



MEMORANDUM

ADDENDUM NO. 1

Date: December 13, 2018

To: Proposers

From: Gail Brown
Procurement Specialist
Florida's Turnpike Enterprise

Subject: DOT-RFP-19-8003-GB
Comprehensive Janitorial Services For Turnpike Enterprise Headquarters Complex

Proposers and other interested parties are informed that the above referenced document is hereby revised, changed and supplemented as set forth below:

Attachment "A," Task Frequencies and Performance Measures for All Service Areas have been amended as follows:

- a. The title on Pages 1 through 10 has been revised to read Attachment "A," Task and Performance Measures For All Service Areas.
- b. Page 10, has been revised to amend the Note language.

Please remove Attachment "A," Task Frequencies and Performance Measures for All Service Areas and replace it with the revised Attachment "A," Task and Performance Measures For All Service Areas dated 12/13/18.

The Proposer shall acknowledge receipt of each addenda to this Request For Proposal by completing Form No. 6, Addenda Acknowledgement Form (included with the Proposal Documents) and enclosing the same with your Technical Proposal.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

ATTACHMENT "A"

Task and Performance Measures For All Service Areas

TASK AND PERFORMANCE MEASURES

GENERAL INTERIOR/EXTERIOR SERVICE AREAS & TASKS	PERFORMANCE MEASURES
RESTROOMS	The level of appearance and cleanliness of all restrooms shall be maintained at the highest industry standards. It is the Department's intent not to see streaks, discoloration marks, splash marks, surface residue, encrustation, mineral deposits, visible dust or debris on any vertical or horizontal surface such as: floors, countertops, walls, mirrors, partitions, ceilings and plumbing fixtures. All restroom areas will remain clean, disinfected at a level to substantially eliminate/prevent/reduce the growth and spread of bacteria, fungus, germs and odor.
Air Vent Diffuser (dust)	<p>- All tile and grout lines shall be maintained in a clean and uniformly appearance.</p> <p>- All ceramic tile floors (including showers) and walls shall be thoroughly cleaned, rinsed and dried to present a uniformly clean appearance.</p> <p>- All trash cans shall be kept clean, odor free and remain free from overflowing trash.</p> <p>- All fixtures, including toilet bowls, sinks, showers and urinals shall present a clean shining appearance free from dust, spots, stains, rust, mildew, soap residues, mineral deposits, etc. All wall, floor brackets and other fixture junctures shall be free of accumulations of dirt and urine.</p> <p>- All mirrors, glass partitions , chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, etc., and shall present a high shine.</p> <p>- All stall and urinal partitions shall present a clean appearance from water streaks, stains, soil, or other unsightly marks, and free from dust on top edges.</p> <p>- All countertops shall remain free of visible of spills, splashes, streaks, smears and other unsightly appearance.</p> <p>- All air vent diffusers and light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.</p> <p>- All hand towels, liquid soap, toilet tissue and seat covers, sanitary napkins and air fresheners shall be stocked in appropriate dispensers in quantities adequate to ensure sufficiency between cleaning or servicing.</p> <p>- All floors shall remain free of visible spills, splashes, streaks, stains, scuffmarks, mop strands, and other unsightly appearance. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence, including in corners, expansion joints, and other places accessible to the broom or dust mop. Wet spots shall not be left unattended, floors must always be dry.</p> <p>- All unoccupied lockers shall be cleaned and disinfected to substantially eliminate/prevent/reduce the growth and spread of bacteria, fungus, germs and odor.</p>
Ceramic Tile Floors	
Shower Stalls	
Commodes & Urinals	
Counter Tops	
Dispensers (clean & stock)	
Doors, Door Frames (hardware) and Glass Partitions	
Exposed Plumbing Fixtures	
Mirrors	
Odor Control	
Sinks	
Stall Partitions	
Supply & Maintain, Fully Stocked, All Paper Products, Liquid Soap and Air Freshener Products	
Waste containers	
Ceramic Tile Walls	
Ceilings	
Light Fixtures	
Lockers (unoccupied)	

ATTACHMENT "A"

Task and Performance Measures For All Service Areas

BUILDING ENTRANCES	The Building Entrances, are the first impression our employees and visitors see, these areas are to remain clean and free of visible and concealed dust, dirt, debris and liter.
Windows and Window Frames (all first floor entrances, interior/exterior)	- No visible signs of mold or mildew on any horizontal or vertical surfaces.
Sidewalks & Walkways	- All glass and glass frames, doors and door frames shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.
Doors, Door Frames (hardware) and Glass Partitions	- Sweep and pick-up trash and debris on sidewalks, walkways, etc., to the nearest sidewalk or parking lot stall of all exterior doors.
Ashtrays (replenishment of gravel on monthly basis)	- All light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Debris	- All trash cans shall be emptied each night, with the removal of all trash can liners at the same time, each can shall be cleaned and disinfected with appropriate cleaning chemicals.
Trash Cans	- All ashtrays shall be wiped clean, both inside and out, and be free from dirt, ashes, spots, food, beverage, spoilage and debris.
Light Fixtures	
VESTIBULES	The Vestibules are the first impression our employees and visitors see; these areas and surfaces are to remain clean and free of visible and concealed dust, dirt and debris.
Windows and Window Frames (all first floor entrances, interior/exterior)	- No visible signs of mold or mildew on any horizontal or vertical surfaces.
Doors, Door Frames (hardware) and Glass Partitions	- All glass and glass frames shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.
Floors/Carpets	- All carpeting shall be maintained at a high level of cleanliness in order to minimize the appearance of dirt and debris, and left in an even, uniform appearance each day.
Air Vent Diffuser (dust)	- All air vent diffusers and light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Ceilings (dusted)	- High surfaces and objects shall be free from dirt lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc. and shall present an overall clean appearance.
Light Fixtures	
Walls	

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Task and Performance Measures For All Service Areas

LOBBIES	The Lobbies are the first impression our employees and visitors see; these areas and surfaces are to remain clean and free of visible and concealed dust, dirt and debris.
Tile (autoscruber nightly, spot clean as needed)	<p>- All floors shall remain free of visible spills, splashes, streaks, stains, scuffmarks, mop strands, and other unsightly appearance. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence, including in corners, expansion joints, and other places accessible to the broom or dust mop. Wet spots shall not be left unattended, floors must always be dry.</p> <p>- Upholstered, wood, plastic and leather furniture shall be free from smudges, dirt, spills, and grease, and shall present a uniformly clean appearance.</p> <p>- No visible signs of mold or mildew on any horizontal or vertical surfaces.</p> <p>- Cleaned elevators and stairway shall present a uniformly clean appearance. Elevator doors and walls inside and out, on every floor, shall be free of all handprints, mark, etc.. Hand rails of elevators and stairways shall be cleaned and disinfected, and be free from fingerprints and smears.</p> <p>- All glass and glass frames shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.</p> <p>- Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges, each day. Carpets shall be free from lint, debris, strings and loose carpet strands. Thoroughly vacuum all carpets from wall to wall, including all entrance and exit flooring.</p> <p>- All interior artwork and wall hangings shall be maintained free of visible dirt, clean and uniform appearance with no signs of mold, dirt, mildew, discoloration or streak marks.</p>
Windows, Window Frames and Blinds (all first floor entrances, interior/exterior)	
Elevators	
Doors, Door Frames (hardware) and Glass Partitions	
Floors/Carpets	
Tables and chairs	
Air Vent Diffuser (dust)	
Walls	
Wall hangings	
Stairways	
Art work (dust)	
Light Fixtures	
ENTRANCE/LOBBIES & HALLWAYS	Entrances, lobbies, and hallway areas shall remain clean and free of visible and concealed dirt, dust and debris.
	<p>- All carpeted areas are to remain clean and uniform in appearance and free of spots, stains and discoloration dirt and debris.</p> <p>- Walls and baseboards are to be free of visible dirt marks.</p> <p>- All air vent diffusers and light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.</p> <p>- All glass and glass frames shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.</p> <p>- High surfaces and objects shall be free from dirt lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc. and shall present an overall clean appearance.</p> <p>- All drinking fountains shall be free from trash and debris, dirt, fingerprints, smudges, streaks, spots and stains. Wall areas around the fountains shall be free from water spots and streaks.</p>
Doors, Door Frames (hardware) and Glass Partitions	
Floors/Carpets	
Drinking Fountains	
Ceilings (dusted)	
Light Fixtures	
Wall hangings	
Walls	
Air Vent Diffuser (dust)	

ATTACHMENT "A"

Task and Performance Measures For All Service Areas

MEETING/CONFERENCE ROOMS	All meeting rooms shall be maintained in a ready to occupy condition at all times, free of visible and concealed dirt, dust debris and trash.
Cabinetry & Other Millwork	- All conference room tables, cabinetry, millwork and chairs shall be cleaned and protected with the appropriate cleaning chemicals leaving the finishes free of dirt, stains, streaks, etc. and in like new appearance. Phones shall be cleaned and disinfected daily, free from fingerprints, etc..
Chairs	** Refer to the manufacture specifications for the appropriate cleaning chemicals to clean the office and furniture.
Doors, Door Frame (hardware) and Glass Partitions	- All meeting rooms shall be set-up and cleaned on an <i>as needed</i> basis in an effort to maintain the room in a readiness condition to occupy (a daily printout of the auditorium and meeting room reservations may be obtained from the receptionist).
Floors/Carpets	- Walls and baseboards are to be free of visible dirt marks.
Windows, Window Frames and Blinds	- All recycle containers shall be emptied according to schedule or as needed. Collected materials must be placed in the appropriate recycling container, with contaminated materials disposed of in the dumpster areas.
Meeting Room Furniture Set-ups (this is on an <i>as needed</i> basis dependent of room reservations).	- Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges, each day. Carpets shall be free from lint, debris, strings and loose carpet strands. Thoroughly vacuum all carpets from wall to wall, including all entrances and exits.
Phones	- All air vent diffusers, light fixtures and ceilings shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Tables (dependent on reservation schedule)	- All auditorium rooms shall be set-up and cleaned on a daily basis, dependent of room reservations (a daily printout of the auditorium and meeting room reservations may be obtained from the receptionist).
Walls	- All interior artwork and wall hangings shall be maintained free of visible dirt, clean and uniform appearance with no signs of mold, dirt, mildew, discoloration or streak marks.
Waste Containers (dependent on activities in the room)	- All glass and glass frames, doors and door frames and glass partitions shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.
Auditorium Furniture Set-ups (this is on a daily basis dependent of room reservations).	
Wall Hangings/Art Work	
Air Vent Diffuser (dust)	
Ceilings (dusted)	
Light Fixtures	
Recycle Containers	
BUSINESS CENTERS	All Business Centers shall be maintained in a "ready to use" condition at all times, free of visible and concealed dirt, dust, debris and trash.
Metal Cabinets	- All trash cans shall be emptied each night, with the removal of all trash can liners at the same time, each can shall be cleaned and disinfected with appropriate cleaning chemicals.
Walls	- All recycle containers shall be emptied according to schedule or as needed. Collected materials must be placed in the appropriate recycling container, with contaminated materials disposed of in the dumpster areas.
Air Vent Diffuser (dust)	- All air vent diffusers and light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Phones	- All work tables, cabinetry and chairs shall be cleaned and protected with the appropriate cleaning chemicals leaving the finishes free of streaks, oil residue, and in a like-new and organized appearance. Phones shall be cleaned and disinfected daily, free from fingerprints, etc..
Floors	- All floors shall remain free of visible spills, splashes, streaks, stains, scuffmarks, mop strands, and other unsightly appearance. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence, including in corners, expansion joints, and other places accessible to the broom or dust mop. Wet spots shall not be left unattended, floors must always be dry.
Clean and Organize Work Tables	
Waste Containers	
Ceilings (dusted)	
Light Fixtures	
Recycle Containers	

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Task and Performance Measures For All Service Areas

CAFETERIA & KITCHENETTES	All cafeteria & kitchenette areas shall be maintained in a high level of cleanliness at all times, free of visible and concealed dirt, dust, debris and trash.
Walls	- All sinks and countertops shall be disinfected at a level to substantially eliminate/prevent/reduce the growth and spread of bacteria, fungus and germs.
Air Vent Diffuser (dust)	
Coffee Pots (empty, clean and turn-off at the end of the day)	- All air vent diffusers, light fixtures and ceilings shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Microwaves/Toasters	- All trash cans shall be kept clean, odor free and remain free from overflowing trash.
Phones	- All vertical and horizontal surfaces shall have no signs of dirt, food, smears, fingerprints, spills, etc. and present a uniformly clean appearance.
Vending Machines (surface)	- All blinds shall be cleaned, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
Cabinetry, Countertops, other Millwork & Sinks	
Doors, Door Frames (hardware) and Glass Partitions	- All appliances shall be cleaned as scheduled, and maintained at a high level of cleanliness in order to minimize the appearance of food, smears, spills and fingerprints.
Floors	
Supply & Maintain, Fully Stocked, All Paper Products, Liquid Soap and Air Fresheners	- All recycle containers shall be emptied according to schedule or as needed. Collected materials must be placed in the appropriate recycling containers, with contaminated materials disposed of in the dumpster areas.
Tables & chairs	- All floors, baseboards, and walls are to remain clean and free of dirt, food, discoloration and of a uniformed finish
Waste Containers	- All floors shall remain free of visible spills, splashes, streaks, stains, scuffmarks, mop strands, and other unsightly appearance. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence, including in corners, expansion joints, and other places accessible to the broom or dust mop. Wet spots shall not be left unattended, floors must always be dry.
Plank Flooring	
Windows, Window Frames & Blinds	
Light Fixtures	- All table tops, tables bases, chairs and vending machine surfaces shall be cleaned leaving surfaces free of food, stains, spills, smears, dirt and debris. Phones shall be cleaned and disinfected daily, free from fingerprints, etc..
Ceilings (dusted)	
Recycle Containers	- All hand towels, liquid soap and air fresheners shall be stocked in appropriate dispensers in quantities adequate to ensure sufficiency between cleaning or servicing.
Refrigerators	
Art Work (dust)	- All interior artwork and wall hangings shall be maintained free of visible dirt, clean and uniform appearance with no signs of mold, dirt, mildew, discoloration or streak marks.

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Task and Performance Measures For All Service Areas

BALCONIES	All outside furniture shall be cleaned on a routine basis to minimize dirt and streak build-up.
Doors, Door Frames and Glasses Partitions	- The balconies shall be maintained free of cobwebs visible and concealed dirt, dust, debris and trash. - All ashtrays shall be wiped clean, both inside and out, and be free from dirt, ashes, spots, food, beverage, spoilage and debris.
Painted and Unpainted Concrete Floors and Ceilings	- Floors and ceilings shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, expansion joints, and other places accessible to the broom or dust mop.
Waste Containers	- All doors and door frames and glass partitions shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.
Ashtrays (replenishment of gravel on a monthly basis)	- All trash cans shall be emptied each night, with the removal of all trash can liners at the same time, each can shall be cleaned and disinfected with appropriate cleaning chemicals.
Tables, Chairs & Benches	
STAIRWELLS	All stairwells shall be maintained free of cobwebs visible and concealed dirt, dust, debris and trash.
	- The floor finishes shall be maintained in like new condition with a protectant sealer applied as needed to maintain a clean appearance, with no build-up of finish or accumulations of dirt in layers of finish.
Doors, Door Frames and Partition Glasses	
Stair Trends/Risers, Landings and Banisters	** Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas.
Light Fixtures	- All railings shall be wiped down with on a regular basis with a clean soft cloth using a safe antibacterial cleaning product that is safe to use on the railings not to dull or discolor the railing finish.
Air Vent Diffuser (dust)	
Ceilings (dusted)	- All air vent diffusers and light fixtures shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Window, Window Frames & Blinds	- Walls and baseboards are to be free of visible dirt marks.
Walls	- All glass and glass frames shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.

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Task and Performance Measures For All Service Areas

HARD WALLED	All hard-walled offices shall be maintained free of visible and concealed dirt, dust, debris and trash, as well as, neat-in-appearance and in a ready-to-occupy condition.
Empty Waste Containers	- All trash cans shall be emptied each night, with the removal of all trash can liners at the same time, each can shall be cleaned and disinfected with appropriate cleaning chemicals.
Floors/Carpets	
Air Vent Diffuser (dust)	- All air vent diffusers, light fixtures and ceilings shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Ceilings (dusted)	- All carpets are to remain free of dirt, spots and stains and left in an even uniform clean condition each day.
Laminated Veneer Doors, Painted-Steel Door Frames and Partition Glasses	- Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges, each day. Carpets shall be free from lint, debris, strings and loose carpet strands. Thoroughly vacuum all carpets from wall to wall, including all entrances and exits.
Metal & Wood Cabinets and Book Cases	- All recycle containers shall be emptied according to schedule or as needed. Collected materials must be placed in the appropriate recycling container, with contaminated materials disposed of in the dumpster areas.
Phones	
Wall Hangings	- All work surfaces, cabinetry, millwork and chairs shall be cleaned and protected with the appropriate cleaning chemicals leaving the finishes free of dust, dirt, stains, streaks, etc. and in like new appearance. Phones shall be cleaned and disinfected daily, free from fingerprints, etc..
Walls	
Work Surfaces	- All glass and glass frames, doors and door frames and glass partitions shall be maintained at a high level of cleanliness in order to minimize the appearance of hand and finger prints throughout the work day.
Recycle Containers	
Light Fixtures	- All walls, wall hangings and baseboards are to be free of visible dirt marks.
Windows, Window Frames & Blinds	
Chairs	** Refer to the manufacture specifications for the appropriate cleaning chemicals to clean the office furniture.

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Task and Performance Measures For All Service Areas

MODULAR WALLED OFFICES	All modular-walled offices shall be maintained free of visible and concealed dirt, dust, debris and trash, as well as, neat-in-appearance and in a ready-to-occupy condition.
Other areas as needed	
Work Surfaces	- All work surfaces, cabinetry, millwork and chairs shall be cleaned and protected with the appropriate cleaning chemicals leaving the finishes free of dust, dirt, stains, streaks, etc. and in like new appearance. Phones shall be cleaned and disinfected daily, free from fingerprints, etc..
Waste Containers	
Floors/Carpets	- All trash cans shall be emptied each night, with the removal of all trash can liners at the same time, each can shall be cleaned and disinfected with appropriate cleaning chemicals.
Air Vent Diffuser (dust)	
Ceilings (dusted)	- Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges, each day. Carpets shall be free from lint, debris, strings and loose carpet strands. Thoroughly vacuum all carpets from wall to wall, including all entrances and exits.
Fabric Modular Panel Walls, Glass Partitions, Hardware Rails and Other Office Accessories	
Metal & Wood Cabinets and Book Cases	
Phones	- All recycle containers shall be emptied according to schedule or as needed. Collected materials must be placed in the appropriate recycling container, with contaminated materials disposed of in the dumpster areas.
Recycle Containers	- All air vent diffusers, light fixtures and ceilings shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.
Light Fixtures	
Chairs	** Refer to the manufacture specifications for the appropriate cleaning chemicals to clean the modular panel walls and furniture.

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Task and Performance Measures For All Service Areas

SPECIALTY AREAS	
Fitness Center	Fitness Center shall be maintained free of visible and concealed dirt, dust, debris and trash; all equipment shall be cleaned with a anti-bacterial and sanitizer cleaner and free from streak marks.
SunWatch Center	The SunWatch Center shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations. All carpets are to remain free of dirt, spots and stains.
Tolls Orlando Data Center (ODC)	The Tolls Orlando Data Center (ODC) shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations. All carpets are to remain free of dirt, spots and stains.
Traffic Management Center (TMC)	The Traffic Management Center (TMC) shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations. All carpets are to remain free of dirt, spots and stains.
Mailroom	The mailroom shall be maintained free of visible and concealed dirt, dust, debris and trash.
Main Reprographics Room	The main reprographics room shall be maintained free of visible and concealed dirt, dust, debris and trash.
Interior Artwork & Wall Hangings	All interior artwork and wall hangings shall be maintained free of visible dirt, clean and uniform appearance with no signs of mold, dirt, mildew, discoloration or streak marks.
File Rooms	All file rooms shall be maintained free of visible and concealed dirt, dust, debris and trash; file cabinets shall be free of streaks.
Locker Rooms/ Unoccupied Lockers	All locker rooms and unoccupied lockers shall be maintained free of visible and concealed dirt, dust, debris and trash.
Scanning Room	The scanning room shall be maintained free of visible and concealed dirt, dust, debris and trash.
Storage Rooms	All storage rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.
Telecommunication Rooms	All telecommunication rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.
Elevator Equipment Rooms	All elevator equipment rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.
Computer Server Rooms	All server rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.
Law Enforcement Evidence and Weapons Rooms	The Law Enforcement Evidence and Weapons rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.
Mechanical Rooms	All mechanical rooms shall be maintained free of visible and concealed dirt, dust, debris and trash. Special arrangements, supervision, and cleaning instructions will be given at the time of cleaning due to the nature of operations.

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Task and Performance Measures For All Service Areas

OPTIONAL	Performs general building maintenance, and other support services tasks, as an extension of the Support Services Department. May change light bulbs, hang pictures, move furniture, deliver boxes, light pressure cleaning and other duties as needed and directed by the Department's Contract/Project Manager or designee.
SEMI-SKILLED WORKER(S)	
ABBREVIATION OF FREQUENCIES	
D = daily, W = weekly, BW = bi-weekly, M = monthly, Q = quarterly, A = annually, AS = as needed. **Whenever a number appears next the abbreviation, it is considered to mean the minimum frequency of service(s) that shall be performed within that time frame (example: Dx4 = indicates that task needs to be performed four (4) times, daily).	
Note: The attached service areas and performance measures should be used as a guide to identify the minimum level of service being requested and the performance measures in which the Vendor shall be measured on and deemed expectable levels of services by the Department. Cleaning on an <i>as needed</i> (AS) basis shall supersede all minimum service in order to meet the minimum levels of performance measures and estimated service in order to meet the Department's objectives. ** Refer to the manufacture specifications for the appropriate cleaning chemicals to be used on all building furniture, art work and other surfaces; and when applicable, all cleaning and floor care products used by the Janitorial Vendor shall be environmentally sensitive and shall meet "green" environmental certification standards (example: Green Seal GS-37, LEED-Certified or any other "green" certified organization).	