based upon the actual services performed on the agreed to dates and may be different than the template.

Task Frequency	Activity	Completed by	Notes*
Weekly	Trash removal in common areas and restroom/locker rooms.		
Weekly	Clean toilets and urinals in restroom/locker rooms.		
Weekly	Clean partitions in restroom/locker rooms.		
Weekly	Clean sink and fixtures in restrooms/locker rooms.		
Weekly	Clean mirrors in restroom/locker rooms.		
Weekly	Clean shower stalls and fixtures in restroom/locker rooms.		
Weekly	Clean drinking fountains in common areas.		
Weekly	Vacuum entryway rugs and floor mats in common areas.		
Weekly	Mop restroom and shower room floors in restroom/locker rooms.		
Weekly	Mop shower stall floors in restroom/locker rooms.		
Weekly	Sweep hallways in common areas.		
Weekly	Dry mop lunch room floors in common areas.		
Weekly	Vacuum floors in common areas.		
Weekly	Sweep stairwells.		
Weekly	Spot clean carpets in common areas.		
Weekly	Clean lobby glass, enclosures, doors, and windows in common areas.		
Weekly	Dust in common areas		
Weekly	Wet mop and buff non-carpeted areas in common areas		

**if additional space is needed for notes, continue on the back of page or a new sheet of paper.*

***For tasks not completed daily, indicate completion only on days they are scheduled for completion.*

END OF APPENDIX D.