



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

10/05/2015

TO: ALL OFFERORS

FROM: Theresa Newman  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS16612-JANITORIAL  
JANITORIAL SERVICES**

**ADDENDUM # 3**

This addendum:

- **Adds all Site Specification to Appendix C.  
(See Below)**

## SITE SPECIFICATIONS

### Agriculture Building & New Lab

#### **A. LOCATION**

2320 South DuPont Hwy Dover, De 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet: (Main/Lab)

-Vinyl: 7,040/439

-Carpet: 13,899

-Restroom Sq. Feet (Vinyl): 30

-Restroom Sq. Feet (Ceramic): 890

Total Cleanable Square Feet: 27,800/6,500

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Capitol Police

#### A. LOCATION

150 Martin Luther Blvd  
Dover, De 19901

#### B. BUILDING SPECS

Total Cleanable Square Feet: N/A

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### DEMA

#### **A. LOCATION**

165 Brick Store Landing Road  
Smyrna, De 19977

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 49,700

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

Requires cleaning Sunday through Friday, plus Holidays and State of Emergency days.

## **SITE SPECIFICATIONS**

### **Dover Inspection Lane**

#### **A. LOCATION**

303 Transportation Circle  
Dover, De 19903

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl Tile: 3,172  
-Carpet: 1,144  
-Restroom Sq. Feet (Ceramic): 286  
Total Cleanable Square Feet: 4,602

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### Fire Marshall Office

#### A. LOCATION

1761 Chestnut Grove Road  
Dover, DE

#### B. BUILDING SPECS

Total Cleanable Square Feet:

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a) Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b) Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c) Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### James Williams Service Center

#### **A. LOCATION**

805 River Rd.  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl Tile: 12,773  
-Carpet: 22,000  
-Restroom Sq. Feet (Ceramic): 1,329  
Total Cleanable Square Feet: 36,102

#### **C. EQUIPMENT AND SUPPLIES PROVIDED:**

- a) All labor, cleaning materials, and equipment, will be supplied by vendor

#### **D. FREQUENCY**

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
- b. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash removal: Daily
- d. Cleaning and disinfecting: Daily
- e. Polishing: Daily
- f. Dusting:
  1. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  2. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  3. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all
  4. bathroom floor drains; clean and sanitize all interior of holding cells.

#### **E. SPECIAL REQUIREMENTS**

Cleaning to be done between 5:00pm and 10:00pm – not before 7:00pm on Wednesday.  
*Except Day Porter hours.*

## **SITE SPECIFICATIONS**

### **James Williams Service Center- Dental Dept. Floor Maintenance**

**A. LOCATION:**

805 River Road Dover, DE19901

**B. BUILDING SPECS:**

**C. DAYS OF SERVICE**

a. Cleaning services shall be provided weekly.

**D. EQUIPMENT AND SUPPLIES PROVIDED:**

a. All labor, cleaning materials, and equipment, will be supplied by vendor.

**E. SCOPE OF WORK:**

d. Weekly machine scrubbing, and quarterly machine scrub and acrylic re-glossing to epoxy flooring in dental area.

## SITE SPECIFICATIONS

### JP Court #8

#### A. LOCATION

100 Monrovia Avenue Smyrna, De 19977

#### B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl: 611.25

-Carpet: 991

Total Cleanable Square Feet: 1,602.25

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required two (2) days per week; Tuesday, Thursday.

## SITE SPECIFICATIONS

### JP Court 7/16

#### **A. LOCATION**

480 Bank Lane Dover, De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 13,362

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

*Requires cleaning six (6) days a week, excluding Sunday. Holidays and State of Emergencies are required. Cleaning between 5:00am and 7:00am.*

## SITE SPECIFICATIONS

### Kent County Family Court

#### **A. LOCATION**

400 Court Street Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Carpet: 23,271

-Restroom Sq. Feet:

-Ceramic Tile: 1,341

-Concrete (Plain, Unpainted): 410

-Concrete (Painted): 511

Slate Floors & Stairs: 3,489

Total Cleanable Square Feet: 29,022

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Kent County Fire School

#### **A. LOCATION**

1461 Chestnut Grove Rd  
Dover De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet:

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Maintenance Facility

#### **A. LOCATION**

192 Transit Lane  
Dover, De 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 3,046  
-Restroom Sq. Feet (Vinyl): 172.2  
Total Cleanable Square Feet: 3,218.20

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday

## SITE SPECIFICATIONS

### Massey Station

#### **A. LOCATION**

516 W. Loockerman Street  
Dover, De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 8,048

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Murphy House

#### A. LOCATION

417 South State Street  
Dover, De 19901.

#### B. BUILDING SPECS

Usable Sq. Feet:  
-Carpet: 1,559.50  
-Ceramic: 141.25  
-Hardwood Floor: 795  
Total Cleanable Square Feet: 2,495.75

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

## SITE SPECIFICATIONS

### Pre-School Youth & Diagnostic Center

#### **A. LOCATION**

449 N. DuPont Hwy  
Dover, DE

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 2,144  
-Ceramic: 181  
Total Cleanable Square Feet: 2,325

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### Public Safety Building

#### A. LOCATION

303 Public Safety Blvd.  
Dover, DE

#### B. BUILDING SPECS

Usable Sq. Feet:  
-Vinyl: 1,704  
-Carpet: 24,969  
-Ceramic: 4,638  
-Rubber Tile: 600  
Total Cleanable Square Feet: 38,254

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### D. SPECIAL REQUIREMENTS

Cleaning to be done between 5:00pm and 10:00pm – not before 7:00pm on Wednesday.

## SITE SPECIFICATIONS

### Rose Cottage

#### A. LOCATION

102 South State Street  
Dover, De 19901

#### B. BUILDING SPECS

Total Cleanable Square Feet: 3,380

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### State Communications

#### **A. LOCATION**

3050 Upper King Rd  
Dover, De 19904

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Vinyl: 1,105

-Carpet: 850.5

**Total Cleanable Square Feet: 1,955.50**

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Police Community Relation Building**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 1,344

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### State Police Bureau of Identification

#### A. LOCATION

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### B. BUILDING SPECS

Total Cleanable Square Feet:

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Police Crime Lab**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 2,960

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### State Police Garage

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 382  
-Carpet: 863  
-Restroom Sq. Feet (Vinyl): 140  
-Restroom Sq. Feet (Carpet): 18  
Total Cleanable Square Feet: 1,403

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### State Police Headquarters

#### A. LOCATION

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### B. BUILDING SPECS

Usable Sq. Feet:  
-Vinyl: 6,633  
-Quarry: 103  
Total Cleanable Square Feet: 6,736

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required three days per week; Monday, Wednesday, Friday.

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## **SITE SPECIFICATIONS**

### **State Police Troop #3**

#### **A. LOCATION**

3036 Upper King Rd.  
Dover, DE 19904

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Concrete: 714  
-Terrazzo: 846  
-Carpet: 9,938  
-Ceramic: 542  
-Vinyl: 654  
Total Cleanable Square Feet: 8,694

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

Requires cleaning six (6) days a week; excluding Saturdays. Holidays and State of Emergencies are required.

## SITE SPECIFICATIONS

### State Police Troop #3 Maintenance Garage

#### A. LOCATION

3036 Upper King Rd  
Dover, DE 19904

#### B. BUILDING SPECS

Total Cleanable Square Feet:

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required one day per week; Wednesday.

## APPENDIX C

### SITE SPECIFICATIONS

#### Supreme Court Building

##### **A. LOCATION**

55 The Green  
Dover, DE 19901

##### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 1,216  
-Carpet: 4,500  
-Ceramic: 284  
-Hardwood Floor: 540  
-Tarrazo: 1,332  
Total Cleanable Square Feet: 7,872

##### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Sykes Building

#### **A. LOCATION**

45 The Green  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Carpet: 3,806.75  
-Ceramic: 156  
-Vinyl: 583  
Total Cleanable Square Feet: 4,545.75

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### W.A.R. Building

#### **A. LOCATION**

60 The Plaza  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 365.5  
-Carpet: 1,378.75  
Total Cleanable Square Feet: 1,744.25

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### William Penn Building - OIS

#### **A. LOCATION**

801 Silver Lake Blvd  
Dover DE 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 45, 178

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Ashley Manor

#### A. LOCATION

15 Ashley Place  
Wilmington, DE

#### B. BUILDING SPECS

a. Sq. Feet: 6,565

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## **SITE SPECIFICATIONS**

### **Churchmans – 84A & 84B**

#### **A. LOCATION**

84A Christiana Rd  
New Castle, DE

#### **B. BUILDING SPECS**

84A Sq. Feet: 41,465  
84B Sq. Feet: 10,971

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## SITE SPECIFICATIONS

### DeLa Warr State Service Center

#### A. LOCATION

500 Rogers Rd.  
New Castle, DE

#### B. BUILDING SPECS

Sq. Ft: 9,210

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### D. ADDITIONAL REQUIREMENTS

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

## SITE SPECIFICATIONS

### DSAMH-TASC

#### A. LOCATION

801 S. Harrison St.  
Wilmington, DE

#### B. BUILDING SPECS

Sq. Feet: 8,499

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## SITE SPECIFICATIONS

### Ellendale Crisis Management

#### **A. LOCATION**

700 Main St.  
Ellendale, DE

#### **B. BUILDING SPECS**

Sq. Feet: 9,210

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

## SITE SPECIFICATIONS

### Hudson State Service Center

#### **A. LOCATION**

501 Ogletown Rd.  
Newark, DE

#### **B. BUILDING SPECS**

Sq. Feet: 42,840

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## SITE SPECIFICATIONS

### Northeast

#### **A. LOCATION**

1624 Jessup St.  
Wilmington, DE

#### **B. BUILDING SPECS**

Sq. Feet: 24, 300

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## SITE SPECIFICATIONS

### Porter

#### **A. LOCATION**

509 West 8th St.  
Wilmington, DE

#### **B. BUILDING SPECS**

Sq. Feet: 21,000

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## SITE SPECIFICATIONS

### Stockley Campus - State Medical Examiners Complex

#### A. LOCATION

26351 Patriots Way  
Georgetown, DE 19947

#### B. BUILDING SPECS - N/A

#### C. DAYS OF SERVICE

- a. Cleaning services will be provided two times per week, Tuesday and Friday.

#### D. EQUIPMENT AND SUPPLIES PROVIDED:

- a. Cartridges for waterless urinals are provided by State. All paper towels, toilet paper, soap, and trash liners provided by vendor. Cleaning materials, tools and equipment will be provided by vendor.

#### E. SCOPE OF WORK:

##### a. Daily

1. Sweeping, dust mopping and wet mopping (uncarpeted areas).
2. Empty and replace liners as needed on interior and exterior trash receptacles).
3. Vacuuming (carpeted areas)
4. Cleaning and disinfecting.
5. Polishing.
6. Clean all restroom, and exam rooms:
  - Clean all fixtures with germicidal cleaner.
  - Clean all partitions including hi-low areas.
  - Refill all paper and soap products.
  - Spot clean mirrors and partitions.
  - Remove dirt/debris from hard surface, and damp mop.
  - Low dusting under six feet.

##### b. Quarterly

1. Machine scrub all restroom floors
2. High dusting over 6ft.

## SITE SPECIFICATIONS

### Stockley Campus – Wellness Center

#### A. LOCATION

23421 Lloyd Lane  
Georgetown, DE

#### B. BUILDING SPECS

Sq. Feet: 9,210

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### D. ADDITIONAL REQUIREMENTS

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

4. Cleaning is required three days per week; Monday, Wednesday, Friday and is to take place between the hours of 4:00pm and 11:00pm.

**APPENDIX C**

**SITE SPECIFICATIONS**

**Thurman Adams, Bridgeville, Laurel, Pyle, Shipley, Walnut Street, Milford Annex, Milford Riverwalk**

**A. LOCATION, BUILDING SPECS & CLEANING HOURS**

Thurman Adams	546 S. Bedford St. Georgetown, DE	Usable Sq. Feet: -Carpet: 50,504 -Tile: 9,001 Vinyl: 1,600 Total Sq. Feet: 61,105	4:30 – 11:00PM Monday - Friday
Bridgeville	400 Mills St Bridgeville, DE 19933	Usable Sq. Feet: -Carpet: 2,788 -Tile: 212 Total Sq. Feet: 3,000	5:00 – 11:00PM Monday - Friday
Laurel	31039 North Poplar Street Laurel	Usable Sq. Feet: -Carpet: 8,000 -Tile: 1,560 Total Sq. Feet: 9,560	7:30 – 11:00PM Monday – Friday
Pyle	Omar Roxana Rd. Frankford, DE	Usable Sq. Feet: -Carpet: 12,407 -Tile: 2,636 Total Sq. Feet: 15,043	4:30 – 11:00PM Monday – Friday
Shipley	350 Virginia Ave. Seaford, DE	Usable Sq. Feet: -Carpet: 9,321 Tile: 4,865 Total Sq. Feet: 14,186	4:30 – 11:00PM Monday – Friday
Walnut Street	18 N. Walnut St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday
Milford Annex	13 SW Front St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday
Milford Riverwalk	253 NE Front St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday

## **B. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## **C. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## SITE SPECIFICATIONS

### DSCYF Administration Buildings (Main #2 and Murphy Cottage #1)

#### A. LOCATION

1825 Faulkland Road Building #2  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 26,390SQFT

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum entrance mats and Cabinet Secretary's office.
3. Dust mop or sweep hard surface floors and entrance stairs. Spot clean, if necessary.
4. Clean/sanitize water fountains.
5. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
6. Clean restrooms.

#### D. WEEKLY

1. Vacuum all carpets in common areas, conference and break rooms.
2. Clean entry area glass.
3. Clean break room countertops, sinks and faucets.
4. Wet mop hard surface floors.

#### D. MONTHLY RESPONSIBILITIES

1. Sweep all stairwells.
2. Clean and disinfect shower areas.

#### E. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 5:00 PM daily. Vendor staff may need to reset the building alarm system upon departure.

## SITE SPECIFICATIONS

### Multi-Purpose Building

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 10, 926 SQFT

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum carpeted areas, dust mop or sweep hard surface floors and spot clean, if necessary.
3. Damp wipe student and instructor desks, chairs, tables.
4. Clean/sanitize water fountains.
5. Clean restrooms.

#### C. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday while school is in session. Services will be suspended on days when the school is on break or otherwise not in session as determined by the Education Unit of the Department. Monthly schedules to identify breaks will be provided to the vendor. Cleaning services shall begin no earlier than 5:00 PM daily. Vendor staff may need to reset the building alarm system upon departure.

#### D. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

**SITE SPECIFICATIONS**  
**DSCYF Training Academy**

**A. LOCATION**

1825 Faulkland Road Building #2  
Wilmington, DE 19805

**B. BUILDING SPECS**

1. 1144 SQFT

**C. DAILY**

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum carpeted areas, dust mop or sweep hard surface floors and spot clean, if necessary.
3. Damp wipe student and instructor desks, chairs, tables.
4. Clean/sanitize water fountains.
5. Clean restrooms.

**C. ADDITIONAL REQUIREMENTS**

The DSCYF Training Academy is part of the Ferris School building, a secure facility. Cleaning services will be provided only on days when training sessions are scheduled and held, and shall begin no earlier than 5:00 PM. The training administrator or designee shall provide the vendor with monthly training schedules in advance showing dates that cleaning will be necessary.

**D. RATE REQUIREMENT**

The Department seeks a per diem cost for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## SITE SPECIFICATIONS

### Ferris School

#### A. LOCATION

959 Centre Rd.  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 22.879 sqft

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum entrance mats, carpets in Administrative area, carpeted floors in education area, library and some classrooms.
3. Dust mop or sweep hard surface floors in front lobby, break room and education area.
4. Wet mop medical area floors using disinfectant.
5. Clean/sanitize water fountains.
6. Clean break room countertops, cabinets, sinks and faucets.
7. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
8. Clean restrooms.

#### C. WEEKLY

1. Vacuum carpets in Carp Center and conference rooms.
2. Wet mop hard floors in front lobby, central corridor, administrative and education areas and break room.
3. Clean entry area glass.
4. Clean Dental and Medical areas for infection control.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 5:00 PM. *NOTE: Individual sleeping quarters, the Gymnasium and Kitchen are excluded. Cleaning services are NOT required for the Education areas when school is on break.*

#### E. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## SITE SPECIFICATIONS

### New Castle County Detention Center

#### A. LOCATION

963 Centre Rd.  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. APPROXIMATELY OVER 11,964 SQFT

#### C. DAILY

1. Restrooms 108, 113, 114, 116A, 117, 602, Break room #512 and 2 adjacent bathrooms.
  - Empty trash, change can liners and restock restrooms and break room.
  - Clean and sanitize toilets, urinals, partitions, sinks, mirrors, counters and fixtures.
  - Sweep and wet mop floors using disinfectant.
2. Classrooms 102, 103, 104, 109, 110, 111 and Offices 107, 112, 115, 116
  - Empty trash and recyclables and change can liners as needed.
  - Vacuum carpeted floors in Education area.
  - Sweep or dust mop hard floors in Education area and spot clean as needed.
3. Administration and Medical Areas
  - Empty trash and recyclables and change can liners as needed.
  - Vacuum and sweep floors and spot clean as needed.
4. Clean/sanitize water fountains.

#### C. WEEKLY

1. Vacuum carpets in common areas.
2. Clean entry door glass.
3. Wet mop hard floors in common areas.
4. Clean Medical Area for infection control.

#### D. ADDITIONAL REQUIREMENTS

Services will be scheduled daily Monday through Friday to begin no earlier than 5:00PM.  
*NOTE: Residence areas, the Gymnasium and the Kitchen are excluded.* Cleaning services are not required for the Education areas when school is on break.

#### E. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## SITE SPECIFICATIONS

### Grace Cottage

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE

#### B. BUILDING SPECS

1. 7,664 SQFT

#### C. DAILY

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges.
3. Clean restrooms.

#### C. QUARTERLY

1. Strip and wax all hard surface floors.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Snowden Cottage

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE

#### B. BUILDING SPECS

1. 5,668 SQFT

#### C. DAILY

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges.
3. Clean restrooms.

#### C. QUARTERLY

1. Strip and wax all hard surface floors.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Mowlds Cottage

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE

#### B. BUILDING SPECS

1. 6,358 SQFT

#### C. DAILY

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges, cabinets, shelves.
3. Vacuum carpeted areas and HVAC intake vents.
4. Clean restrooms.

#### C. QUARTERLY

1. Strip and wax all hard surface floors.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Terry Children's Center

#### A. LOCATION

10 Central Ave  
New Castle, DE

#### B. BUILDING SPECS – N/A

#### C. DAILY

1. Empty all trash cans and recyclables daily and change liners as needed.
2. Vacuum entrance and lobby area, education hallway and classrooms.
3. Clean and sanitize water fountains.
4. Wipe down/disinfect desktops and door handles in education area.
5. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
6. Clean restrooms.

#### C. TWICE WEEKLY

1. Clean glass at entrance foyer and lobby.
2. Vacuum POD 3 hallway and 2 therapy rooms.
3. Wet mop entrance foyer and floor area at bus/student unloading area.
4. Dust window sills in lobby, and window sills and air vents in large and small conference rooms located on the Administrative (white) hallway.

#### D. ONCE WEEKLY

1. Vacuum Blue hallway and offices.
2. Vacuum White (Administrative) hallway and offices.

#### E. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 3:30 PM. *NOTE: Residential bedrooms and bathrooms and the Kitchen are excluded.*

**APPENDIX C**  
**SITE SPECIFICATIONS**

**Stevenson House Detention Center**

**A. LOCATION**

700 N. DuPont Hwy  
Milford, DE

**B. BUILDING SPECS**

1. 22,722sqft

**C. DAILY**

1. Empty all trash cans and recyclables daily and change liners as needed.
2. Clean glass at building entrance and lobby.
3. Vacuum entrance mats and dust mop hard surface floors.
4. Clean counters, tables, microwaves and sinks in break room and administration areas.
5. Damp wipe desks and chairs in classrooms only and all water fountains.
6. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
7. Clean restrooms.

**C. TWICE WEEKLY**

1. Vacuum carpet in administration and education common areas, medical and dental areas, conference rooms and library.

**D. WEEKLY**

1. Dust cabinets, desks, chairs, office machines (excluding computers and screens), bookcases, shelves, tables, ledges, vending machines.
2. Fridays – clean dental area and intake area showers for infection control.
3. Dust mop control room.
4. Spot clean glass along main corridor and control room area.
5. Clean medical area for infection control.

**E. ADDITIONAL REQUIREMENTS**

Cleaning services will be scheduled daily Monday through Friday between 3:00 PM and 10:00 PM, with Administration and Education areas to be completed by 4:30 PM. Residence areas, the Gymnasium and the Kitchen are excluded. Cleaning services are not required for the Education area when school is on break.

**F. RATE REQUIREMENT**

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

**APPENDIX C**  
**SITE SPECIFICATIONS**

**Eden Hill Farm**

**A. LOCATION**

836 West North St.  
Dover, DE 19901

**B. BUILDING SPECS – N/A**

Usable Sq. Feet:  
-Vinyl Tile:  
-Carpet:  
-Restroom Sq. Feet:  
Total Cleanable Square Feet:

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Three days a week (Monday, Wednesday, Friday)
2. Vacuuming (carpeted areas): Three days a week (Monday, Wednesday, Friday)
3. Trash removal: Three days a week (Monday, Wednesday, Friday)
4. Cleaning and disinfecting: Three days a week (Monday, Wednesday, Friday)
5. Polishing: Three days a week (Monday, Wednesday, Friday)
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: one time per week
  - b. High Cleaning – Over 6ft: quarterly

**APPENDIX C**  
**SITE SPECIFICATIONS**

**DOJ - Dover**

**A. LOCATION**

102 W. Water St.  
Dover, DE 19904

**B. BUILDING SPECS**

Total Cleanable Square Feet: N/A

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

**APPENDIX C**  
**SITE SPECIFICATIONS**

**DOJ - Georgetown**

**A. LOCATION**

114 East Market St.  
Georgetown, DE

**B. BUILDING SPECS**

Total Cleanable Square Feet: N/A

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc.; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

**APPENDIX C**  
**SITE SPECIFICATIONS**

**State Police – Starlifter Complex**

**A. LOCATION**

34 Starlifter Rd  
Dover, DE

**B. BUILDING SPECS**

Total Cleanable Square Feet:

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

**D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **DNREC Fisheries Office**

#### **A. LOCATION**

3002 Bayside Dr. Dover, DE 19901

#### **B. BUILDING SPECS – N/A**

#### **C. DAYS OF SERVICE**

- a. Cleaning will be provided once per week

#### **D. SCOPE OF WORK**

- a. Weekly
  1. Sweeping, dust mopping (uncarpeted areas)
  2. Empty and replace liners as needed on interior and exterior trash receptacles
  3. Vacuuming (carpeted areas)
  4. Cleaning of all interior glass
  5. Cleaning all restrooms:
    - Clean all fixtures with germicidal cleaner
    - Clean all partitions including hi-low area
    - Refill all paper products
    - Spot clean mirrors and partitions
    - Remove dirt/debris from hard surfaces, and damp mop
  6. Low dusting under six feet

## SITE SPECIFICATIONS

### ADMINISTRATIVE SERVICES / PROBATION & PAROLE

#### A. LOCATION

- a. 22883 DUPONT BLVD.  
GEORGETOWN, DE 19947

#### B. BUILDING SPECS

- a. Usable Sq. Feet:
- b. -Vinyl:
- c. -Carpet: -Restroom Sq. Feet (Vinyl):
- d. -Restroom Sq. Feet (Ceramic):
- e. **Total Cleanable Square Feet: 4160**

#### C. FREQUENCY

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): 3 TIMES PER WEEK
- b. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash removal: 3 TIMES PER WEEK
- d. Cleaning and disinfecting: 3 TIMES PER WEEK
- e. Polishing: 3 TIMES PER WEEK
- f. Dusting:
  - a. 3 TIMES PER WEEK: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.(under 6ft)
  - b. WEEKLY – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.
- g. MONTHLY: Buff all vinyl floors
- h. SEMI ANNUALLY: Strip, Seal and Wax vinyl tile floors

## SITE SPECIFICATIONS

### Aquatic Resource Education Center (AREC)

#### A. LOCATION

4876 Hay Point Landing Road  
Smyrna, DE 19977

#### B. BUILDING SPECS

- Total Cleanable Square Feet: 3,891.25

#### C. FREQUENCY (Weekly)

- Vacuum all carpeted areas (both floors) and spot clean carpet as needed.
- Sweep, dust mop and wet mop foyer, kitchen, bathrooms and any other uncarpeted floors.
- Thorough cleaning of all bathrooms:
  - a) Two on the first floor
  - b) Two on the second floor
- Cleaning of the bathrooms includes the floors, mirrors, walls, sanitizing inside and outside of toilets, urinals, shower (on the second floor), sinks, tile floors, all wall areas and bathroom fixtures.
- Thoroughly clean kitchen area, including sanitizing sinks and counter tops.
- Refill all paper towel and toilet paper holders.
- Dust all furniture, window sills, baseboards and woodwork.
- Empty all trash bins and replace all trash can liners.
- Dust all window blinds and woodwork.

## SITE SPECIFICATIONS

### Blackbird Creek Reserve

#### A. LOCATION

- a. 802 Blackbird Landing Road
- b. Townsend, DE 19734

#### B. BUILDING SPECS

- a. Usable Sq. Feet:
- b. -Vinyl:
- c. -Carpet: -Restroom Sq. Feet (Vinyl):
- d. -Restroom Sq. Feet (Ceramic):
- e. **Total Cleanable Square Feet: 1,768**

#### C. FREQUENCY

##### a. EVERY OTHER WEEK

1. Sweeping, dust mopping and wet mopping (uncarpeted areas including, lab, kitchen, meeting room, bathrooms)
2. Vacuuming (carpeted areas including foyer, halls, offices), spot clean carpet as necessary.
3. Trash and recycling removal: empty all trash, replace liners, clean and sanitize receptacles as needed.
4. Cleaning and disinfecting restrooms: clean and sanitize toilets, sinks, showers, fixtures, mirrors Clean and sanitize all restroom walls from floor to ceiling; wash baseboards;
5. Cleaning and disinfecting kitchen: clean and sanitize sink, countertops; Wipe down cabinets; clean stovetop, hood, inside and outside of microwave.
6. Dusting: All furniture and fixtures including window blinds – remove fingerprints and cob webs; window sills, ledges; stairwells, stairs, landings, railings, etc; wipe down all area furniture and table tops; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
7. Clean all interior and exterior door glass.

##### a. ANNUALLY

1. Strip, seal and wax the lab, kitchen and bathroom floors.

#### D. SPECIAL REQUIREMENTS

- a. All paper goods, soap, liners, cleaning materials, tools and equipment will be provided by vendor.
- b. Vendor staff will need to disarm/arm alarm system.

## SITE SPECIFICATIONS

### DNREC Site Investigation and Restoration Section

#### A. LOCATION

391 Lukens Drive  
New Castle, DE 19720

#### B. BUILDING SPECS

- a. 21,150 Usable Sq. Feet:
- b. Vinyl: 400 (in addition to restrooms)
- c. Carpet: 17,000
- d. Restroom Sq. Feet (Vinyl): 1,500
- e. Restroom Sq. Feet (Ceramic): 0
- f. **Total Cleanable Square Feet: 18,900**

#### C. FREQUENCY

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
- b. Vacuuming (carpeted areas): Vestibules, lobbies, conference rooms, and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash & recycle removal: Daily
- d. Cleaning and disinfecting restrooms: Daily
- e. Polishing: Daily
- f. Dusting:
  - 1. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - 2. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - 3. Weekly: dust venetian blinds; clean and sanitize all interior of holding cells.
- g. Showers (Five total): Weekly
- h. Kitchen: Weekly
- i. Wax Vinyl Floors: Bi-Annual

#### D. SPECIAL REQUIREMENTS

- a. No vacuuming prior to 4:30 pm

## SITE SPECIFICATIONS

### Government Support Services

a. **LOCATION:**

- a. 100 Enterprise Place, Suite 4
- b. Dover, DE 19901

b. **BUILDINGSPECS**

- a. Square Footage:  
Carpet: 9,516  
VCT: 680  
Concrete: 5,436  
**Total Cleanable Square Feet: 15,632**

c. **DAYS OF SERVICE**

- A. Scope of work is for cleaning 5 times per week, excluding state holidays

B. **EQUIPMENT AND SUPPLIES PROVIDED:**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

C. **SCOPE OF WORK:**

a. **Daily**

1. Empty all recycle cans from each desk, leaving regular trash cans for building staff, replace liners as needed. Empty large trash and recycle containers.
2. Clean all glass doors and lobby glass (inside & outside)
3. Vacuum lobby and entrance area
4. Clean all rest rooms:
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
5. Removal of all finger marks from walls, stalls, doors and light switches
6. Damp wipe all ledges and sills
7. Polish all stainless steel and chrome fixtures
8. Clean all mirrors
9. Damp mop all floors
10. Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
11. Clean and sanitize break room
12. Clean and disinfect counter tops and sink

13. Damp wipe, spot clean, and sanitize all tables and chairs
14. Sweep and damp mop floor
15. Sweep back concrete floor in production areas with deck brushii.

**b. Once Weekly**

1. Low dusting – under 6ft

**c. 3x WEEKLY on M, W, F**

1. Vacuum clean all carpeted floors including, but not limited to offices, hallways, conference rooms and open areas

**d. 2x WEEKLY on T, TH**

1. Dust all office areas, including but not limited to offices, conference rooms, and common areas

**e. MONTHLY (production area excluded in monthly duties)**

1. Wash all restroom walls and partitions
2. Edge around walls, corners, baseboards, and under desks and other furniture
3. Clean all lights and vents (high dusting)
4. Clean outside office windows

## SITE SPECIFICATIONS

### Mallard Lodge

#### A. LOCATION

5128 Hay Point Landing Road  
Smyrna, DE 19977

#### B. BUILDING SPECS

- Total Cleanable Square Feet: 4, 289.05

#### C. FREQUENCY (Weekly)

- Vacuum all area rugs and carpets and spot clean carpet as needed.
- Sweep, dust, mop and wet mop all uncarpeted areas on all three floors (paying close attention to the grooves in the hardwood floors.
- Thorough cleaning of all bathrooms:
  - a) Four on the first floor (only one with shower)
  - b) Two on the second floor
  - c) Two on the third floor
- Cleaning of the bathrooms includes the floors, mirrors, switch plates, walls, sanitizing inside and outside of toilets, urinals, showers, sinks, tile floors, all wall areas and bathroom fixtures
- Clean kitchen sinks, countertops, floors, switch plates, doors and walls.
- Refill all paper towel and toilet paper holders.
- Dust all furniture, window sills, baseboards and woodwork.
- Wipe down doors, counter tops and walls.
- Empty recycling and trash bins and replace all trash can liners.
- Clean sliding glass doors inside and out and dust all window blinds.

#### D. SPECIAL REQUIREMENTS

- Inform the AREC staff of any problems regarding the condition of how the Lodge was left by the previous user group.

## SITE SPECIFICATIONS

### Milford Mosquito Control Headquarters

### Division of Fish & Wildlife

#### A. LOCATION

1161 Airport Rd  
Milford, DE 19963

#### B. BUILDING SPECS

Usable Sq. Feet:

- Tile – Main Office: 511 Sq. Feet
- Carpet: - Main Office: 297 Sq. Feet
- Restroom Sq. Feet (Tile) - Shop: 120
- Breakroom Sq. Feet (Concrete): 49
- Total Cleanable Square Feet: 977**

#### C. FREQUENCY

##### a. **Weekly**

1. Empty all trash cans and change liners as needed.
2. Clean glass at building entrance and lobby.
3. Dust cabinets, desks, office machines, bookcases in main office building.
4. Vacuum entrance mat and carpeted offices in main office building.
5. Wet mop hard surface floors including main office, restrooms, & break room.
6. Clean counters and sink in break room.
7. Clean and disinfect restrooms.

##### b. **Yearly**

1. Strip and wax floor in main office.

## **SITE SPECIFICATIONS**

### **New Castle Court House Museum**

### **Division of Historical and Cultural Affairs**

#### **A. LOCATION**

211 Delaware Street  
New Castle, DE 19720

#### **B. BUILDING SPECS**

**Total Cleanable Square Feet: N/A**

#### **C. FREQUENCY**

1. Cleaning services will be provided per week on Thursday or Friday starting between 8-9 a.m.
2. Empty and replace liners in all receptacles
3. Remove dust/dirt and wet mop all hard finished surfaces not including unfinished hardwood flooring.
4. Vacuum all carpeted areas.
5. Sanitize all desk, countertops, and light switches.
6. Dust all surfaces under 6' including windows blinds and ledges.
7. Dust and sweep all unfinished hardwood flooring.
8. Sanitize restrooms to include restocking of all paper products and hand soaps, clean all fixtures, partitions, toilets/urinals, removing dirt/dust and wet mopping floor surfaces, and clean all glass mirrors.

#### **D. SPECIAL REQUIREMENTS**

All paper goods, soaps, liners will be provided by the New Castle Court House Museum and all cleaning materials, tools, and equipment will be provided by Vendor.

## SITE SPECIFICATIONS

### Lewes Field Office/DNREC Division of Watershed Stewardship

#### A. LOCATION

901 Pilottown Road  
Lewes, DE 19958

#### B. BUILDING SPECS

-Vinyl: 1,286  
-Carpet: 2,483  
-Restroom Sq. Feet (Ceramic): 821  
**Total Cleanable Square Feet: 4,590**

#### C. FREQUENCY

##### a. WEEKLY

2. Vacuum all carpeted areas
3. Sweep and mop all tile areas
4. Clean and sanitized restrooms (4)
5. Wipe down appliances, tabletops and countertops
6. Dust furniture & fixtures
7. Take trash out to dumpster
8. Make sure recycling goes into proper receptacles
9. Clean offices, wipe down desks and phones

##### b. MONTHLY

1. Burnish floors
2. Clean corners of walls/ceilings to remove cob webs, etc.
3. Pour clean water in all bathroom floor drains

##### c. QUARTERLY

1. Clean light fixtures
2. Wipe down walls in restrooms and break room from floor to ceiling
3. Clean windows
4. Dust and clean all ceiling vents

##### d. ANNUALLY

1. Steam clean carpets
2. Wax VCT floors

#### D. SPECIAL REQUIREMENTS

Secure facility that requires key card access

## SITE SPECIFICATIONS

### New Troop 3

#### A. LOCATION

New Troop 3  
South State Street  
Dover, DE 19901

#### B. BUILDING SPECS

##### Usable Sq. Ft:

- a. Carpet: 8,021
- b. VCT Tile: 948
- c. Resin: 13,968
- d. Concrete: 2,800
- e. RAF: 707

**Total Cleanable Square Feet: 26,444**

#### C. DAYS OF SERVICE

- a. Cleaning service will be provided 6 days per week, Sunday thru Friday, Day Porter Services plus evening custodial staff (No Day Porter Services on Sundays or Holidays)

#### D. EQUIPMENT AND SUPPLIES

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by Vendor

#### E. SCOPE OF WORK

##### a. **DAILY (6x per week, Sunday-Friday)**

- 1. Trash Removal
- 2. Cleaning interior entry door glass to remove fingerprints, etc.
- 3. Sweeping and dust mopping of all hard surface floors.
- 4. Wet mopping of hard surface floors in entranceways, lobby, break room(s), and all restrooms
- 5. Vacuuming of high traffic areas
- 6. Cleaning, re-stocking, and disinfecting of all restrooms
- 7. Cleaning and Disinfecting of all countertops and tables in break/kitchen area

##### b. **3x PER WEEK – Mon, Wed, Fri (or as necessary i.e. spills, construction, etc.)**

- 1. Vacuuming of all carpeted areas in accessible office areas, cubicles, and

conference rooms

2. Wet mopping in conference rooms and offices with hard surface flooring

**c. 2x PER WEEK – Tues, Thu**

1. Dusting/Polishing of hallways and entrances, including but not limited to: window sills, ledges, tables and chairs.
2. Dusting/Polishing of office areas and conference/training rooms, including by not limited to: window sills, ledges, tables, chairs, and accessible desk areas

**d. WEEKLY**

1. Clean and Disinfect Cells

**e. MONTHLY**

- A. Clean and sanitize all restroom walls, from floor to ceiling
- B. Clean and sanitize restroom partitions
- C. Wash Baseboards
- D. Edge baseboards, corners, and under desks with vacuum

**f. SEMI-ANNUALLY**

1. Machine Scrub and Finish Resin Flooring
- 2.

**g. ANNUALLY**

1. Carpets Extracted

**D. DAY PORTER SERVICES (5 days per week, Mon-Fri, excluding Holidays)**

- a. Daily cleaning tasks to be split between daytime and evening, to best serve needs of client.
- b. Day Porter duties to include, but not limited to:
  1. Entry and lobby area (no wet mopping will be done during this time for the safety of staff & visitors)
  2. Remove fingerprints from entry glass, touching up floors with dust mop/broom as needed
  3. Check Restrooms at the beginning and of each shift to insure paper products adequately stocked, as well as routine monitoring/maintenance of public restrooms throughout shift.
  4. Trash removal from all public areas and staff break areas
  5. Clean/disinfect of holding cells
  6. Overall monitoring/maintenance of high traffic/public areas
  7. Remove trash and clean/stock restroom in Maintenance Garage

## SITE SPECIFICATIONS

### Office of the Child Advocate

#### A. LOCATION

6 West Market Street, Suite 1  
Georgetown, DE 19947

#### B. BUILDING SPECS – N/A

#### C. DAYS OF SERVICE

a. Cleaning services shall be provided one time per week. (Friday after 5:00 pm)

#### D. EQUIPMENT AND SUPPLIES PROVIDED:

a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by Contracted Cleaning Services.

#### E. SCOPE OF WORK:

- a. Sweep, dust mop and wet mop all uncarpeted areas
- b. Vestibules, lobbies and entries (interior and exterior)
- c. Corridors
- d. Stairwells, stairs and landings (interior)
- e. Offices (administrative and clerical) and classrooms
- f. Clean and disinfect
- g. -Clean and sanitize urinals inside and out
- h. Clean and sanitize commodes inside and out
- i. Clean mirrors
- j. Clean and sanitize wash basins (washrooms and clinic areas, etc.) inside and out
- k. Clean and sanitize miscellaneous restroom and toilet fixtures (towel dispensers, soap dispensers)
- l. dispensers)
- m. Clean and sanitize restroom and toilet floors
- n. Clean and sanitize restroom wash basin wall area and toilet wall area
- o. Spot clean walls, doors and trim
- p. Clean exterior and interior glass doors and frames and other interior glass, plastic and
- q. frames
- r. Clean and sanitize water fountains
- s. Clean and sanitize kitchenette areas (tables, chairs, countertops, external areas of
- t. appliances)
- u. Vacuuming (carpeted areas)
  1. Vestibules, lobbies and entries
  2. Corridors
  3. Stairwells, stairs and landings
  4. Elevators and elevator vestibules

5. Offices (administrative and clerical) and classrooms – edges, corners and under furniture
  6. Coatrooms and conference rooms
  7. Computer rooms
- v. Trash Removal
1. Empty all trash containers, replace liners and clean and sanitize as needed
  2. Dispose of trash in sealed and/or tied plastic bags in outside dumpsters or compactors
- w. Dusting
1. All furniture and fixtures (i.e., file cabinets, desks, tables) remove fingerprints
  2. (Please do not dust or clean personal desktops.)
  3. Window sills, ledges, etc
  4. Stairwells, stairs, landings and railings
  5. Door casings

**SITE SPECIFICATIONS**  
**Office of the Public Defender**

- A. LOCATION  
14 The Circle # 2  
Georgetown, DE 19947
- B. BUILDING SPECS – N/A
- C. DAYS OF SERVICE  
a. Cleaning service will be provided M-F with the exception of State of Delaware observed holidays.
- D. EQUIPMENT AND SUPPLIES PROVIDED:  
a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
- E. SCOPE OF WORK:  
a. Daily
1. Sweeping, dust mopping and wet mopping (uncarpeted areas).
    - o Vestibules, lobbies and entries (interior and exterior)
    - o Corridors
    - o Stairwells, stairs and landings (interior)
    - o Elevators and elevator vestibules
    - o Offices (administrative and clerical) and classrooms
    - o Coatrooms, lunch rooms and conference rooms
    - o Labs and preparation rooms
    - o Computer rooms
    - o Vending machine rooms
    - o Exterior stairs and loading platforms, and patio areas.
  2. Wet Mopping
    - o All tile, wooden or hard surface floors
  3. Wet Mopping Standards
    - o After dust mopping, all floors shall be cleaned by wet mopping using quaternary ammonium germicide and shall be free from streaks, stains and film from dirt or soap. There shall be no splashes on walls, baseboards, furniture and furnishings. Wet mopping is also required on all stairwells, stairs, stair landings and elevator hard floors. Mops and water must be clean.
  4. Polishing
    - o Clean and polish all brass and stainless steel, ie: railings, elevators, door knobs, plumbing fixtures kick plates, etc.
  5. Vacuuming (carpeted areas) – Monday, Wednesday, Friday, or as necessary
    - o Vestibules, lobbies and entrances (interior and exterior); Daily
    - o Corridors

## SITE SPECIFICATIONS

### St Jones Reserve

#### A. LOCATION

818 Kitts Hummock Road  
Dover, DE 19901

#### B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl:

-Carpet: -Restroom Sq. Feet (Vinyl):

-Restroom Sq. Feet (Ceramic):

**Total Cleanable Square Feet: 7,711**

#### C. FREQUENCY

##### d. WEEKLY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas including, labs, kitchens, visitor's center, bathrooms)
2. Vacuuming (carpeted areas including foyer, halls, offices, meeting rooms, dorm rooms), spot clean carpet as necessary.
3. Trash and recycling removal: empty all trash and recycling, replace liners, clean and sanitize receptacles as needed.
4. Cleaning and disinfecting restrooms: clean and sanitize toilets, urinals, sinks, showers, fixtures, mirrors Clean and sanitize all restroom walls from floor to ceiling; wash baseboards;
5. Cleaning and disinfecting kitchens: clean and sanitize sinks, countertops; Wipe down cabinets; clean stovetop, hood, inside and outside of microwave.
6. Dusting: All furniture and fixtures including window blinds – remove fingerprints and cob webs; window sills, ledges; stairwells, stairs, landings, railings, etc; wipe down all area furniture and table tops; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
7. Clean all interior and exterior door glass.

##### b. QUARTERLY

1. Dusting all surfaces above 6' tall
2. Dusting all security sensors

##### c. ANNUALLY

1. Strip, seal and wax the labs, kitchens and bathroom floors.

#### D. SPECIAL REQUIREMENTS

1. All paper goods, soap, liners, cleaning materials, tools and equipment will be provided by vendor.
2. Vendor staff will need to disarm/arm alarm system.

## SITE SPECIFICATIONS

### Stone Tavern / Natural Resources Police, Division of Fish and Wildlife

#### A. LOCATION

254 Main Street  
Little Creek, De. 10061

#### B. BUILDING SPECS -

**Total Cleanable Square Feet: Unknown**

#### C. FREQUENCY – Bi-Weekly Cleaning Requested (All labor, supplies and equipment to be included in the price.)

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Bi-weekly
2. Vacuuming (carpeted areas): Bi-Weekly
3. Empty and replace liners as needed on interior trash receptacles: Bi-weekly
4. Cleaning of all interior glass: Bi-Weekly
5. Cleaning all restrooms: Bi-weekly
  - a. Clean all fixtures with germicidal cleaner Bi-weekly.
  - b. Refill all paper and soap products-Bi-weekly
  - c. C Remove dirt/debris from hard surfaces and damp mop.- Bi-weekly
6. Dusting- low dusting of all interior areas under six feet- Bi-weekly
7. Kitchen cleaning- clean sink and counter top area, replace paper towels- Bi-weekly

## SITE SPECIFICATIONS

### Delaware State Police Troop 7

#### A. LOCATION

Patrol Troop and Maintenance Garage  
18006 Coastal Highway, Lewes, DE 19958

#### B. BUILDING SPECS

Total Cleanable Square Feet: N/A

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping uncarpeted areas: Daily
2. Vacuuming (carpeted areas): Lobby and entries completed daily. All other vacuuming tasks completed Mondays, Wednesdays, Fridays or as necessary (ex. spills, construction, etc.)
3. Trash and recyclables removal: Daily
4. Cleaning and disinfecting, including all bathrooms and kitchenette: Daily
5. Polishing: Daily
6. Dusting:
  - a. Front desk area: Daily
  - b. Tuesday & Thursday: All furniture and fixtures to include door handles, light switches, telephones, window sills, ledges, vending machines, stairwells, stair landings, railings, etc. for fingerprints
  - c. Monthly (2<sup>nd</sup> week of each month) – Clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards and chair railings throughout the building; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - d. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize interior of prisoner detention areas
  - e. Quarterly – Cleaning and dusting of surfaces above 6 feet
7. Spray Buffing: Weekly
8. Quarterly – Machine scrub all restrooms other than vinyl flooring.
9. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January- March, SSW; April-June, scrub and recoat; July–September, SSW; October–December, scrub and recoat.
10. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*

#### D. SPECIAL REQUIREMENTS

1. Requires cleaning six days a week excluding Saturdays. Service during holidays and states of emergencies is required. Cleaning to be done between 4 and 8 a.m.

## **SITE SPECIFICATIONS**

### **DNREC State Park Office**

#### **A. LOCATION**

152 S. State St.  
Dover, DE 19901

#### **B. BUILDING SPECS –N/A**

#### **C. DAYS OF SERVICE**

- a. Cleaning service will be provided three days a week after 5pm.

#### **D. EQUIPMENT AND SUPPLIES PROVIDED**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided

#### **E. SCOPE OF WORK (3 times per week)**

- a. Clean all entrance door glass.
- b. Wipe down all entrance area furniture.
- c. Empty and replace liners in all receptacles
- d. Remove dirt/dust, and wet mop all hard surfaces.
- e. Vacuum all carpeted areas
- f. Sanitize all countertops.
- g. Dust all surfaces under 6' including window blinds, ledges, and desks
- h. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Office of the Chief Medical Examiner**

A. LOCATION

200 S. Adams St.  
Wilmington, DE 19801

B. BUILDING SPECS:

a. 18,553 sqft.

C. DAYS OF SERVICE

a. Cleaning service will be provided five times per week with one 6 hour shift

D. EQUIPMENT AND SUPPLIES PROVIDED

a. All paper goods, soap, liner, cleaning materials, tools, and equipment will be provided by vendor

E. SECURITY AND BACKGROUND CHECK

a. Prior to employee starting at the OCME a background and security check will be provided. The background and security check includes the following:

1. Fingerprints for criminal background check thru SBI on the state and federal level
2. DNA recording done by the office of medical examiner
3. Credit report check
4. Random drug testing to be performed

F. SCOPE OF WORK

a. Daily

1. Cleaning of all interior glass
2. Empty and replace liners as needed on interior and exterior trash receptacles
3. Cleaning and disinfecting
4. Polishing
5. Sweeping of all stairwells, and outside main entrance area up to 6ft from the building
6. Cleaning all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low area
  - Refill all paper products
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop
7. Low dusting under six feet 2x per week, and vacuuming 3x per week

b. Monthly

1. Clean all lights, vents, and clean all restroom walls.

- c. Quarterly
  - 1. Machine scrub all ceramic restroom floors.
- d. Semi-Annual
  - 1. Clean walls in basement area of main building.
- e. Yearly (PROJECT WORK on WEEKEND or EVENINGS)
  - 1. Strip, seal, and re-wax all VCT flooring.

**SITE SPECIFICATIONS**  
**TASC -Georgetown**

A. LOCATION

21309 Berlin Rd., Suite 7  
Georgetown, DE 19947

B. BUILDING SPECS – N/A

C. DAYS OF SERVICE

- a. Cleaning will be provided twice per week on Wednesday and Friday

D. SCOPE OF WORK

a. Weekly

1. Sweeping, dust mopping (uncarpeted areas)
2. Empty and replace liners as needed on interior and exterior trash receptacles
3. Vacuuming (carpeted areas)
4. Cleaning of all interior glass
5. Cleaning and disinfecting of all surfaces free of employee personal items
6. Polishing of all dispensers, and all common surfaces free of any personal items of employees
7. Cleaning all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low area
  - Refill all paper products
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop
8. Low dusting under six feet

**SITE SPECIFICATIONS**  
**Public Advocate Office**

**A. LOCATION**

29 South State Street  
Dover, DE 19901

**B. BUILDING SPECS – n/a**

**C. DAYS OF SERVICE**

Cleaning service will be provided once per week on Friday.

**D. EQUIPMENT AND SUPPLES PROVIDED**

- a. All paper goods, soap, and liners will be provided by DE Division of Public Advocate.  
All cleaning materials, toilet seat covers, tools, and equipment will be provided by vendor.

**E. SCOPE OF WORK**

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas).
- b. Empty and replace liners as needed on interior and exterior trash receptacles.
- c. Vacuuming (carpeted areas).
- d. Cleaning of all interior glass doors.
- e. Cleaning and disinfecting.
- f. Polishing.
- g. Clean all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low areas
  - Refill all paper and soap products.
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop.
  - Dusting of all surfaces under 6’.
  - Spot cleaning of furniture and carpet around 6 inches in diameter.

**SITE SPECIFICATIONS**  
**Stockley Campus ARMS Building**

- A. LOCATION
  - C-5 Campbell Circle Georgetown, DE 19947
- B. BUILDING SPECS – n/a
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided twice a week on Tuesday/Thursday with a start time between 1:30-2:30
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
- E. SCOPE OF WORK:
  - a. Clean all interior glass surfaces.
  - b. Remove dirt/dust, and wet mop all hard surfaces.
  - c. Vacuum all carpeted areas.
  - d. Sanitize all desk, countertops, and light switches.
  - e. Dust all surfaces under 6' with spot dusting of higher surfaces, including window blinds and ledges.
  - f. Removal of all trash and replace all liners.
  - g. Sanitize break room table, chairs, and countertop including sink (dishes removed).
  - h. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Watershed Stewardship**

- A. LOCATION
  - 21309 Berlin Road, Unit #6
  - Georgetown, DE 19947
  
- B. BUILDING SPECS – N/A
  
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided twice a week.
  
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
  
- E. SCOPE OF WORK:
  - a. Weekly
    - 1. Dust Bookcase, Common area furnishings and all chairs, Conference room furnishing, baseboards, chair railings, ledges, doors and doorways, storage room furnishings.
    - 2. Dust personal desk only if employee has cleaned off desk and left note to please clean.
    - 3. Vacuum after dusting is complete.
  
  - b. Monthly
    - 1. Dust off window treatments then vacuum up dust.
    - 2. Vacuum all chairs
    - 3. Vacuum air vents

\*There are no restrooms included in this area.

**SITE SPECIFICATIONS**  
**Ground Water Discharges Section, Small Systems**

A. LOCATION

20653 DuPont Boulevard, Unit 5  
Georgetown, DE 19947

B. BUILDING SPECS: N/A

C. DAYS OF SERVICE

a. Cleaning service will be provided once a week.

D. EQUIPMENT AND SUPPLIES PROVIDED:

a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

E. SCOPE OF WORK:

a. Weekly

1. Dust Bookcase, Common area furnishings and all chairs, Conference room furnishing, baseboards, chair railings, ledges, doors and doorways, storage room furnishings.
2. Dust personal desk only if employee has cleaned off desk and left note to please clean.
3. Vacuum after dusting is complete.

b. Monthly

1. Dust off window treatments then vacuum up dust.
2. Vacuum all chairs
3. Vacuum air vents

\*There are no restrooms included in this area.

**SITE SPECIFICATIONS**  
**Indian River Marina Cottages**

A. LOCATION

39415 Inlet Road  
Rehoboth Beach, DE 19971

B. BUILDING SPECS

C. DAYS OF SERVICE

- a. As specified by daily

D. EQUIPMENT AND SUPPLIES PROVIDED:

- a. All labor, cleaning materials, and equipment, will be supplied by vendor.

D. SCOPE OF WORK:

a. **Basic Cleaning After Each Rental**

1. Bedrooms:

- o Dust blinds and window sills
- o Dust furniture surfaces
- o Evacuate furniture drawer surfaces of dirt, debris, and items left by tenants
- o Dust lamps and shelf units
- o Clean mirrors (where applicable)
- o Vacuum floors including under beds, chest of drawers and bed side tables
- o Make beds, check mattress pads, change pads and comforters as needed (pads and comforters are supplied by IRM)

2. Bathrooms:

- o Dust blinds and window sills
- o Clean and disinfect shower stall and fixtures
- o Dust shelf units
- o Clean and disinfect sink and toilet
- o Wipe down stainless shelf unit

- o Clean mirror
  - o Wipe down light fixtures and switches
  - o Vacuum and mop floor
  - o Replace toilet paper (supplied by IRM)
  - o Sanitize door handles
3. Laundry:
- o Wipe down exterior of appliances
  - o Dust or vacuum floor
  - o Wipe spills where found
  - o Empty lint trap
  - o Wash/dry bath mat and oven mitts
4. Living Room:
- o Dust blinds and window sills, top of doorway/baseboards/chair rails
  - o Vacuum/dust seating furniture
  - o Dust tables
  - o Dust entertainment appliances and shelves
  - o Clean fireplace glass when needed
  - o Clean fireplace tile when needed
  - o Dust pictures
  - o Vacuum carpet and inside entry mat
  - o Mop exposed laminate floor and surface
  - o Vacuum/dust stairs
  - o Wipe down stairs as needed
  - o Sanitize stair railing
  - o Dust overhead beams
  - o Dust ceiling fan
5. Kitchen:
- o Dust blinds and window sills
  - o Vacuum/sweep floor surfaces
  - o Mop floor surfaces
  - o Wipe down exterior cabinet faces
  - o Clean outside/inside of refrigerator, microwave, convection oven, & racks (surface dirt and/or spills)
  - o Clean surface of cook top, coffee maker, toaster, can opener and tea kettle
  - o Check flatware/pots/pans/bakeware/dishes/glasses, wash if needed
  - o Clean/disinfect sink surfaces
  - o Clean/disinfect countertops
  - o Check cabinet interiors for dust/debris, clean flatware tray
  - o Dust/clean dining table and chairs
6. Rear Deck:
- o Sweep/vacuum floor surface, table and chairs
  - o Remove surface spills where possible

- o Clean table top
  - o Sweep bugs & cobwebs
  - 7. Front Entrance:
    - o Sweep bugs and cobwebs
    - o Sweep/shake out entry mats and entrance area
  - 8. All Areas/Units:
    - o Provide detailed report to IRM Management regarding damaged or missing materials in cottages
    - o Replace toilet paper (provided by IRM)
    - o Refill general purpose cleaners in all units (fluids provided by cleaning company, to be invoice to IRM).
    - o Notify IRM Management if bed bug encasements are open or damaged
    - o Replace non-washable mattress pads when worn, stained, or damaged (provided by IRM)
    - o Inventory counts on all inventory items, contact IRM Management of any shortages or damages
- b. **Semi-Annual Deep Cleaning**

1. Bedrooms:

- o Wash down all binds and window sills
- o Clean interior/exterior windows and screens
- o Deep clean furniture surfaces, apply restorative chemicals to renew finish
- o Shampoo carpeted areas
- o Wash all wood work, trim, door frames and doors

2. Bathrooms:

- o Wash down all blinds and window sills
- o Clean interior and exterior of windows and screens
- o Clean all tiled wall surfaces
- o Clean shower stalls and fixtures
- o Clean stainless steel surfaces
- o Clean mirrors and extraneous furniture
- o Clean linoleum floors, apply restorative chemicals to renew finish
- o Wash all wood work, trim, door frames and doors

3. Laundry:

- o Clean interior and exterior of appliances
- o Clean under appliances
- o Wash all wood work, trim, door frames, and doors
- o Vacuum lint trap and accessible areas of dryer

4. Living Room:

- o Wash down all blinds and window sills
- o Clean interior/exterior windows and screens
- o Clean seating furniture
- o Wash all wood work, trim, door frames, and doors
- o Shampoo carpets and upholstered surfaces
- o Deep clean teak tables and apply restorative chemicals to renew finish
- o Clean all overhead beams, light fixture housings and ceiling fans and octagon window
- o Scrub stairwell and apply shining agent to metal finish
- o Wash all laminate floor surfaces, apply restorative chemicals to renew finish

5. Kitchen:

- o Wash all blinds and window sills
- o Clean interior/exterior windows including sliding door and track
- o Clean all cabinets including tops, apply restorative chemicals to renew finish
- o Pull refrigerator and clean floor below, clean entire unit
- o Clean solid surfaces, counters, tiles, and stainless surfaces including sink
- o Clean inside and outside of dishwasher and convection oven
- o Clean kitchen return vent

6. Rear Deck:

- o Deep clean floor surface, table and chairs
- o Wash down screening

7. Miscellaneous Items:

- o Monthly remove existing bedspreads and replace with clean bedspreads and launder the removed bedspreads, returning cleaned materials to IRM for storage (all spreads supplied by IRM)

8. Floor Work

- o Carpet extraction in bedrooms, and loft area. Removal of top coating and application of new high-gloss non-buff finish on all hard surface flooring.

**SITE SPECIFICATIONS**  
**Little Creek Hunter Education Center**

A. LOCATION

3010 Bayside Drive  
Dover, DE 19901

B. BUILDING SPECS: N/A

C. DAYS OF SERVICE

a. Cleaning service will be provided once a month on a F, S, S after 4pm.

D. EQUIPMENT AND SUPPLIES PROVIDED:

All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

E. SCOPE OF WORK:

- a. Clean all entrance door glass.
- b. Empty and replace liners in all receptacles
- c. Remove dirt/dust, and wet mop all hard surfaces.
- d. Vacuum all carpeted areas.
- e. Sanitize all desk, countertops, and light switches.
- f. Dust all surfaces under 6' including window blinds and ledges.
- g. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Department of Labor, Windsor Building**

A. LOCATION

24 N. W. Front St., Suite 100  
Milford, DE 19963

B. BUILDING SPECS

C. DAYS OF SERVICE

a. Cleaning services shall be provided one time per week. (Friday)

D. EQUIPMENT AND SUPPLIES PROVIDED:

a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

E. SCOPE OF WORK:

a. Daily

- Empty trash can and replace liners as needed
- Clean and sanitize water fountains, restrooms, and stock restrooms
- Clean and polish entrance glass
- Sweep or dust mop and wet mop all hard surface floors
- Remove debris from outside urns
- Wipe counters, tables, and clean sinks in break rooms and kitchens
- Clean and polish all mirrors, brass, stainless steel, fixtures, door knobs, and kick plates
- Vacuum high traffic carpeted areas
- Sweep exterior entries

b. Twice Weekly

- Dust furniture, desk, office machines, fixtures, cabinets, tables, etc. (under 6ft)
- Dust stairwells, stairs, landings, and railings (interior)  
Three Times Weekly
- Vacuum all carpeted areas thoroughly  
Weekly
- Edge all floors with vacuum
- Dust baseboards
- Dust blinds

**SITE SPECIFICATIONS**  
**TASC Dover**

- A. LOCATION  
655 S. Bay Road, 1D Corporate Center  
Dover, DE 19901
- B. BUILDING SPECS
  - a. See below (section E- a&b)
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided once per week
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor
- E. SCOPE OF WORK:
  - a. Deep Clean: (3,292 sq. ft.)
    - 1. Wipe down of all fixtures to remove dust and debris.
    - 2. Removal of all tape on doors, and glass.
    - 3. Cleaning of all walls to remove any dust or film.
    - 4. Cleaning of all blinds and window ledges.
    - 5. Sanitize all countertops, and furniture.
    - 6. Removal of any small trash from floor.
    - 7. Dusting and wipe down all baseboard, and chair rail.
    - 8. Sanitation of all restrooms to include partitions, walls, toilets, urinals, sinks, countertops, mirrors, and fixtures.
    - 9. Wet mop all hard surface floors.
    - 10. Dust and remove debris from all vents and lights.
    - 11. Vacuum all carpeted areas including any upholstered furniture.
    - 12. Removal of all trash upon completion.
  - b. Floor Work: (3,292 sq. ft.)
    - 1. Extraction of all carpeted areas
    - 2. Scrub and cleaning of all VCT.
    - 3. Adding two coats of sealer, followed by 3 coats of wax.

**SITE SPECIFICATIONS**  
**McKay House - DNREC Fish and Wildlife**

A. Location

6180 Hay Point Landing Road  
Smyrna, DE 19977  
Cleaning Specifications

B. DAYS OF SERVICE

Frequency – 1 time per week (after 4:30pm)

C. EQUIPMENT AND SUPPLIES PROVIDED:

Paper towels, toilet paper, and hand soap for stocking and replenishing purposes will be provided by agency. All other paper goods, liners, cleaning materials, tools, and equipment will be provided by vendor.

D. Scope of Work

a. Weekly

1. Vacuum all carpeted areas and spot clean as needed.
2. Sweep/dust mop and wet mop any other uncarpeted areas
3. Complete cleaning of all bathrooms, including cleaning mirrors and walls, and sanitizing inside and outside of all toilets, urinals, showers and sinks.
4. Refill all paper towels and toilet paper holders
5. Do high and low dusting, including furniture, window sills, baseboards and counter tops
6. Completely clean kitchen area, including sinks (upon absence of dishes) and counter tops.
7. Empty all trash and replace trash can liners
8. Empty recycle bin containers and replace recycle can liner.

b. Quarterly

1. Clean Conference Room:
  - Sweeping
  - Do high and low dusting, including furniture, window sills, baseboards, conference table, and furniture