

**STANDARD CLEANING SPECIFICATIONS**

**Lobby and building exterior areas**

Empty all waste/recycling/composting receptacles	Daily
Dust all horizontal surfaces	Daily
Dust all furniture, fixtures, equipment and accessories	Daily
Relocate exterior furniture from inside the building to the outside lobby (beach) each morning	Daily
Relocate exterior furniture from the outside lobby (beach) to inside the building for safe keeping each evening	Daily
Clean and polish all drinking fountains	Daily
Dust wipe all telephones including ear and mouthpiece	Daily
Vacuum walk-off mats	Daily
Fully vacuum all carpets from wall to wall	Daily
Dust mop all hard surface floors with treated dust mop	Daily
Clean all glazing to removing fingerprints, smudges and stains	Three times daily
Machine scrub hard surface floors with a low speed scrubber	Monthly
Dry buff hard surface floors using hi speed burnisher	Monthly
Dust all low reach areas	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains	Weekly
Machine scrub hard surface floor and apply one coat of polish	Monthly
Hot water extract carpeting	Monthly
Strip hard surface floor and re-coat with three coats of floor polish	Semi-Annual

**Academic/faculty/Staff and Common Areas**

Vacuum carpeted floors	Daily
Spot clean carpet	Daily
Empty all waste/recycling/composting containers	Daily
Clean waste/recycling/composting receptacle lid covers and container	Daily
Remove trash and recyclable paper to designated area	Daily
Dust and spot clean all furniture, fixtures, equipment and accessories	Daily
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains	Daily
Spot clean all partition glass	Daily
Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)	Weekly
Shampoo/extract entire office carpets	Annually
Shampoo/extract all classrooms carpets	Semi-Annually
Strip hard surface floor and re-coat with three coats of floor polish	Semi Annually
Damp wipe furniture and lint brush fabric furniture	Quarterly
Dust all venetian blinds	Quarterly
Clean interior of all window glazing	Annually
Clean and oil all wood doors, on both sides, and wipe away excess oil	Annually

**Tile Floors**

Dust mop and spot mop	Daily
Damp mop entire area	Daily
Spray buff floors	Monthly
Machine scrub and apply two coats of floor finish	Quarterly
Strip and refinish floors	Semi-Annually

**Office Areas**

Vacuum carpeted floors wall to wall - spot clean and edge. All plush carpet to be pattern vacuumed	Daily
Empty all waste/recycling/composting containers	Daily
Remove trash and recyclable paper to designated area	Daily
Dust and spot clean all furniture, fixtures, equipment and accessories	Daily
Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains	Daily
Spot clean all partition glass	Daily
Damp wipe furniture and lint brush fabric furniture	Weekly
Polish all wood furniture and conference tables using approved polish	Weekly
Dust all venetian blinds	Monthly
Clean and oil all wood doors, on both sides, and wipe away excess oil	Monthly
Shampoo/extract all carpeted area	Semi-Annually

**Executive Area Tile Floors**

Dust mop and spot mop	Daily
Damp mop entire area	Weekly
Spray buff floors	Monthly
Machine scrub and apply two coats of floor finish	Monthly
Strip and refinish floors	Annually

**Restrooms**

Sweep and damp mop floors using a germicidal cleaner	Daily
Refill all dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions,	Three times Daily
Wash all restroom partitions on both sides	Daily
Machine scrub all restroom floors using germicidal detergent	Weekly
Dust and clean all return air vents	Weekly
Wash walls	Weekly

**Elevator Cars**

Clean and polish elevator bright work	Daily
Detail clean threshold plates removing all visible soil	Daily
Completely clean and vacuum carpeted elevator	Daily
Dust ceiling light lenses	Daily
Hot water extract carpeting	Quarterly

**Break/Lunch Rooms/Dining areas**

Empty all waste receptacles and remove trash to designated area	Daily
Clean waste/recycling receptacle lid covers and container	Daily
Clean and wipe sinks and counters	Daily
Vacuum carpeted floors, spot clean and edge	Daily
Dust mop all hard surface floors with treated dust mop	Daily
Damp mop entire area	Daily
Clean all public microwaves in 198, 200 and 100 McAllister locations	Daily
Spray buff hard surface floors	Weekly
Dust high and low areas (pictures, clocks, partition tops, etc.)	Weekly
Damp wipe all chairs	Weekly
Machine scrub hard surface floors, apply one coat of finish, let dry, then buff	Monthly
Dust all venetian blinds	Quarterly
Strip hard surface floor and re-coat with three coats of floor finish	Semi-Annually

**Computer Rooms/Raised tile hard surface**

Empty all waste receptacles and remove trash to designated area	Daily
Dust mop all hard surface floors with electrostatic dust mop	Daily
Dust all horizontal surfaces without moving items or altering equipment	Daily
Wall-to-wall vacuum all carpeted areas	Daily
Mop all stains and spills.	Daily
Damp mop entire area, as applicable.	Weekly
Place furniture in correct position, turn off lights and secure door.	Daily
Spot clean all walls, light switches, doors, etc.	Weekly
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Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)	Weekly
Remove all marks from raised floor tiles	Weekly
Dry buff all hard surface floors using a standard floor machine.	Monthly
Dust HVAC louvers.	Quarterly
Dust ceiling light lenses.	Semi-Annually

**Freight Elevators**

Damp mop elevator and all freight port	Daily
Clean and polish elevator bright work	Daily
Spot clean all horizontal and vertical surfaces, removing fingerprints, smudges and stains	Daily
Wipe all elevator cab walls to remove dust, visible soil and stains	Weekly
Spot clean all metal elevator doors and threshold plates	Daily
Spray buff floors	Weekly
Machine scrub and apply two coats of floor finish	Quarterly
Strip and refinish floors	Annually

**Stairwells**

Pick up all litter	Daily
Dust mop stairs, dust railings, ledges and spot clean	Daily
Damp mop stairs, dust railings, ledges and spot clean	Weekly
Dust all pipes, lights, and signage	Weekly

**Entrances**

Empty and damp wipe all waste/recycling/composting receptacles	Daily
Dust all horizontal surfaces	Daily
Dust all furniture, fixtures, equipment and accessories	Daily
Vacuum walk-off mats	Daily
Dust mop all hard surface floors with treated dust mop	Daily
Spot mop entire area	Daily
Clean and polish bright metal work	Daily
Clean both sides of glass doors	Daily
Wipe clean metal framing including panic hardware and handles	Daily
Clean security counters including floor space behind counter	Daily
Detail clean threshold plates removing all visible soil	Weekly

**Loading dock**

Police area and remove litter	Daily
Broom sweep/wash	Daily
Wash area	Daily
Machine scrub using an automatic floor scrubber	Monthly
Pressure wash area including walls and trash compactors	Quarterly

**Exterior Entrances and Walks**

Police area and remove all litter, cigarette butts, etc.	Daily
Sweep walkways, curbs, and plaza	Daily
Wash sidewalks, curbs and plaza	Daily
Exterior of all building is to be steam power washed	Monthly

UC HASTINGS COLLEGE OF THE LAW  
CAMPUS-WIDE JANITORIAL SERVICES  
RFP 78-0181  
DUE: October 20, 2017

ATTACHMENT 'F'

**Event setup**

Perform necessary furniture setup for all events in the college.	Daily
Perform necessary cleaning before and after events to maintain clean standards similar to common areas	Daily
Machine scrub and apply two coats of floor finish on tiles surfaces	Quarterly
Shampoo/extract carpets	Quarterly

**Janitor Closets**

Clean and arrange all equipment in janitor closet each night	Daily
Empty vacuum cleaner bags, check belts; sweep and spot mop floor	Daily

**Building exterior and sidewalks**

Clean sidewalk /beach and building exteriors using a leaf blower	Daily
Remove all trash	Daily
Remove waste and clean surfaces	Daily
Exterior of all buildings is to be steam power washed	Monthly

**Special Notes**

1. The above schedules are to serve as the minimum required frequency of service. Actual operations might necessitate additional services to maintain the Building Cleaning Standards.
2. Perform other custodian/day porter related services as directed by the building and facilities manager.