Washington Douglas Head Start

409 Iselin Street

Jackson, TN 38301

JANITORIAL SPECIFICATIONS

Janitorial Service: 5 visits per week.

Cleaning Supplies to be provided by the Janitorial Service.

Paper towel, toilet paper, soap and trash can liners to be provided by WDHS.

LOBBY AREA , RECEPTION OFFICE and CONFERENCE ROOMS

1. Clean entry glass on door, 2 times per week.
2. Dust all horizontal surfaces including tables, and chairs, Weekly.
3. Sanitize counter of reception area, Daily.
4. Sweep and damp mop floor, Weekly.
5. Clean baseboards, blinds, and ceiling corners, Monthly.
6. Remove all trash and replace liners, Daily.
7. Dust window sills and wall hangings, Weekly.
8. Vacuum floor, Daily

OFFICES / FAMILY ADVOCATE SUITES

1. Dust all horizontal surfaces including tables, window sills, and chairs, Weekly.
2. Remove all trash and replace liners, Daily.
3. Vacuum floor, Daily.
4. Clean baseboards, blinds and ceiling corners Monthly.

CLASSROOMS

1. Clean and sanitize all horizontal surfaces including tables and chairs, Weekly
2. Vacuum rugs, Daily.
3. Sweep and Damp mop floors, Daily.
4. Remove all trash and replace liners, Daily
5. Dust window sills and wall hangings, Weekly.
6. Clean baseboards, blinds and ceiling corners, Monthly.

RESTROOMS:

1. Sanitize toilets, sinks, floors and door handles, Daily.
2. Remove all trash and replace liners, Daily.
3. Polish mirrors and faucets, Daily.
4. Sweep and wet mop floor, Daily..
5. Dust baseboards and ceiling corners, Monthly.
6. Put toilet paper, hand towel and soap in dispensers.

HALLWAYS:

1. Dust baseboards, ceiling corners and wall hangings monthly.
2. Dust mop all hallway floors daily.
3. Damp mop all hallway floors, Weekly.
4. Spot mop as needed daily.

GYM/STAGE

1. Dust mop all floors bi weekly.
2. Damp mop all floors weekly.
3. Clean entry way glass on doors, Weekly.
4. Clean both restrooms, Daily.

CAFETERIA LUNCHROOM

1. Dust ceiling corners and baseboards monthly.
2. Dust window sills, and wall hangings, Weekly.
3. Sanitize kitchen table and chairs, Daily.
4. Remove all trash and replace liners.
5. Sweep and damp mop floor, Daily.

Exterior

1. Sweep Sidewalks and Entryways, Daily
2. Pick up paper and trash around Entryways, Daily.
3. Pick up litter all around Campus, Daily.

\*Playground

1. Pick up Trash, empty trash cans, replace trash bags on the playground, Daily.
2. Wipe down the playground equipment, Daily.
3. Rake mulch under swings and at slide exits, Daily.
4. Washington Douglass Staff will inspect the playground to ensure no unsafe items are left on the playground and or Janitorial Services will report what is unsafe that should be picked up by the Washington Douglass staff, if applicable.

Changes and/or adjustments can be made in this specification once the bid has been awarded. These changes must be in writing and signed by both parties and will become part of the Janitorial Specification.