

**PUBLIC NOTICE**  
**TOWNSHIP OF HOPEWELL, CUMBERLAND COUNTY, NEW JERSEY**

**Please Take Notice**, that the Township of Hopewell, Cumberland County (the “Township”) is seeking proposals from qualified vendors for Janitorial Services for the West Cumberland Senior Center. All proposals shall be subject to the following requirements:

Proposals must be received on or before **11:00 a.m.** prevailing time on **February 1, 2018**, in order to be considered. All proposals shall be delivered to the attention of the Clerk/Administrator, Lois Yarrington, Township of Hopewell, 590 Shiloh Pike, Bridgeton, NJ 08302. All proposals shall be submitted in a sealed envelope, and shall bear the words **“Janitorial Services”** written conspicuously on the front exterior of the envelope. Proposals shall be opened, read aloud and recorded at **11:00 a.m.** prevailing time on **February 1, 2018**. No proposals shall be considered if received after that time.

The Township of Hopewell reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the Township of Hopewell.

RFP Criteria Packets can be obtained online at <http://www.hopewelltp-nj.com> or by contacting Lois Yarrington at [clerk@hopewelltp-nj.com](mailto:clerk@hopewelltp-nj.com) or by phone at (856) 455-1230 x 110.

**TOWNSHIP OF HOPEWELL, NEW JERSEY  
PUBLIC NOTICE**

**SEEKING PROPOSALS FROM INTERESTED VENDORS FOR JANITORIAL  
SERVICES FOR THE WEST CUMBERLAND SENIOR CENTER**

**TAKE NOTICE**, that the Township of Hopewell (Cumberland County) (the “Township”) is seeking proposals from qualified vendors for janitorial services for the period of March 1, 2018 to August 31, 2018 with up to three (3) six (6) month contract extensions. All proposals shall be subject to the following requirements:

1. Proposals must be received on or before **11:00 a.m.** prevailing time on **February 1, 2018**, in order to be considered. All proposals shall be delivered to the attention of the Clerk/Administrator, Lois Yarrington. All proposals shall be submitted in a sealed envelope, and shall bear the words “**Janitorial Services**” written conspicuously on the front exterior of the envelope. Proposals shall be opened, read aloud and recorded at **11:00 a.m.** prevailing time on **February 1, 2018**. No proposals shall be considered if received after that time. It is the vendor’s responsibility to ensure that delivery of the proposal is made, in a timely manner, to the attention of the Clerk/Administrator, Lois Yarrington, and not merely to the Township’s Municipal Building. All applicants assume the risks associated with regular mail or other delivery methods. The Township of Hopewell is not responsible for any proposals lost, wrongly addressed, delivered late, misdirected or otherwise undeliverable.
2. The Mayor and Committee of the Township of Hopewell reserve the right to reject all proposals, in the sole discretion of the Township, and to waive any minor nonmaterial defects when it may be in the best interests of the Township to do so.
3. The award of this contract shall be made to the vendor whose proposal is deemed to be the most advantageous to the Township, with due consideration for, among other things, the financial terms offered, the quality of the services offered, the experience of the vendor and the qualifications presented.
4. All other requirements associated with this matter are set forth in a “Request for Proposals” package, and said requirements must be adhered to in order for any proposal to be considered. Interested vendors may obtain a copy of the “Request for Proposals” package from the Township Clerk/Administrator office, at Township Hall, during regular business hours, or online at the following website: <http://www.hopewelltpw-nj.com>.
5. Any questions regarding the requirements associated with submission of a proposal, prior to the opening of proposals, may be directed during regular business hours to the Clerk/Administrator, Lois Yarrington, at telephone number (856) 455-1230 x 110.

## Janitorial Services Specifications Instructions and Information

1. PROPOSAL SUBMISSION: Proposals shall be complete and submitted in a sealed envelope to Hopewell Township, 590 Shiloh Pike, Bridgeton, New Jersey 08302 by February 1, 2018, 11:00 a.m. and clearly labeled **“Proposal for Janitorial Services”**. Prices shall cover a period of 6 months, March 1, 2018 to August 31, 2018 with an additional price for up to three (3) six (6) month contract extensions. All services are to be in accordance with the minimum specifications as provided herein.
2. ALTERNATE/MULTIPLE PROPOSALS: The specifications describe the janitorial services that the Township feels are necessary to meet the performance requirements at the facility. It is not the desire or intent of the Township to eliminate or exclude any company from submitting a proposal because of minor deviations, alternates or changes that may be deemed an improvement to the level of service provided.

Prospective contractors who wish to submit a proposal on items which do not comply with the specifications, but which they believe are equivalent or necessary to provide satisfactory janitorial services, are requested to submit an alternate proposal. Such **alternate proposals must be clearly indicated as such, and deviations from the applicable specifications are to be clearly noted**. The proposal must be accompanied by complete specifications for the items offered or deviation proposed. Prospective contractors wishing to submit a secondary proposal must submit it as an alternate proposal. Only one proposal per sealed envelope shall be accepted.

The Township shall be the sole and final judge unequivocally as to whether any substitute is of an equivalent or better quality or is necessary for providing satisfactory janitorial services.

3. BID BOND REQUIREMENT: No bid bond or certified check shall be required.
4. BASIS OF AWARD: The Township of Hopewell is seeking firm fixed semi-annual price quotations to provide the specified Janitorial Services for a period of six (6) months, with an additional firm fixed price for up to three (3) six (6) month contract extensions. Generally, the contract awards shall be made to the lowest qualified bidder based on the overall lowest rates and overall level of service deemed appropriate for the Township for the 6-month period. Other factors such as quality and quantity of work will be considered when awarding the contract.

The Township of Hopewell reserves the right to reject or accept any proposal, in total or part, or to waive any irregularities in any proposal deemed to be in the best interest of the Township.

5. PRE-PROPOSAL SITE VISIT: Prospective firms are encouraged to schedule a walk-through site visit of the location to allow prospective contractors to assess and survey the scope of work involved.

6. INSURANCE AND THIRD PARTY LIABILITY: The successful vendor (Contractor) shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representative, employees or subcontractors.
  - a. During the term of the contract, the contractor shall provide the following types of insurance in limits no less than:
    - i. Commercial General Liability: The contractor shall have \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
    - ii. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.
  - b. The contractor shall furnish to the Township satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the Township. In addition, said certificates shall list the Township, its officers, agents, and employees as additional insured on all required policies.
7. INDEMNITY AND HOLD HARMLESS PROVISIONS: To the fullest extent permitted by law, the Contractor shall agree to defend, indemnify and hold harmless the Township, its officials, agents, and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses which may in any way accrue against the Township, its officials, agents and/or employees, relating to or arising from the Contractor's responsibilities. The Contractor shall, at its own expense, appear, defend and bear all charges for attorneys fees and costs arising from or incurred in connections therewith. If any judgment shall be rendered against the Township, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Township, its officials, agents and employees as herein provided.

8. QUALIFICATIONS OF PROPOSING CONTRACTOR: The prospective contractor must be satisfactory to the Township from the standpoint of such matters as experience, length of time in business, reliability and demonstrated ability to provide the services required by the specifications. A qualified contractor must satisfy the following requirements:
  - a. Maintain a permanent place of business.

- b. Have adequate manpower and equipment to perform the services in an expeditious and adequate manner.
  - c. Have satisfactorily furnished services of similar size and scope for a period of at least 12 months.
  - d. Provide no less than three (3) current reference contacts for services of similar size and scope. These references are to be submitted as part of the Proposal.
9. EXECUTION OF CONTRACT/CONTRACTOR STATUS: It is anticipated that the contract will be awarded by the Township on February 1, 2018. The successful contractor shall execute the contract in accordance with the Proposal form, the Information to Prospective Contractors, and the Specifications as accepted by the Township, furnish the necessary insurance certificates, and commence work as of March 1, 2018.
10. PRE-START MEETING: Prior to the March 1, 2018 start date, the successful contractor shall be required to meet with the Township staff to discuss the terms, provisions, stipulations, and procedures of the contract as well as chemicals, cleaning supplies and other materials to be used in performance of the janitorial services. Upon approval of the chemicals, cleaning supplies and other materials, the contractor shall within thirty days provide or cause to provide to the Township the corresponding material safety data sheets (MSDS) for said chemicals, cleaners, and materials.
11. ASSIGNMENT AND SUBCONTRACTING: The successful contractor may not assign, transfer, convey, sublet, subcontract, or otherwise dispose of this contract, or the contractor's right, title, or interest therein, or the power to execute such contract to any other person, firm, or corporation without the prior written consent of the Township, which consent may be withheld, for any reason, in the Township's sole discretion.
12. INVOICE/PAYMENT: Invoices must be submitted on a monthly basis for services rendered. Invoices should be directed to the Township of Hopewell, 590 Shiloh Pike, Bridgeton, NJ 08302.
13. TAX EXEMPTION: The Township of Hopewell, a municipal corporation is exempt from all State and local taxes on the delivery of supplies directly to the Township.
14. CANCELLATION: The Township of Hopewell reserves the right to terminate the services, at any time, during the terms of the contract, upon thirty (30) days written notice to the contractor.
15. DEFAULT: In the case of default of the contractor, the Township reserves the right to terminate the contract and purchase similar services in the open market, charging against the contractor any excess costs the Township incurs thereby.
16. Any questions or requests for additional information are to be directed to Lois Yarrington, Clerk/Administrator, at 856-455-1230 x 110 or [clerk@hopewelltwp-nj.com](mailto:clerk@hopewelltwp-nj.com).

## **Minimum Specifications for Cleaning/Janitorial Services**

### **INTRODUCTION:**

The Township of Hopewell is requesting proposals for routine janitorial services for the following facility:

West Cumberland Senior Center (Senior Center)  
Hopewell Township Business Park  
10 Cassidy Court  
Bridgeton, New Jersey 08302

The contract will be for a period of six (6) months with an option to renew for up to three (3) six (6) month contract extensions.

### **OVERALL REQUIREMENTS:**

1. Janitorial service hours for Senior Center (biweekly service):
  - a. During normal business hours, as scheduled with Director, Monday – Friday between 10:00 a.m. and 3:00 p.m.
2. The contractor's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases. The Township's telephones shall not be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children, or other relatives into the Senior Center.
3. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the Township facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Township.
4. The Township reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion to the time and materials necessary for the Township staff to perform those services, as described in the contract, at a satisfactory level.
5. The contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.
6. The work schedule and/or specifications are subject to change by mutual written agreement between the Township of Hopewell and the contractor.
7. The Township of Hopewell reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor.

### **SUPPLIES:**

The contractor shall provide all cleaning equipment and supplies; including all disinfectants, floor cleaning products, polishes, etc. The Township will supply trash can liners, paper towels, toilet tissue, and liquid hand soap.

The contractor or supply vendor will be required to submit to the Township the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services.

SPECIFICATIONS FOR JANITORIAL CLEANING:

Certain rooms within the Senior Center need to be cleaned twice per month, while others only require service once per month.

Biweekly Cleanings: Hallway, Bathrooms, Main Room, Kitchen

Monthly Cleanings: Card Room, Craft Room, Computer Lab, Office

It is requested that for monthly cleanings, that two (2) of the four (4) rooms be cleaned together. Preferably, the card room and craft room will be cleaned in a session, while the office and computer lab will be cleaned in another.

- A. Biweekly Cleaning (includes hallway, main room, kitchen, and bathrooms)
  - a. Empty wastebaskets, replace liner, and recycle material in proper receptacles.
  - b. Dust and disinfect (where appropriate) furniture, including desktops, tables, and chairs with treated cloth.
  - c. Vacuum and/or sweep and damp mop floors. Move tables and chairs to ensure all areas cleaned.
  - d. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
  - e. Clean and sanitize all door handles, light switches, telephone receivers.
  - f. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
  - g. Clean and disinfect kitchen counters, sink, microwave, refrigerator doors and handles.
  - h. Spot clean and dust walls and baseboards.
  - i. Dust blinds.
  - j. Damp wipe door frames and trim.
  - k. Polish wood furniture.
  - l. Clean windows and glass doors.
  
- B. Monthly (includes card room, craft room, computer lab, and office)
  - a. Empty wastebaskets, replace liner, and recycle material in proper receptacles.
  - b. Dust and disinfect (where appropriate) furniture, including desktops, computers, tables, and chairs with treated cloth.
  - c. Vacuum and/or sweep and damp mop floors. Move tables and chairs to ensure all areas cleaned.
  - d. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.

- e. Clean and sanitize all door handles, light switches, telephone receivers.
  - f. Clean and remove fingerprints from door glass and interior windows, and from all glass-topped furniture.
  - g. Spot clean and dust walls and baseboards.
  - h. Dust blinds.
  - i. Damp wipe door frames and trim.
  - j. Polish wood furniture.
  - k. Clean windows and glass doors.
- C. As needed
- a. Wash and disinfect waste baskets (inside & out).
  - b. Vacuum cobwebs along baseboard, ceiling and in corners.
  - c. Dust and/or damp wipe vents.

**\*\*SAMPLE\*\***  
**CLEANING SERVICES CONTRACT**

THIS AGREEMENT entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the Township of Hopewell, 590 Shiloh Pike, Bridgeton, New Jersey 08302, (herein referred to as the "Township") and \_\_\_\_\_ (herein referred to as "Contractor").

**WITNESSETH:**

WHEREAS, the Township of Hopewell owns the following building: West Cumberland Senior Center, Hopewell Township Business Park, 10 Cassidy Court, Bridgeton, New Jersey 08302 which operates as a multi-jurisdictional Senior Citizen Center; and

WHEREAS, the Township issued a Request for Proposal (the "RFP") soliciting proposals from qualified vendors to provide cleaning of the Senior Center; and

WHEREAS, Contractor submitted a proposal in response to the Township's RFP to provide cleaning services for the Senior Center; and

WHEREAS, Contractor represents and warrants that it is capable and has the knowledge and experience necessary to perform such cleaning and desires to do so;

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth and for other good and valuable considerations, it is hereby agreed by and between the Township and Contractor as follows:

I. REGULAR CLEANING

- a. Contractor shall perform at the Senior Center, in a good and workmanlike manner, Cleaning Services, as described in Appendix A of this Agreement on a weekly, monthly, quarterly and annual basis. The requirements contained in Appendix A should not be construed as limiting in any way the tasks that must be completed in order to provide an office space environment seen as receiving the highest level of janitorial cleaning that is customary for like facilities. From time to time the Township may perform quality inspections or other measures to evaluate the satisfactory performance of the Vendor.

II. COMPENSATION

- a. Effective as of March 1, 2018 the Township shall pay Contractor the sum of \$\_\_\_\_\_ each month during the term of this Agreement for bi-weekly, monthly, quarterly, and annual cleaning services as provided for in Section I and described in Appendix A of this agreement.

III. EQUIPMENT AND SUPPLIES

- a. Except as otherwise provided in this Section III, Contractor shall purchase, maintain and replace when necessary, at its sole cost, all appropriate and necessary equipment and supplies needed to perform regular Cleaning Services as provided for in Section I and as described in Appendix A of this Agreement. Cleaning products shall be as designated in Appendix A of this Agreement.
- b. The Township shall purchase and provide, when necessary, at its sole cost, the following items for Contractors:
  - i. Trash cans

- ii. Hand Soap
- iii. Paper Towels
- iv. Toilet Paper

#### IV. LABOR

- a. Contractor shall employ and pay for all labor required in order for it to be able to perform its obligations under this Agreement promptly and properly. Contractor shall only designate requested work to persons that are skilled and trained in the work assigned to them. The Township may require the Contractor to remove an employee it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued employment under this Agreement is not in the best interest of the Township.

#### V. INSURANCE

- a. All insurance obtained by the Contractor shall be with financially sound insurance companies. The insurance required shall be written for not less than limits of liability specified in this Agreement or required by law, whichever coverage is greater. Coverages shall be maintained without interruption from date of commencement of the services under this Agreement until the termination of any coverage required to be maintained after Agreement termination.
- b. The required insurance set forth below shall be written for not less than the following minimum limits or greater if required by law:
  - i. Workers' Compensation, Occupational Disease and Employer's Liability Insurance:
    - 1. State of New Jersey – Statutory limits.
    - 2. Applicable Federal (if any)-Statutory limits.
    - 3. Employer's Liability:
      - a. Bodily Injury by Accident - \$1,000,000 each accident.
      - b. Bodily Injury by Disease - \$1,000,000 each employee; \$1,000,000 policy limit.
  - ii. Commercial General Liability Insurance, including as minimum coverages:
    - Premises – Operations Liability
    - Independent Contractor's Protective Liability
    - Products and Completed Operations Liability
    - Contractual Liability
    - Property Damage
    - Personal Injury, with Employment Exclusion deleted
    - a. Limits of Liability Bodily Injury and Property Damage: \$1,000,000 each occurrence and \$2,000,000 aggregate.
    - b. The contractual liability coverage shall at a minimum protect the Township to the extent of the following Hold Harmless Agreement:

The Contractor shall defend, indemnify and hold harmless the Township and its officials, employees and agents (collectively referred to as "Indemnitees") and each of them from and

against all loss, cost, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (l) the performance or nonperformance of the services contemplated by the Agreement which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents, or subcontractors (collectively referred to as "Contractor"), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnities, or any of them. Contractor expressly agrees to defend, indemnify and hold harmless the indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Contractor, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar employee benefit laws.

- c. The Contractor's Certificate of Insurance shall name the Township, and its officials, employees and agents as additional insured on all coverage. Before commencing any services under this Agreement, the Contractor shall furnish a copy of the additional insured endorsement to the Township. The Certificates of Insurance shall provide that the overages identified therein shall not be cancelled or allowed to expire unless the additional insureds are given thirty (30) days advance notice of such cancellation or expiration in writing by certified mail, return receipt requested.

#### VI. TERM OF THIS AGREEMENT, TERMINATION

This Agreement shall be in full force and from March 1, 2018 and shall continue in effect until **August 31, 2018**, with an option to extend the contract with up to three (3) six (6) month extensions.

#### VII. DEFAULT AND RIGHT TO TERMINATE

- a. The Township reserves the right to terminate the services, at any time, during the term of the Contract, upon thirty (30) days written notice to the Contractor.

THIS AGREEMENT made as of the date first set forth above.

CONTRACTOR NAME: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

TOWNSHIP OF HOPEWELL

By: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX A:**  
**Minimum Specifications for Cleaning/Janitorial Services**

**INTRODUCTION:**

The Township of Hopewell is requesting proposals for routine janitorial services for the following facility:

West Cumberland Senior Center (Senior Center)  
Hopewell Township Business Park  
10 Cassidy Court  
Bridgeton, New Jersey 08302

The contract will be for a period of 6 months with an option to renew for three (3) additional six (6) month periods.

**OVERALL REQUIREMENTS:**

1. Janitorial service hours for Senior Center (monthly service):
  - a. During normal business hours, as scheduled with Director, Monday – Thursday between 10:00 a.m. and 3:00 p.m.
2. The contractor's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases. The Township's telephones shall not be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children, or other relatives into the Senior Center.
3. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the Township facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Township.
4. The Township reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion to the time and materials necessary for the Township staff to perform those services as described in the contract at a satisfactory level.
5. The contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.
6. The work schedule and/or specifications are subject to change by mutual written agreement between the Township of Hopewell and the contractor.
7. The Township of Hopewell reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor.

## SUPPLIES:

The contractor shall provide all cleaning equipment and supplies; including all disinfectants, floor cleaning products, polishes, etc. The Township will supply trash can liners, paper towels, toilet tissue, and liquid hand soap.

The contractor or supply vendor will be required to submit to the Township the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services.

## SPECIFICATIONS FOR JANITORIAL CLEANING:

Certain rooms within the Senior Center need to be cleaned twice per month, while others only require service once per month.

Biweekly Cleanings: Hallway, Bathrooms, Main Room, Kitchen

Monthly Cleanings: Card Room, Craft Room, Computer Lab, Office

It is requested that for monthly cleanings, that two (2) of the four (4) rooms be cleaned together. Preferably, the card room and craft room will be cleaned in a session, while the office and computer lab will be cleaned in another.

- D. Biweekly Cleaning (includes hallway, main room, kitchen, and bathrooms)
  - m. Empty wastebaskets, replace liner, and recycle material in proper receptacles.
  - n. Dust and disinfect (where appropriate) furniture, including desktops, tables, and chairs with treated cloth.
  - o. Vacuum and/or sweep and damp mop floors. Move tables and chairs to ensure all areas cleaned.
  - p. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
  - q. Clean and sanitize all door handles, light switches, telephone receivers.
  - r. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
  - s. Clean and disinfect kitchen counters, sink, microwave, refrigerator doors and handles.
  - t. Spot clean and dust walls and baseboards.
  - u. Dust blinds.
  - v. Damp wipe door frames and trim.
  - w. Polish wood furniture.
  - x. Clean windows and glass doors.
  
- E. Monthly (includes card room, craft room, computer lab, and office)
  - a. Empty wastebaskets, replace liner, and recycle material in proper receptacles.
  - b. Dust and disinfect (where appropriate) furniture, including desktops, computers, tables, and chairs with treated cloth.

- c. Vacuum and/or sweep and damp mop floors. Move tables and chairs to ensure all areas cleaned.
  - d. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
  - e. Clean and sanitize all door handles, light switches, telephone receivers.
  - f. Clean and remove fingerprints from door glass and interior windows, and from all glass-topped furniture.
  - g. Spot clean and dust walls and baseboards.
  - h. Dust blinds.
  - i. Damp wipe door frames and trim.
  - j. Polish wood furniture.
  - k. Clean windows and glass doors.
- F. As needed
- a. Wash and disinfect waste baskets (inside & out).
  - b. Vacuum cobwebs along baseboard, ceiling and in corners.
  - c. Dust and/or damp wipe vents.