



AGREEMENT

To: Marietta City Schools
Contact: Jimmy Pace, jpace@marietta-city.k12.ga.us
Date: May 7, 2020

American Facility Services, Inc. hereby agrees to all of the terms and conditions of the attached RFP for Custodial Services, our Proposal for RFP #91039-21-01, due on 2/26/2020, pricing page dated 5/1/2020, and Staffing Plan.

Acceptance:

Date: _____

Marietta City Schools
Authorized Signature



American Facility Services
Kevin McCann, President

Printed Name of signer

**Addendum to Proposal # 91039-21-01
BIDDING SCHEDULE / PRICE – BUSINESS PROPOSAL**

Facility	Total Annual Consumables	Total Annual Cleaning Supplies	Total Annual Custodial Services	Supervisors (if applicable)	Total Annual Cost	Total Annual Cost per SQFT
Emily Lembeck Early Learning	1,116.54	2,791.35	15,817.65		19,725.54	1.06
A.L. Burruss Elementary	4,014.24	10,035.60	56,868.40		70,918.24	1.06
Dunleith Elementary	4,953.48	12,383.70	70,174.30		87,511.48	1.06
Hickory Hills Elementary	3,444.54	8,611.35	48,797.65		60,853.54	1.06
Lockheed Elementary	5,952.78	14,881.95	84,331.05		105,165.78	1.06
Park Street Elementary	5,062.20	12,655.50	71,714.50		89,432.20	1.06
MCAA	2,820.30	7,050.75	39,954.25		49,825.30	1.06
Sawyer Road Elementary	5,700.00	14,250.00	80,750.00		100,700.00	1.06
West Side Elementary	3,657.54	9,143.85	51,815.15		64,616.54	1.06
Marietta Sixth Grade Academy	7,046.22	17,615.55	99,821.45		124,483.22	1.06
Marietta Middle School	15,470.64	38,676.60	219,167.40		273,314.64	1.06
Marietta High School	27,138.60	67,846.50	384,463.50		479,448.60	1.06
* Central Office/Transportation	2,507.82	6,269.55	35,527.45		44,304.82	1.06
Performance Learning Center	1,122.12	2,805.30	15,896.70		19,824.12	1.06
Totals	90,007.02	225,017.55	1,275,099.45		1,590,124.02	

Other Cost: Services outside of the responsibilities including during day/afternoon/weekend scheduled shifts:

Service Type/Description	Hourly Cost
Set up and take down of events	16.00
Event Coverage - custodial	16.00
Emergency Clean-Up	16.00

Other Cost Comments: (provide additional list if needed)

All supervisors are included in the custodial services pricing.

*Pricing to bring 8 lead custodians on as AFS employees: \$29,440 each per year, or \$235,520 per year for 8 employees. These employees will be paid approximately \$14.00 per hour.



Marietta City Schools Staffing Plan

Location	Vendor Employees	MCS Custodians
Burruss Elementary	2.5	1
Early Learning Center/Community School	1	1
Dunleith Elementary	2.5	1
Hickory Hills Elementary	2.5	1
Lockheed Elementary	4.5	1
Park Street Elementary	3.5	1
MCAA	1	1
Sawyer Road Elementary	3.5	1
West Side Elementary	2	1
Marietta 6 th Grade Academy	3.5	1
Marietta Middle School	9	2
Marietta High School	17	3
Central Office/Transportation	1	0



Contact: Kevin McCann, 770-740-1613
1325 Union Hill Industrial Court, Suite A
Alpharetta, GA 30004

**RFP for Custodial Services
Marietta City Schools
COPY**



February 25, 2020

Mr. Devlin Brewer
Marietta City Schools
250 Howard Street
Marietta, GA 30060

RE: RFP 91039-21-01 for Custodial Services

Dear Mr. Brewer:

On behalf of American Facility Services, Inc., please accept this proposal to provide custodial services for the Marietta City Schools. Our headquarters in Alpharetta, Georgia will provide administrative support and I will oversee all contract operations.

At American Facility Services, Inc., we view service contracts as partnerships with our customers. Our goal is to provide unparalleled service in an expedient, reliable, and cost-effective manner. We will bring over 25 years of janitorial/custodial services experience, as well as extensive educational custodial expertise to your project and demonstrate why so many of our customers remain with us year after year.

We are committed to providing our clients with the highest level of custodial service and customer support. We would greatly appreciate the opportunity to add your school district to our list of clients served. If you have any questions, please contact me at (770) 740-1613. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Harold Angel".

Harold Angel
Vice President



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SELECTION CRITERIA

The Board of Education of the City of Marietta reserves the right to make its vendor selection based on what it deems to be in the best interest of the school system. The proposal neither obligates the Board of Education of the City of Marietta to award a contract nor commits the Board to pay any cost which might be incurred by any company, entity, or individual in responding to this request.

The successful vendor will be approved and announced at a public meeting of Marietta City Schools.

Selection of vendor will be based on the following standards:

1. Firm Qualifications, Experience, and References (25 points)
2. Proposal Criteria (25 points)
 - Proposal submitted on time.
 - Proposal requirements met as detailed in Standard Terms and Conditions, Additional Conditions sections.
 - Service requirements met as detailed in SCOPE OF WORK and SPECIFICATIONS sections.
3. Cost (25 points)
 - Determination based on price proposal in Bidder Response Sheet and Bidder Response Form.
4. Qualifications and Experience of key personnel assigned to this contract (25 points)

BIDDER RESPONSE FORM

We propose to provide and deliver any and all of the deliverables and/or services named in the attached RFP for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by Marietta City Schools, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Marietta City Schools.

It is understood and agreed that we have read Marietta City Schools' specifications shown or referenced in the RFP and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such Marietta

City Schools' specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this bid shall be valid and held open for a period of 90 days from the quote submission date.

Bidder Name: American Facility Services, Inc.

Authorized Signature: *Harold Angel*

Print Name: Harold Angel

Date: 2/26/20

BID SIGNATURE AND CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, Contractor, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the proposer. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature *Harold Angel*

Date 2/26/20

Print/Type Name Harold Angel

Print/Type Company Name American Facility Services, Inc.

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REFERENCES

Please provide as references, the names of at least three (3) local corporate clients you have served for at least two (2) years.

1. Company Name: Atlanta Public Schools

Address: 3399 Collier Drive, NW, Atlanta, GA 30331

Contact: Bobby Moncrief Phone: 404-886-8585

2. Company Name: Douglas County Schools

Address: P.O. Box 1077, Douglasville, GA 30133

Contact: Becky Eigel Phone: 770-651-2376

3. Company Name: Whitfield County Schools

Address: 1306 South Thornton Ave., Dalton, GA 30721

Contact: Jim Fugate Phone: 706-876-7284

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (Marietta City Schools) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

114358
Federal Work Authorization User Identification Number
4/16/2008
Date of Authorization
American Facility Services, Inc.
Name of Contractor
Custodial Services
Name of Project
Marietta City Schools
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on January 30, 2020 in Alpharetta (city), GA (state).

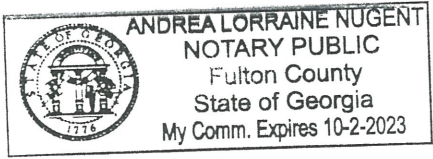
Harold Angel
Signature of Authorized Officer or Agent

Harold Angel, Vice President
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 30th DAY OF January, 2020.

Andrea Lorraine Nugent
NOTARY PUBLIC

My Commission Expires:
10/2/23



FORSYTH COUNTY

20 *BUSINESS LICENSE* **20**



AMERICAN FACILITY SERVICES
BUSINESS NAME

April 22, 1999
ORIGINAL ISSUE DATE

1325 UNION HILL INDUSTRIAL CT SUITE A
STREET ADDRESS

December 31, 2020
EXPIRATION DATE

9900688
BUSINESS LICENSE NUMBER

561720
NAICS CODE

MCCANN, KEVIN & RHONDA
BUSINESS OWNER

Amy Konrath
LICENSE OFFICIAL



COMPANY INFORMATION

American Facility Services, Inc. (AFS) is pleased to submit for your review and consideration our qualifications to perform the custodial service contract for the Marietta City Schools. We have reviewed the entire solicitation and examined the requirements closely, and feel that our ability to perform the required services is directly tied to our organization's experience and capabilities in the janitorial business.

American Facility Services Company, Inc., 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004, is a widely respected commercial janitorial firm. Established May 15, 1991, as a Georgia Corporation, we began providing janitorial and custodial services for private organizations and governmental agencies under the name of Atlanta Building Maintenance Company, Inc. In December, 2007, the name was changed to better reflect our nationwide presence. We have a long, successful history of performing work in the Southeast and are in good standing with federal, state, and municipal jurisdictions.

AFS currently conducts business in nine southeastern states and has approximately 600 permanent employees, over 500 contracts in place, and services over 35 million square feet. Over the past five years, we have maintained a similar customer base. Our range of customers is wide, from small offices to large contracts with multiple facilities requiring specific considerations and the majority of our customers renew their contracts with us.

AFS has over 20 years' experience providing superior custodial and janitorial services to K-12 schools. Our extensive experience with various school specifications and different building types along with our time-tested management systems result in the highest levels of customer satisfaction. Atlanta Public Schools has been our customer since 1998 and the Fulton County Schools have been a customer since 2009.

For this project, our primary objectives will be to ensure that all services are performed on schedule and to your complete satisfaction. The scope of work and requirements of this RFP are very much within our abilities to accomplish and we take no exceptions to the terms and conditions. American Facility Services, Inc. has extensive experience with various facility specifications and requirements, as listed in our references. We fully understand and meet all of the requirements for this project.

STABILITY

AFS has relationships that have been in place for many years, as with Fulton County, City of Atlanta, City of Dallas, Texas Facilities Commission, and others that have been established more recently. Our experience in handling many requirements allows us to adapt to any necessary changes in service, enabling us to maintain superior levels of quality and satisfaction in order to keep our relationships with our clients.

The stability of American Facility Services is also demonstrated by our low turnover rate, which for the past two years has been less than 10%. Of that number, an average of 2% to 3% will return to work for us. We pride ourselves on the family atmosphere of our company, where many employees have been part of our organization since it was founded in 1991.



Due to our established relationships with national manufacturers, we have quick access to the latest and most innovative brand name equipment, tools, superb cleaning products and supplies. With the client's permission, we occasionally test new products, ideas and materials. This enables us to stay on the cutting edge of the industry.

We never substitute private-label products. We use only top name brand chemicals and cleaning solutions that meet strict safety requirements and pass rigid quality control standards. All SDS Sheets will be posted in the janitorial office for quick reference. We also use industrial grade, top of the line equipment that assures consistent, high quality results. We operate on a daily basis in many different environments – and with different, sometimes complex cleaning needs that demand quality products. No matter what the challenge, we can meet it with our technical abilities and superior service. Our top priority is providing a healthy and safe working environment for your employees and customers.

QUALITY

American Facility Services is committed to controlling quality at every level of functional and administrative activity, across the project lines. As a result, our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we are able to inspect, document deficiencies, assign corrective actions, and document resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan for the referenced solicitation will be further tailored to promote and maintain superior contract performance. It combines traditional, inspection-oriented processes with progressive, education and training oriented protocols to form a Total Quality Management package that will meet or exceed all contract requirements. American Facility Services welcomes comments from our clients via e-mail, phone, verbal (which is immediately written down by our employees) and any other avenue of communication available.

Our quality control plan is designed to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

Further, all services will be inspected by the Contract Manager, on an unscheduled basis, and by the Supervisor, on a more intense level.

AFS is assisting many of our clients with their goals to move towards more environmentally conscious and Green Cleaning efforts. We have moved to a standard of utilizing 'green seal' approved cleaning products and environmentally friendly paper and plastic products. Our cleaning equipment meets the sustainable cleaning criteria standards wherever possible and available. Furthermore, our managers are CIMS certified to provide our customers with an added level of assurance in our competence.



FINANCIAL QUALIFICATIONS

Our financial strength is demonstrated by our annual sales volume, which exceeds \$50,000,000. We have grown at an annual rate of approximately 10% over the past five years and anticipate the same growth for the future by maintaining, monitoring and improving upon the quality of our services. Additionally, we have a \$20M bonding capacity with insurance coverage that exceeds industry standards. We are registered with Dunn & Bradstreet, under DUNS Number 78-451-9977. The Bank of North Georgia has been primary banking institution since 1991 and will provide a reference letter upon request.

AFS owns our office building and warehouse at our corporate headquarters and have been at this location for over twelve years. AFS has the financial resources to ensure that we are able to provide the necessary equipment, chemicals, cleaning supplies and personnel to maintain this contract for custodial services, and will be ready to proceed upon receipt of a notice to proceed. Also, AFS has the financial means to ensure our employees and any sub-contractors are paid on time each pay period.

Background checks on all new employees are performed using S2Verify. Their service checks national criminal records, driving records, SSN/address verifications, credit histories, national civil records, federal district court records, education verification, workers' compensation histories, personal/ business references, and previous employment history. Once an employee passes all our pre-employment screening and is offered a position, AFS maintains a Fidelity Bond on all employees to add an additional layer of security to our clientele.



MANAGEMENT

Harold Angel (Director of Operations) and Chip Newport (Contract Manager) will be fully responsible for overseeing all aspects of the contract. Harold and Chip have over 50 combined years of industry knowledge. Their current work experience enables them to have a clear understanding of the scope of work and the means by which to deliver optimal, proactive service. Their resumes can be found on the following pages. Our Contract Manager will work exclusively on this contract and have full day to day responsibility for all operations.

AFS believes having highly competent managers is the key to providing superior service. These individuals will provide the management that American Facility Services feels is vital to successfully fulfilling a contract requiring sound hiring practices, training methods, proactive periodical work and most of all, customer follow-up. We will have methods in place that will tell you what we will do and when we will do it. We will follow that up with inspections processes that will tell you what we find and if corrections are needed, when and how we will do it.



STAFF RESUME

Chip Newport
Project Manager

SUMMARY

Over twenty years' experience in facilities maintenance and the janitorial services industry. Serves as the primary customer contact - resolving issues while building and maintaining long term relationships.

EXPERIENCE

American Facility Services, Inc., Alpharetta, GA

Project Manager, 2002 – Current

- Ensures smooth running services are being provided day to day to assigned accounts
- Human Resource responsibilities, applications and payroll
- Ensures purchasing budgets are met
- Responsible for Quality Control and Inspections
- Develops and monitors Safety and Training Schedules

MARTA, Atlanta, GA

Contract Services Inspector, 1998-2002

General Foreman of Landscape and Heavy Cleaning, 1992-1996

General Foreman/Contract Administrator, 1985-1992

Foreman, 1980-1982

- Maintained all bus facilities
- In charge of electrical, plumbing, HVAC, painting, and general maintenance

General Maintenance Inspector, 1974-1982

Lockheed Georgia Co., Georgia

“A” Classification Aircraft Tool Maker, 1966-1974

- Built aircraft assembly tools from engineering drawings

United States Air Force

1962-1966

Honorable discharge, April 1966

EDUCATION AND CERTIFICATIONS

- Spring City H.S., Spring City, TN, 1962
- Certificates from various in-house and off site management, computer and contract administration courses
- Master Gardner (DeKalb County Extension Service) and courses in plant maintenance management
- Over 1500 hours of continuing education courses

ASSOCIATIONS

Past Member Georgia Arbor Association

Past Member of Association of Facilities Engineering

Past Member of the Georgia Landscape Association

Past Member of Trees Atlanta

Past Member of DeKalb, Fulton, Cobb Counties and the cities of East Point, College Park and Marietta

Clean and Beautiful Commissions

Masonic Fraternity, 32 degree Scottish Rite and Shrine



STAFF RESUME

Harold Angel
Vice-President

SUMMARY

- Over 25 successful years of operations and human resource management in the janitorial industry.
- Strong history of consistent and significant contributions to company goals for business retention, growth and profitability.
- Experienced in driving product, process, and customer service improvements while building partnerships with key business decision makers.
- Expert in estimating, developing and managing large scale accounts.

EXPERIENCE

American Facility Services, Inc., Alpharetta, GA **Vice-President, 1993 – Current**

- Shares in the overall responsibility for sales, operations, customer service for all accounts.
- Manages all staff, including project managers, accounting, marketing and sales force.
- Proficient at estimating project costs to provide maximum value.
- Assures ongoing revenue stream and profitability.

Harry's Farmers Market, Alpharetta, GA **Custodial Manager, 1993**

- Responsible for all custodial operations.
- Managed all personnel and subcontractors.

Krispy Kreme Doughnut Company, Winston-Salem, NC **Operations Manager, 1986 - 1993**

- Responsible for operations at eight metro Atlanta stores in their entirety.
- Managed all personnel, purchasing, and sales.

EDUCATION

Lake High School, Illinois

CERTIFICATIONS

CIMS Certification



PROJECT PLAN

In order to facilitate a seamless transition from the former janitorial service provider to AFS, we will utilize the following Management Transition Plan, which helps to ensure all aspects of the contract requirements are being managed efficiently and effectively from the beginning of the contract term. AFS also utilizes a detailed Schedule of Tasks and comprehensive Quality Control Plan to ensure all work is completed on time and to the highest standards.

American Facility Services will provide an orientation session for all current and new service workers and supervisors to introduce them to our company and excite them about joining the American Facility Services team. Following this orientation session, and within the first two weeks after the contract start date, all employees will be given cleaning procedure classes, safety training and hazardous waste training. The Contract Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log forms and inspection forms will be reviewed with the supervisors and cleaning crew and implemented for use.

All employees will have a job designation and work description will encompass all tasks within the scope of work. Every cleaner will understand the scope of work and will understand their daily duties will change in order to fully and completely clean the building. This will also include project and weekly work. Any absenteeism or time off will be covered by our floater staff. Our Floor Techs as well as our staff will have like-new or brand-new equipment to start the contract. The floor staff will have working knowledge of all facilities and also have a complete understanding of the scope of work. All floor burnishing, restroom scrubbing and any carpet cleaning will proactively be scheduled so the Contract Manager as well as each site representative will know when that work has been scheduled.

IMPLEMENTATION PLAN

Week 1 following Notice of Award: (Days 1-5)

- Review contract documents
- Request insurance certificates
- Project Principal meets with Contracting Officer and supporting staff
- Perform site surveys with management, staff and customer to provide overall planning and coordination for the implementation
- Obtain recommendations for hiring existing custodial personnel
- Begin personnel selection for additional staffing needs
- Assessment of office space and janitorial closets provided by client
- Administrative staff is available to provide all needed technical assistance, payroll, Human Resources, purchasing and contract administration

Week 2: (Days 8-12)

- Begin processing employment applications
- Identify remaining personnel needs and start recruiting and processing
- Review equipment and supply needs
- Submit detailed list of equipment and chemicals for approval
- Review uniforms needs and requirements and proceed with procurement
- Procure communication devices, equipment and chemicals not currently on hand



Week 3: (Days 15-20)

- Run background checks and E-Verify reports
- Finalize employee hiring
- Establish and confirm delivery dates & location for delivery of equipment & chemicals
- Detail the back-up plan, contingency plans, inspection reports
- Establish janitorial tasks schedules for each building
- Review security and key control requirements
- Training for new crew members and supervisors by management and suppliers
- Confirm equipment & supply delivery
- Supply MSDS sheets in binder of all approved chemicals and ensure all manuals applicable to the effort are available when needed.
- Ensure that all prerequisites have been fulfilled before the implementation date

Week 4: (Days 22-26)

- Re-inspect facilities with management & supervisor
- Pre- service conference with client's management and AFS management
- Review billing and invoicing requirements
- Begin services
- Training, supervision and daily inspections to ensure compliance with task list
- Ensure staff is working as a team and supervisors are supported to provide the necessary leadership

Week 5: (Days 29-33)

- Re-inspect facilities with management & supervisor
- Meetings with client's management and AFS to go over any issues
- Management will continue training sessions and task inspections to ensure compliance
- Management and supervisors ensure equipment is performing as required
- Management and supervisors ensure compliance with proper chemicals use

Week 6: (Days 36-40)

- Re-inspect facilities with management & supervisor
- Communicate with client's management to ensure all service goals are met
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary

Weeks 7 and 8: (Days 43-54)

- Project Principal inspections continue on a random basis
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary
- Project Manager verifies that client is satisfied with services



STAFFING

Immediately upon notification of contract award, AFS will fill all positions required. AFS will make every effort to retain the current staff, as long as they continue to meet our qualifications. All personnel must have at least two years' experience in the janitorial field; be able to communicate in writing and orally in English language; be a U.S. Citizen or possess an Alien registration receipt card form 1051 and be legally able to work in the United States. E-verify confirmation of the documentation presented by an applicant is performed, as well as personal and previous employment reference checks. After all the above is verified to our satisfaction, all new hires undergo a background check including fingerprinting. Any additional checks required by our clients will be conducted with results available if required.

The Custodians will perform all general facility and restroom cleaning functions using cleaning industry best methods during the process. AFS will hire custodians with at least two years' experience from the local employment pool to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those tasks on the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed and inspected by the SS.

BACKUP PERSONNEL

AFS will create a project specific file of local backup personnel (referred to as "floaters"). These additional resources will be maintained in our management office and will allow us to swiftly respond to personnel requirements. Qualifications of floaters will be at least equal to those requirements outlined above. All floaters will go through our intense hiring and training procedures.



TRAINING

Over the years, American Facility Services, Inc. (AFS) has developed proven and standardized training methods to let employees know exactly what is expected at each job and within each task. We have found that when shortcomings occur, inadequate training is usually the cause. That's why training plays such an important role in our contract management system. We take considerable pride in ensuring that only a properly trained cleaning staff is involved in the maintenance of your property.

In new contract jobs where our client's existing service workers are retained, AFS will provide an orientation session to introduce them to our company and excite them about joining the AFS team.

Orientation: A new employee is welcomed to the company through our orientation program. We recognize that the first two weeks on the job create a powerful and lasting impression, and orientation training is designed to teach basic cleaning techniques and to show new workers the meaning of teamwork.

In addition to hands-on training, all employees are required to pass the following courses given online by Betco University. We have found that their training program incorporates all of the most important features necessary to ensure that the proper techniques are taught which results in superior cleaning. Each employee is also given a set of written rules and specific information on their job assignments.

Required Training

- Basic Cleaning Techniques
- Restroom Sanitation
- Dilution Control
- Tools and Equipment
- HAZCOM
- OSHA Blood Borne Pathogens
- Worker Safety
- Disinfection Basics
- Infection Control Basics

Additionally, we will train the employees on site-specific tasks, such as securing the facility at night and proper use of any security systems. At the beginning of each six-month period, AFS's management team will perform additional assessments of the work being performed to determine if additional training is needed.

Advanced Techniques: Following our initial training efforts, AFS will incorporate additional training techniques into our daily working environment. These will include:

- **Simulation Training:** Under this program, AFS duplicates exactly the cleaning situation – either on an actual job site or in a simulation room. Such simulations are conducted at times other than specified cleaning hours.

- **Classroom Training:** Conducted by a Contract Manager, shift manager, supervisor, or corporate officer, AFS training classes include slide presentations, videotapes, and other professional training aids. Special presentations are tailored to demonstrate special needs – such as clean room environments, medical areas, and electronic manufacturing plants.
- **Job Rotation:** To ensure that service workers develop a broader array of skills than those required merely to execute their assigned tasks, AFS has created a series of planned job rotations. Under this program, employees will become proficient in many areas, making AFS's overall service more flexible to the special or changing needs of clients and more valuable, too.
- **On-The-Job Coaching:** This is a form of continuing apprenticeship for workers who have already achieved all the basic skills necessary to fulfill their job assignments. Such coaching constitutes continuing education designed to raise skills above the basic levels and to improve worker productivity.

Additional Training Topics

Powered Equipment
Resilient Floor Care
Slip and Fall Prevention
Carpet Care
Patient Room Disinfection
Educational Facility Disinfection
Wood Floor Care
Basic Chemistry Knowledge
Sustainable Cleaning
ISSA CIMS Certification





EMPLOYEE BENEFITS

AFS compensates hourly employees on a pay scale that rates above industry standard wages for janitorial skill levels. We offer paid holidays (6/year) to all full-time employees. Employees are eligible for holiday pay after they have completed ninety (90) days of consecutive employment. AFS also offers paid vacations to all full-time employees. Employees are eligible for one week (5 days, or 40 hours) of paid vacation time after each full year (12 consecutive months) of employment has been completed.

American Facility Services will offer insurance to full-time employees following the sixty day probationary period of employment.

BENEFITS SUMMARY

Coverage	Available to Full-Time Employees?	Premiums Partially Paid by AFS?
Medical	Yes	Yes
Dental	Yes	No
Vision	Yes	No
Life Insurance	Yes	Yes

Employee Incentives:

American Facility Services is a company that promotes from within. Management teams review personnel during their employment to look for qualities that AFS finds important in management personnel:

- Good work ethic – absentee rate vs. time at job site
- Ability to work as part of a team.
- Ability to see assignments through to completion
- Ability to lead other employees. (Does this person appear to be trusted by others? Do they work well inside their team? Do the other members of the team listen?)
- Ability to make viable suggestions in an effort to save time and cut costs while still providing quality service
- Recommendations by other employees on site, and/or management staff

At AFS, our 24 years of success in providing high quality services is a direct result of our management expertise. We understand that highly motivated employees produce superior results for our clients and we have developed methods to ensure that the goal for each and every employee is to provide our customers with the highest quality cleaning level possible. Our Site Supervisors and Contract Managers are continually evaluating employee performance – rewarding good performance and retraining and correcting where necessary.



QUALITY CONTROL PLAN

AFS is dedicated to controlling quality at every level of functional and administrative activity, across the project lines. As a result, our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we are able to inspect, document deficiencies, assign corrective actions, and document resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan (QCP) for the referenced solicitation will be custom-designed to promote and maintain superior contract performance. It will combine traditional, inspection-oriented processes with progressive, education and training-oriented protocols to form a Total Quality Management (TQM) package that will meet or exceed all contract requirements. Along with our processes and training programs that show our accountability to the quality of our services, we guarantee the satisfaction of our customers.

For this project, our primary TQM objectives will be to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

The overriding objective of TQM is Continuous Process Improvement (CPI). The key to CPI is a carefully planned, rigorously enforced inspection program, carried-out by qualified and motivated team leaders at every functional level of program activity. The result of CPI is enhanced productivity, improved performance, and exceptional customer relations. The following sections provide a snapshot look at the policies and procedures we will implement.

General

By definition, Quality Control is the formal and informal process of inspections, deficiency reports, and corrective action cycles used to quantitatively, systematically, and accurately verify the quality and timeliness of services provided to our customers by AFS contract personnel. Our traditional quality control directives combine self-inspection by motivated, qualified Site Supervisors with random, informal observations and scheduled, formal inspections by an independent Quality Control program faction. In this way, we reaffirm the responsibility of supervision to provide quality services while validating those services through separate and independent channels.

Key Personnel

Our Contract Manager and Site Supervisors will head our Quality Control Program. They will report directly to our Director of Operations, Mr. Harold Angel, while maintaining a "dotted line" relationship with our customers. This ensures quality control integrity while maintaining a daily dialog between managers. The Contract Manager will make frequent visits to the project to ensure that the QC Program is being executed properly and that the Site Supervisor is receiving all required corporate support.



Each manager and crew leader supports the Contract Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in preparedness drills for safety and security. All levels of supervisory leadership participate actively in the TQM process.

Inspection System

AFS will employ two specific methods for identifying and correcting deficiencies:

1. Quality Control Inspections
2. Quality Assurance Audits

Quality control inspections are examinations and observations performed by management and supervisory personnel to determine completeness of work and conformance to established standards. Inspections may be formal (using App-based inspection checklists) or informal (consisting of professional observations). Whereas QC inspections examine work, QA audits examine work processes and supporting documentation. Quality Assurance audits entail extensive reviews of logs, reports, checklists, methods and procedures, performed at specific intervals by our Site Supervisor. Of the two methods discussed above, by far the more prevalent is inspections.

Our Site Supervisor will implement and oversee the day-to-day operations of our inspection program. Our inspection program is designed to:

- Detect and correct minor deficiencies;
- Establish protocol for reporting, documenting, and tracking discrepancies; and
- Provide training and education to prevent reoccurrence.

The specific types of inspections AFS will employ on the project include:

- **100% Inspection:** This method ensures that all program activities during a pre-determined performance period are evaluated for completeness, timeliness, and quality. Our Contract Manager will perform 100% inspections not less than four times each contract year, nor less than once each quarter. CO-approved checklists will be employed. Results will be documented and maintained in the QC file at the Work Control Office. In addition, our Contract Manager will perform a 100% inspection of all work tasks that affect personnel safety or property security.
- **Random Sampling:** Random sampling is used when the work being checked is repetitive and sufficiently voluminous to make 100% inspection impractical or unaffordable. Recurring work, such as daily cleaning, will be inspected on a random basis.
- **Periodic Inspections:** In-process inspections of all tasks occur on a continuous basis by the Site Supervisor. Checklists are used to identify what to look for during the inspection and to provide a method for determining whether the work in-progress is



acceptable or unacceptable. Determination is based on the number of checklist items that do or do not meet stated standards.

- **Corrective Action Inspection:** All corrected deficiencies are inspected by the Site Supervisor to ensure conformance with program standards. The Contract Manager reviews all inspection records and deficiency reports.

Inspection Frequencies

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled and random visits to work sites. During these visits, each aspect of the system, equipment or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedures utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the corporate office. A series of checklists that breakdown each basic function being performed in relation to its component requirements are used in the evaluation process. Quality inspections are conducted on all prime contract work as well as on in-coming materials and equipment.

During phase-in, our Contract Manager will finalize formal (scheduled) QC inspection frequencies for all required tasks and functions. Once done, all inspections will be included in our Annual Work Plan and Master Schedule of activities.

Inspection Checklists

QC Inspection Checklists are all App-based and are used for evaluating procedures and assessing quality and timeliness of service. Our Contract Manager, when conducting formal inspections of both work-in-progress and completed tasks uses them. Checklists are specifically tailored to the particular task or service being performed. Checklists are designed to:

1. Identify step-by-step procedures that make up a specific task;
2. Provide evaluation criteria;
3. Document deficiencies and corrective action; and
4. Provide an official record for AFS and our customer.

Detailed, site-specific QC checklists will be finalized during phase-in and submitted for approval prior to contract start. A sample inspection form can be found below:

Dashboard
More... ▼

Edit Quality Inspection : Sequence No 18 🔊

Date:

Supervisor: _____

Employee:

Inspection List: Cafeteria

Inspector:

Grade: 92.0%

Building: Carver HS

Area: Cafeteria

Area Type: Cafeteria

Floor Type: All

Building Level: 1

Completed

Line Items:

Step	Name	Corrective Action Required	Item Grade	Detail Code	Weight
1.	<u>Floors clean and buffed</u>	<input type="checkbox"/>	5 ▼	Select a Detail Code. ▼	2 ✓
2.	<u>Trash picked up</u>	<input type="checkbox"/>	5 ▼	Select a Detail Code. ▼	1 ✓
3.	<u>Tables clean</u>	<input type="checkbox"/>	5 ▼	Select a Detail Code. ▼	1 ✓
4.	<u>Glass clean</u>	<input type="checkbox"/>	3 ▼	Select a Detail Code. ▼	1 ✓

Current Grading Scale (0 - 5) - Editable in Account Configuration


Signature: No file chosen

Image:

Comments: [Edit](#) [Delete](#)

Add a Comment

Images:



Cafe window sill

Add an Image

Reinspect

Reports and Record Keeping

Our Quality Control program offers a variety of reporting options. All information is cloud-based, and therefore reports are available immediately after inspections. The reports are designed to assist Site Supervisors when assigning duties, supervising workers, and conducting inspections of work, both in-progress, and completed. We combine these formal methods with consideration to any and all customer comments on responsiveness and performance. We


have found that a combination of proactive attention to detail, adherence to the principals of Total Quality Management, and swift decisive response to customer feedback is key to providing high quality services.

Any person involved in the evaluation of an activity may generate QC records. All periodic and regularly scheduled inspections require the use of a checklist which, when completed, becomes a QC record. Records are clearly identified to permit tracking. For example, records of inspection indicate the inspection procedure used, the performance date, which performed the inspection, area/section inspected and the results of the inspection.

The primary report associated with the QC Program is our Quality Control Details Report (See Figure 1). All work not conforming to project standards is considered a deficiency. The Inspector creates a Quality Control Details Report which is e-mailed to the appropriate supervisor for immediate action. In addition, the Contract Manager may, at his discretion, recommend further action to ensure against reoccurrence.

Such recommendations might include additional training, procedural changes, improved work techniques, equipment changes, scheduling or location changes, personnel or responsibility changes, or even disciplinary action. The report will be dated and signed by the Contract Manager and filed in the Work Control Office. Our Contract Manager reviews all Discrepancy Reports.

Figure 1 - Quality Control Details Report

Quality Inspection Details Report			
Date Range: 3/13/2018 - 3/28/2018			
Signature: _____			
Grade: 95%	Building: Benteen	Account: Atlanta Public Schools	
Insp. Date: 3/28/2018 1:36 PM	Room Id: Classrooms	Inspector: Kevin	
Sequence #: 24	Area Type: Classrooms	Employee:	
Shift:	Floor Type: All	Supervisor:	
Insp. List: Classrooms	Floor Level: 1	Cost Center: BAM Cleaning Services	
Inspection Item	Weight	Score	Detail Code
Tile floors clean and buffed. Rugs vacuumed.	4	5	-
Desks, furniture, walls and doors clean	1	4	-
Lights clean and working	1	5	-
Trash receptacles clean and empty	1	4	-
Windows and blinds clean, vertical surfaces	1	5	-
Comment:			
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Smudge marks on table</p> </div> </div>			



Inspection Coordination

Our Contract Manager participates in planning all aspects of the contract to properly provide required functions, but just as importantly, to ensure that quality control is factored into all activities. The Contract Manager has the authority and responsibility to institute remedial and preventive actions, as necessary, to safeguard an effective QC program.

We pursue a multi-faceted approach to quality control, regardless of which service area (management, maintenance, environmental compliance, etc.) is being evaluated. The process begins with a thorough evaluation of work specifications and related contractual requirements. The second phase of our program relates to actual inspection and analysis.

We consider employee sensitivity, awareness of facility conditions, and user preferences to be an integral part of employee training at all of our projects. As part of our quality process, TQM and on-site training programs, our staff is required to be observant for potentially dangerous, wasteful, or other undesirable conditions, and to notify a supervisor or lead when such conditions are detected.

We instruct our workers to note minor problems such as burned out lights or dripping faucets while engaged in routine activities. Workers note the location and the time observed and relays this information to Work Control during or at the end of the shift. These items are then coordinated with the customer and added to the service call backlog for correction. Our employee training includes awareness of facility conditions, team responsibility and procedures for identifying problem areas.

Each supervisor is responsible for conducting quality checks of all work performed (scheduled and unscheduled) in his or her respective area of performance.

Deficiency Identification

Informal inspections are conducted to ensure contract compliance and the effective delivery of quality service. Monitoring is expedited by reviewing specially developed, pre-printed checklists. Deficiencies discovered during routine inspections are then discussed with the appropriate worker and corrected, if possible, on the spot. Persistent problem areas are addressed at weekly meetings in the spirit of collectively arriving at a solution. Our experience at other installations reveals that the uniqueness of having quality control built into the performance of work, and not merely as a matter of after the fact follow-up produces a higher level of quality service. Moreover, because of the high quality standards set and adhered to, we believe our customer surveillance tasks are being significantly reduced as well.

The Site Supervisor conducts the documented inspections on a random, unannounced basis. Once completed, the report is immediately available to the Contract Manager for review.

Documentation

The Site Supervisor generates a summary of all quality inspections performed for that period and that information is submitted to our contact. A monthly report is generated and e-mailed to the Project Manager with a copy furnished to our corporate management and our contact if desired.



This report includes an Inspection Summary and a copy of all inspection sheets and checklists. The Inspection Summary provides each of the areas inspected; the number of inspections performed; the number of deficiencies identified; and if the service was satisfactory or unsatisfactory. A summary analysis of all customer complaints and re-work orders also will be included in the report.

Review and Analysis

Monthly meetings are held between the Contract Manager and our corporate management. These meetings provide the management team an opportunity to compare the most recently completed month's performance to all previous months. Areas with potential problems receive immediate attention to prevent the service from being unsatisfactory and to circumvent negative trend development.

Annual Updates

Updates will be made to the Quality Control Plan at least annually. All changes to the plan will be incorporated with a formal submittal made to our customer during the month of contract renewal for each year. All changes are subject to approval.

Quality Assurance

Each manager and employee is asked to cooperate with and assist with the performance of this contract. This includes working with them to ensure that they are kept abreast of routine and/or changing conditions, as well as assisting them in the course of their inspections or surveillance.

Performance Evaluation Meetings

The Contract Manager will meet at monthly intervals with our contract contact to discuss project performance. These meetings will provide a forum for discussing mutual matters of concern; however they will not be a substitute for daily interface with our customer.

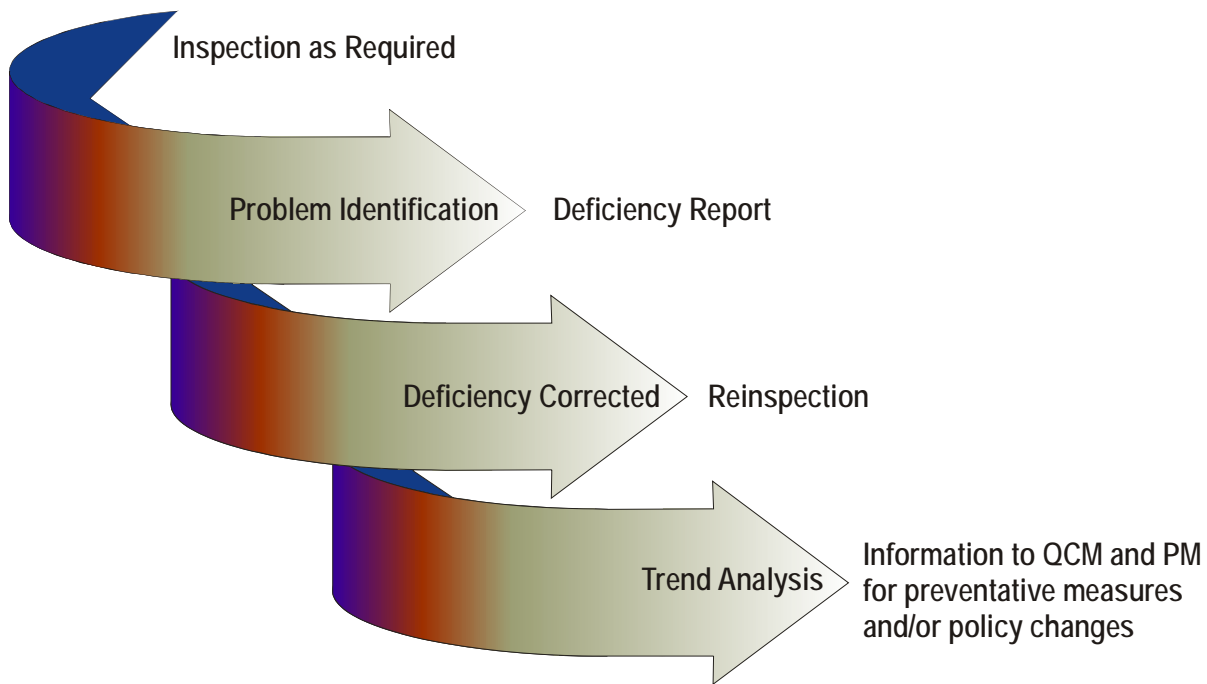
Tracking/Prevention of Performance Deficiencies

To reiterate, AFS uses a total quality management effort to update and ensure that our QCP is functioning properly (see Figure 2). We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. As part of the QCP, Deficiency Reports will be segregated by functional areas to provide for ease of tracking, as well as to identify negative trends and systematic problems by functional area. All inspection findings are documented so that the following subsequent actions can be taken:

- Employees are recognized when their level of the work performance is considered "noteworthy;"
- Employees are informed when their level of work performance has diminished below previous levels, yet is still being performed at a "satisfactory" level;
- A Deficiency Report is initiated to correct any task where the performance level has diminished below previous levels;

- A Corrective Action Request is initiated to correct any task that has been rated less than "satisfactory;"
- Inspection Reports will be submitted to the Contract Manager, our Corporate Office, and the Client.
- Routine monitoring activities, such as our continuous inspections, also significantly reduce the potential for future situations by signaling the need for timely corrective actions.
- A combination of these activities, carefully supplemented by the previously identified methods, will be applied to prevent deficiencies and, where necessary, attain the earliest possible correction.

Figure 2 - Corrective Action Cycle



Corrective Actions, Long and Short Term

If a deficiency does occur, AFS uses a two-tier strategy to address the problem. First, in the short term, the Site Supervisor will generate a Deficiency Report and initiate corrective actions immediately to eliminate the situation. After correction, the work is re-inspected to ensure that our customer's and corporate quality control standards are met. The Site Supervisor will then complete the report detailing what corrective actions were taken. Second, the Contract Manager analyzes the Discrepancy Report for trends or procedural and systematic problems and determines the course of action to correct the long-term problem. For example, he may recommend:

- Additional training;



- Procedural changes;
- Improved work techniques;
- Equipment changes;
- Personnel or responsibility changes;
- As a last resort, disciplinary action.

Documenting and Enforcing QC Operations

Our Site Supervisor will monitor the cloud-based record of inspections. The record will provide evidence that the scheduled quality control inspections are being performed. The records will contain:

- A copy of our QCP;
- Records of all completed quality control inspections;
- Records of all distributed quality control reports;
- Records of all corrective actions taken;
- Documentation of all service calls.

The inspection records will be systematically analyzed and used for the prevention, detection, and correction of quality control situations. The Site Supervisor will make Quality Control records available for review or inspection any time during the contract.



PROPOSED COMMUNICATION PROGRAM

American Facility Services, Inc. can assure our clients that any incident occurring on a contract job is handled professionally and in a timely manner. In a situation where something is damaged, broken or reported missing, AFS will take the necessary steps to investigate and remedy as quickly as possible. Any other type of incident that involves other matters are reported directly to Headquarters and handled based on the situation.

Our employees are instructed to immediately report to their direct Supervisor any situation that results in damage or broken property of the customer where they are working. Incidents of missing or discarded items may also be reported to the Contract Manager or Headquarters staff directly by the customer themselves. Emergency and office contact information is provided to all clients at the start of the contract.

The AFS Contract Manager is responsible for documenting the incident, using all information available from the cleaning staff and/or the customer. This report is used to conduct a formal investigation into the matter, which may include formal interviews and inspecting the place of occurrence and then further documenting any additional information that may be obtained.

Based on the final incident report, determination is made by Headquarters as to how to proceed to resolve the situation. If possible, AFS will work directly with the customer to remedy the incident if that is appropriate and acceptable by the customer. In some major instances, an insurance claim may be filed or a claim filed against the AFS Fidelity Bond that will be in place to protect the customer against any loss.

At AFS, we take responsibility for our employees and their actions. AFS strives to employ personnel with the highest levels of integrity and experience. Because of our stringent hiring practices, we have a very low occurrence of incidents on our contract jobs.

Resolution of Concerns

The AFS Contract Manager will be available at all times to receive calls regarding quality of work concerns. The Contract Manager will respond by investigating the concerns and making sure that the Site Supervisor understands the concerns and addresses them with the crew to correct them immediately. The Contract Manager will then re-inspect and confirm the corrections have been completed. He will also re-inspect at random intervals to ensure that the problem does not reoccur. Please refer to our extensive Quality Control Plan.

EXAMPLE:

AFS had been providing janitorial services to an elementary school in Atlanta for five years, with satisfaction scores of between 93% and 95% monthly. The contract was renewed for an additional five years and then a new principal was assigned to the school. The new principal informed us that the services were not being performed to her higher standards. After listening to her concerns, we made improvements within two days and she was fully satisfied with the outcome.



Communication with District and School Administration

AFS encourages direct communication between school administration and our Site Supervisors, or Contract Manager who are all available 24/7 via e-mail or phone. Our extensive training, scheduling, management, inspections, inventory management and quality control measures are designed to minimize the need for substantial communication with the administration. Our goal is to provide service that will minimize any impact on your employees and students.

Emergency and Special Event Cleaning

Due to our large local workforce, we are always able to handle any special event or emergency incidents that may arise, with response times usually less than a couple of hours. The Contract Manager will be on-call 24/7 and will be able to respond quickly to any emergencies. The Supervisor will have an emergency action plan in place to ensure that immediate staffing and supply needs are met. All employees are trained to handle emergency situations. These are situations where our 24 years of experience can prove to be very valuable to our clients.

EXAMPLE: AFS was notified at 12:00 noon on a Sunday, via a phone call from an official at the Atlanta Public Schools, of a MRSA outbreak at Maynard Jackson High School. He informed us that we needed to disinfect the entire school before school began on Monday morning. Qualified teams were called in immediately, and within two hours we had 40 employees on-site as well as sufficient disinfectant to clean the entire school. The school was completely disinfected by 12:00 AM (midnight) that same night and was ready to open on Monday morning.

American Facility Services

Proper Cleaning Methods

The standard operating procedures within this chapter have been approved by AFS Management. Following approved cleaning procedures is a critical component of infectious control within our facilities. **We clean for health first, then appearance.**

Proper Cleaning

Proper cleaning techniques can greatly reduce the risk of cross-contamination and the spreading of germs and bacteria. Follow these basic guidelines at all times:

- Wash hands thoroughly and always wear appropriate personal protective equipment, which AFS provides for you.
- Scrubbing is the best way to remove dirt, debris, and microorganisms.
- Cleaning is required before any disinfection process because dirt, waste, and other materials can lessen the efficacy of disinfectant/germicidal cleaner.
- Clean from the cleanest to the dirtiest areas.
- Clean from the highest to the lowest areas.
- Clean from the back or the farthest point from the door to the front of the room.
- Both daily and project cleaning is needed to maintain an acceptable standard of cleanliness.
- Do not leave your assigned area before the cleaning is complete unless gloves are removed and hands are washed first.
- Use chemical dispensing stations to the greatest extent possible. The manufacturer's mixing (dilution) instructions must be followed when using any chemical.
- Never store diluted products on the shelf for longer than the manufacturer's instructions.
- Never mix a chemical with other chemicals.
- Follow the manufacturer's instructions for the contact time for disinfectants/germicidal cleaner. (*Contact-time* is sometimes referred to as *kill-time*).
- Dry sweeping, mopping, and dusting should be done carefully to prevent dust, debris, and microorganisms from getting into the air and landing on clean surfaces.

- Buckets that contain cleaning solutions or rinse water should be changed every three rooms, or before the bottom of the bucket cannot be seen, and immediately after cleaning blood or other body fluids.

Cleaning efficacy is verified by our Quality Assurance Evaluation Program.

Project Cleaning

Even though we do a professional cleaning job daily, a school facility is like our home. It sometimes needs a little extra touch—not as much as we do during summer cleaning but a little more detail than we can possibly do each day. This is what we refer to as project cleaning. Project cleaning means checking an area (office, classroom, etc.) from ceiling to floor and performing the necessary cleaning tasks. The tasks usually consist of cleaning the lights, spot-cleaning walls and windows, washing or polishing furniture, and reconditioning the floor. Tile floors may need only spray-buffing to restore their shine. If the floor is carpeted, it may only need to have the spots removed or the high-traffic area cleaned.

By performing project cleaning in one room or area per night, each area on a custodian's regular schedule gets the extra touch it needs.

A written record shall be maintained of all project work completed and/or scheduled.

Daily Office Cleaning

Offices are one of those areas that create first impressions. They should be properly cleaned daily.

Equipment

- Microfiber duster
- Wiping cloths
- Plastic trash liners
- Furniture polish
- Dust mop
- Dustpan
- Broom
- All-purpose detergent
- Glass cleaner
- Sponge
- Vacuum
- Putty knife
- Wet mop
- Bucket and wringer
- Nonlatex disposable gloves/Personal protective equipment

Glass and Windows

Doors and partition glass in the office area should be spot-cleaned or cleaned several times a day.

Dust windowsills, and clean all glass.

Restrooms

If there are restrooms in the office area, refer to restroom cleaning procedures.

High-Dusting

Use the microfiber duster with extension to dust ceiling vents, lights, wall hangings, and any other articles that are too high for the low duster.

Low-Dusting

Use the microfiber duster for wall vents, baseboards, chair rails, bookcases, etc.

Furniture

Dust top and sides of desks, being careful not to disturb paperwork that is left on the desktops. Lift such articles as telephones, staplers, and picture frames, and dust underneath them.

Use furniture polish to remove fingerprints if necessary. Most Formica on desktops will streak if furniture polish is used. If streaking occurs, try a microfiber cloth; this usually works better.

Dust all file cabinets and bookcases, and polish as necessary.

It is helpful to notify office staff members ahead of time for scheduled project work. By doing this, it may be possible for staff members to clear the top of their desks, file cabinets, and areas more than usual for a more complete cleaning.

Trash Receptacles

Wash the inside and the outside of trash receptacles. Replace plastic liners.

Electronic Equipment

Dust all electronic equipment. **Be careful not to unplug** or change any settings on any equipment. Clean all glass with glass cleaner.

Floor

If the floor is carpeted, vacuum thoroughly, removing spots if necessary. Move all chairs, and vacuum underneath.

If the floor is resilient tile, dust-mop, spot-mop, and spray-buff if needed.

Walls

Check walls and doors for spots.

Office Project Cleaning

Offices should also be project-cleaned frequently in order to keep them looking their best.

Remember, regular project work makes summer cleaning much easier.

Equipment

- Microfiber duster
- Sponge
- Wiping cloths
- Vacuum
- Plastic liners
- Furniture polish
- Dust mop
- Dustpan
- All-purpose detergent
- Glass cleaner
- Putty knife or razor-blade scraper
- GFCI (ground fault circuit interrupter)
- Carpet shampoo
- Carpet bonnet or carpet extractor
- Mop bucket and wringer
- Plastic pail
- Red or blue floor pad
- Spray-buff solution
- Floor finish
- Floor machine
- Wet mop
- Nonlatex disposable gloves/Personal protective equipment

High- and Low-Dusting

Perform high- and low-dusting as described in the daily cleaning brochures.

Windows and Walls

Wash windows and spot-clean walls.

Furniture

Polish all furniture tops and sides.

Floor

Spot-clean and shampoo carpet as described in “Carpet Cleaning Procedures.”

Perform the necessary procedures for resilient tile flooring as described in the floor-care procedures—spray-buff, light-scrub, and refinish, or strip and refinish.

Classroom/Office Cleaning

Classrooms are probably the easiest areas to be cleaned if kept in good condition. In order to keep these areas up to par at all times, follow a proper daily cleaning schedule and project-clean at regular intervals. The amount of daily cleaning performed will play a large part in determining your project-cleaning requirements. Remember, what you miss tonight will usually double by tomorrow night and take twice as long to clean.

First, assemble all your supplies and equipment and make sure everything is in good working order.

Equipment

- Cleaning cart
- Mop tank and wringer
- Wet mop
- Plastic pail
- Glass cleaner
- Putty knife
- Scrub sponge
- Wipes
- Microfiber duster
- Dust mop
- Corn broom
- Trash can liners
- All-purpose detergent
- Vacuum, if required
- Nonlatex disposable gloves/Personal protective equipment

When all equipment has been assembled and cart has been stocked, move to designated area. Place cart outside the classroom next to the wall. Equipment left in the corridor should always be placed flush with the wall.

Trash

First, empty pencil sharpener and trash.

High-Dusting

Next, perform high-dusting: tops of whiteboards, maps, light fixtures, top of TV, and any other areas

that cannot be reached with the duster without extension.

Remember, if some high-dusting is performed each day, project work will be a lot easier.

Low-Dusting

Low-dust such items as bookcases, window ledges (adjust shades to the top of lowest window pane at this time, and check window locks), and teacher’s desk (do not disturb any paperwork), and remember to dust vertical surfaces as well as horizontal surfaces of furniture and fixtures.

Desk

Next, wash desktops using all-purpose detergent or germicidal detergent solution. Use a scrub sponge since the abrasive side will help remove marks and other debris.

All dirty desktops should be washed daily. This will make project time easier, and desktops will stay in good condition daily. If only one night a week is designated to washing desktops, it is a very time-consuming task and the desks are unsightly for students who use them daily.

There are times—such as cold and flu season—when it is advisable to use disinfectant cleaner dispensed by spray bottle to avoid cross-contamination when wiping desktops, doorknobs, etc.

Carpeted Floors

Pick up all debris that is too large for the vacuum. Remove any spots on the carpet by spraying with a shampoo solution from a spray bottle. Let solution soak into spot for two to five minutes, and then attempt to remove by blotting with a damp cloth. Always blot from outside of the spot toward the center to prevent spreading. If spot remains, repeat procedure.

Don’t attempt to remove ink spots since this requires the attention of a trained carpet specialist. Certain ink spots will spread very rapidly when you attempt to remove them. Submit a work order for the Carpet Cleaning and Repair.

Once spots have been removed, vacuum the carpet, moving desks and other furniture if necessary. Make sure all desks in the classroom are left in the same order in which you found them.

Tile Floors

Dust-mop all resilient floors, using putty knife to remove gum, etc. As you dust, tilt desk with one hand while pulling the dust mop underneath the desk with your other hand. Proceed by pushing the mop back through the aisle between desks, and repeat same procedure with the next row of desks.

Be sure to keep the same side of the dust mop in the forward position at all times with microfiber mop strands out in front to trap the dust. Try not to lift the mop unless it is necessary to remove collected dust. Sweep trash outside the classroom door for pickup. (Dust mops should be brushed or vacuumed and taken outside daily for a good brushing. A dust mop can be used repeatedly and can be very effective if vacuumed and brushed daily.)

The floor should be spot-mopped or damp-mopped where necessary. It is most important to spot-mop floors daily in order to keep them in good condition and looking good. Floors that are not spot-mopped daily will not hold up because the spots get tracked onto the rest of the floor and the surface soil cuts the finish. This very quickly results in a very dull and unsightly floor. When this happens, it will take a lot of time and work to put it into shape again.

Restrooms

If there are restrooms inside the classroom, paper supplies, hand soap, etc., will have to be replenished. Check “Restroom Procedures” for proper cleaning and disinfecting instructions.

Walls and Glass

The last cleaning procedure now is to spot-clean walls and clean the door glass. Spot-clean the wall around light switch, pencil sharpener, and other areas as necessary. Remember that the door glass has two sides, and remember to spot-clean the door while you are cleaning the glass.

Remove all cleaning equipment from the room, and take a last good look around to make sure nothing has been forgotten. Turn out the light, and close and lock the door.

A professionally cleaned classroom is a welcome and pleasant sight for students and teachers in the mornings.

Classroom Project Cleaning

In addition to daily cleaning, it is necessary to project-clean classrooms. A regular schedule should be followed for project cleaning classrooms. For instance, if a custodian is responsible for 20 classrooms on a run and project-cleans 1 each night, then every 20 days, each classroom gets a thorough cleaning. This is necessary because of the constant use and wear and tear on the floors. Although the floors are dust-mopped and damp-mopped daily, after a while they need to be spray-buffed or lightly scrubbed and refinished in order to remove scuffs and black marks and to restore the floors to their original shine. Neglected classroom floors can become very unsightly in a very short time. With a good spray-buff program and daily spot-mopping, floors can look great every day. It will not take long for the unkempt floor to need a major stripping, which involves a lot of hard work and is very time-consuming.

The first thing to do is assemble all equipment and supplies necessary for the job.

Equipment

- Microfiber duster with extension
- Scrub sponge
- Microfiber cloth
- Putty knife
- Plastic pail
- Microfiber dust mop
- Wet mop
- Trash-can liners
- Doodlebug with scrub pad
- Mop tank and wringer
- Floor machine
- Spray-buff solution
- Corn broom/Dustpan
- Furniture polish
- All-purpose detergent
- Glass cleaner
- Nonlatex disposable gloves/Personal protective equipment
- GFCI

If floor is carpeted, you will need a carpet bonnet or carpet extractor. Follow carpet-cleaning procedures.

Trash

First, empty pencil sharpener and remove trash.

High-Dusting

Using the duster with extension, dust overhead lights, vents, all ledges, and any overhead objects.

This is a good time to check windows, shades, and other articles in the room to make sure everything is in good working order. If anything needs to be repaired and preventive maintenance will not correct it, report to the night lead or plant operator.

Low-Dusting

Next, low-dust window ledges, bookcases, student desks, file cabinets, and teacher's desk. Be sure to check windows and adjust shades to the top of lowest pane.

Furniture

Clean teacher's desk and other furniture with furniture polish. Do not use furniture polish on Formica. A microfiber cloth will work better. Be careful not to disturb any paperwork.

If the whiteboard has no writing on it, you may wipe it with a dry wipe. Do not erase anything that has been left on the board.

Wash desktops and window ledges, and wipe the TV screen with microfiber cloth.

Walls and Glass

Spot-clean walls and doors; clean door glass and windows.

Restrooms

If the classroom has a restroom, refer to "Restroom Cleaning Procedures."

Tile Floor

The purpose of dust mopping is to remove dust, litter, and soil from floors or in preparation for wet-cleaning. Do not lift dust mop off of the floor when dust mopping. Dust-mop the floor using the corn broom to get into the corners, behind univents, or in other areas where the dust mop will not reach.

Experience will tell you whether the floor can be restored by spray-buffing or by light-scrubbing and refinishing. If it has been kept up to par, all that will be necessary is a damp-mopping and spray-buffing with a spray-buff solution.

Using all-purpose detergent in cold water, damp-mop entire floor to remove surface soil and grit. When completing damp-mopping, change mopping solution after damp-mopping 1,000 square feet of floor space.

Mount the drive block and spray-buff pad on floor machine, mist a small amount of spray-buff solution on a small section to the side of the floor machine, and buff back and forth until the floor is dry and a luster is visible. After floor is buffed, dust-mop to remove dust and grit.

Use a GFCI when you are operating electrical equipment where water/liquid is present.

If scuffs and black marks cannot be removed by spray-buffing, it will be necessary to light-scrub (blue pad) and refinish.

Mix all-purpose detergent in cold water and wet mop floor, one section at a time. Mount blue scrub pad on the floor machine and scrub in one direction, overlapping each pass. Crisscross scrub in the same manner. Remember, you only want to remove scuffs and black marks. Pick up solution with wet vacuum, and mop with clean, cold rinse water. Pick this water up with the wet vacuum. Dip mop in rinse water, and damp-mop. When floor is dry, apply one coat of finish, staying at least 12 inches from the wall to prevent buildup.

When floor is dry, put all furniture back in place and clean and store all equipment. The job is complete.

Remember to take one last look around to make sure nothing has been forgotten.

Whiteboards

Daily cleaning consists only of dusting the top edge. Never erase anything from the board unless you are asked by a teacher or supervisor to clean it. Special cleaners are available for all types of boards, such as whiteboards, and for the few chalkboards still in use.

Whiteboard cleaner is an odorless liquid recommend for use on melamine or porcelain. This cleaner is nonflammable and safe for use in classrooms and offices.

Daily Restroom Cleaning

Restrooms are the number one source of complaints—keep them clean and stocked!

The old saying “An ounce of prevention is worth a pound of cure” certainly holds true with restroom cleaning. There are no shortcuts in cleaning a restroom. Plenty of water, germicidal disinfectant detergent, and proper daily cleaning are the only solution for clean and odor-free restrooms. Odors are caused by germs and bacteria that are breeding. Areas around pipes, underneath sinks, the outside of a toilet bowl or urinal, and the floor drain are favorite breeding places for germs and bacteria. **If you kill the germs and bacteria, you kill the odors.** Using deodorizing blocks in toilets and urinals for a repetitive fragrance is not recommended. Getting to the source of the odor is the best way to alleviate problems.

The first step, as in any cleaning job, is to assemble all equipment and supplies on your cart.

Equipment

- Germicidal disinfectant
- Scrub sponge
- Plunger
- Putty knife
- Mop tank and wringer
- Wet mop
- Doodlebug
- Duster
- Push broom and corn broom
- Wet floor sign
- Dustpan
- Paper supplies
- Hand soap
- Wiping cloths
- Commode brush or mop
- Trash can liners
- Plastic pail
- Gong brush
- Nonlatex disposable gloves/Personal protective equipment

Germicidal Disinfectant Detergent

Dilution of the germicidal disinfectant is controlled by the chemical dilution system. Remember, more is not better. Using too much will only cause problems, such as too many suds or streaking, and it may cause the floor to be sticky. Most important, it may be harmful to skin. **Since we never rinse germicidal disinfectant, it is vitally important that we do not add to the manufacturer’s controlled dilution ratio.** Cold water should always be used with a germicide since hot water weakens its ability to kill germs.

Be sure to wear nonlatex disposable gloves/personal protective equipment.

High-Dusting

First, take the duster and corn broom, and remove dust from vents, sills, and ledges. From time to time, you will need the corn broom to remove toilet tissue from the ceiling.

Trash

Empty the trash, and replace the trash can liner.

Sweeping

Using the push broom, sweep the floor. Use the corn broom for corners and in areas that are too small for the push broom.

Paper Supplies

Replace towels, toilet tissue, and soap cartridges.

Mirrors

Using the scrub sponge and pail of germicidal disinfectant, wash the mirrors. Start in one corner, and work from right to left using circular cleaning motions. Dry the mirrors with a dry wiping cloth.

Sinks and Fixtures

Wipe the towel cabinets, the soap dispensers, and the wall around the sink. Dip the sponge into the solution several times (do not wring it out); scrub the sink bowl, around the faucets, and underneath the sink bowls. Be sure to clean the pipes and the wall around them.

Glass and chrome are the only items you dry. Allow the rest to air-dry. This will help kill the germs and bacteria.

Urinals

Using the scrub sponge and plenty of solution, clean the urinals inside and outside. Clean the pipes and wall around the urinal. Wipe the chrome dry.

Partitions

Clean the partitions with the sponge or Doodlebug and plenty of germicide. Start at the bottom, and wash upward to prevent streaking. Remember to clean the bottom and top of the partition.

Ventilation

Check daily to ensure the ventilation system within restrooms is working properly. Replace belts and submit appropriate work orders as needed.

Commodes

Take the plunger, and lower the water level in the toilet.

It may be necessary to use toilet-bowl cleaner at certain intervals but not daily. If bowl cleaner is used, hold bowl mop over the toilet bowl, pour the cleaner on the mop, and then clean the inside of the toilet bowl.

Using the scrub sponge and plenty of germicide, clean the pipes, the wall around the commode, and the outside of the toilet bowl and base. When all fixtures are cleaned, check the walls and partitions for graffiti and spots. Clean the top and bottom of the seat. Use the gong brush to clean the wall behind the commode and a little of the floor around the base of the commode.

Dry the chrome and the top of the toilet seat if the seat is to be used very soon.

Floors

The final step is wet-mopping the floor. Using the germicidal solution in the mop tank, saturate the floor. (Do not wring out the mop; simply lift it up, and let some of the excess solution run off.) Starting at the farthest corner from the door, lay the solution on the floor. Always work toward the door so you don't get boxed in and have to step over and contaminate freshly cleaned surfaces. Be careful not to splash the baseboards. Go back to the bucket as necessary for more solution. When the entire floor is covered, wring out the mop and pick up the excess solution.

This is wet-mopping. Never damp-mop a restroom floor. You need liberal solution on the floor long enough to kill the germs and bacteria and to leave the restroom odor-free.

Pour the remainder of the germicidal disinfectant solution down the floor drain, a favorite breeding place for bacteria and a source of odors. In addition, if liquid is not occasionally poured down the floor

drain, the water in the drain trap will evaporate, allowing sewer gas to come back up the drain.

Be sure to wear gloves/personal protective equipment and to wash hands after cleaning each restroom. This will help prevent spreading germs from one restroom to another.

Clean and store your supplies and equipment.

A restroom properly cleaned every day will never have offensive odors. Remember, no shortcuts! Restroom cleaning is a top priority.

Restroom Project-Cleaning

With proper daily cleaning, we can be assured our restrooms will always have a pleasing smell and attractive appearance. From time to time, however, it will be necessary to project-clean the restrooms in order to give them an extra-thorough cleaning and to keep them odor-free.

Almost every area in a restroom is a breeding ground for bacteria, which causes unpleasant odors. In order to eliminate these odors, we must apply a germicidal detergent solution to all surfaces. How often will you need to project-clean a restroom? Let's say as needed. Your professional experience will tell you when project work needs to be done, or you can set it up on a regular schedule.

Equipment

- Germicidal detergent
- Scrub sponge
- Commode plunger
- Putty knife
- Mop tank and wringer
- Wet mop
- Duster
- Doodlebug
- Doodlebug pads
- Push broom
- Dustpan and brush
- Floor machine with brush block
- Scrub brush or stripping pad
- Wet vacuum
- Hand soap
- Paper supplies
- Wiping cloths
- Ladder or scaffold
- Wet floor sign
- Nonlatex disposable gloves/personal protective equipment
- GFCI

Getting Ready

Assemble all cleaning supplies on the cleaning cart, and take them to the restroom. Leave all supplies and equipment just outside the door and close to the wall.

Empty and clean the trash container, replace the liner, and place the container outside the restroom. Remove toilet tissue and paper towels from the holders and cabinets.

Dilution of the germicidal disinfectant is controlled by the chemical dilution system. More is not better; it will cause problems with sudsing and streaking, or it can be harmful to skin. **Be sure to wear nonlatex disposable gloves/personal protective equipment.**

High-Dusting

Using the duster with extension (and ladder, if needed), dust vents and clean the light fixtures. If the light fixtures need washing instead of just dry-dusting, **make sure to turn off the electricity and follow lock-out/tag-out procedures.**

Dust all ledges and windowsills.

It may be necessary to use the broom to remove toilet paper that sometimes gets stuck on the ceiling.

When high-dusting is finished, sweep the floor.

Walls

When washing a wall, always start at the bottom and wash up. The wet solution will cause the dry wall to streak as it runs down.

The germicidal solution can be applied directly to the wall with the Doodlebug. This method saves time and reduces the amount of water used for this procedure.

Scrub the wall with the Doodlebug and pad. Dip the Doodlebug into the mop bucket containing the cleaning solution, and wash the wall from the bottom to the top. Dip the Doodlebug again, and rinse from the top to the bottom. A gong brush works well to scrub around the baseboard.

Rinse the wall with the same solution, starting at the top and rinsing down.

If the restroom is not equipped with a water hose hookup, simply use a 44-quart mop bucket for wall-washing.

This method is very effective and does not require excessive equipment. It also is a much safer method for applying the germicide than spraying.

Partitions

Clean with a scrub sponge or Doodlebug, and rinse the same way the walls were done. Don't forget to clean the bottom and top of partitions.

Windows

Wash windows with solution, and dry them.

Fixtures

Clean all the fixtures, sinks, commodes, urinals, etc., and use the scrub sponge to clean the inside and outside. Clean the chrome on the fixtures, and don't forget to clean underneath the sinks.

Rinse the fixtures with the germicide, and allow them to air-dry. Use a wiping cloth to dry only the mirrors and chrome.

Restroom Floors

Ceramic and quarry tile floors can be project-cleaned with any of three types of machines: a conventional, low-speed floor machine; an automatic scrubber; or a cylindrical brush/rotary wash machine. No matter what type of equipment you use, a brush attachment—**not a pad**—should be used with restroom floors. Brush bristles reach below the tile level to the surface of the grout.

Use a GFCI (ground fault circuit interrupter) when you are operating electrical equipment where water/liquid is present.

In this procedure, one custodian applies the solution and operates the floor machine. The other custodian rinses the floor and changes the rinse water as necessary. If a ceramic or quarry tile floor has floor drains, you can rinse the floor with a hose, squeegee excess water to the drain, and mop dry.

1. Select the correct brush for the machine you are using and the floor surface. Too coarse a brush can damage tile grout.
2. Sweep and dust-mop the floor.
3. Remove gum and other sticky substances.
4. Set up a "Wet Floor" sign to warn of slippery conditions.
5. Apply solution with a mop to a 10' x 10' area or through machine operation. Avoid splashing the solution on walls or baseboards. With an automatic scrubber, wet-vacuum removal of the solution will take place on the same machine pass as the application and scrub-in of the cleaning solution.

6. Machine-scrub the solution (in straight lines in a slow, steady motion with the cylindrical brush machine; in the usual back-and-forth motion with a conventional floor machine; and in the usual straight path with an automatic scrubber). Overlap each just-scrubbed area. After you have finished scrubbing one area, back away toward the next area.
7. Wet-vacuum the surface to pick up remaining solution (may not be necessary with automatic scrubber).
8. Rinse twice. If you use a mop rinse, mop in the shape of a figure 8 or “S.” Stroke in one direction for the first rinse, and then for the second rinse, mop at right angles to the direction of the first rinse.
9. Hand-clean all edges and corners.

Finish

When the floor is dry, replace soap cartridges, toilet tissue, and paper towels. Place the trash can in the proper place, and you should be finished.

Damp-Mopping and Wet-Mopping

Like dust-mopping, frequent damp-mopping and wet-mopping are key factors in floor care. In order to keep resilient tile floors clean and shiny, it is necessary to keep the surface dust and soil removed. If dust and dirt are allowed to remain on the floors, they act like tiny cutting particles, which destroy the finish, causing it to powder and walk off.

Damp-Mopping

Always use wet floor signs when mopping floors. Damp-mop daily or as often as possible in classrooms, corridors, and offices.

Use all-purpose detergent for mopping.

Don't use your damp mop for any other purpose, especially restrooms. Using a mop in more than one type of cleaning agent can cause a chemical reaction that can ruin your floor finish.

Mark your mop with “daily mopping” and “all-purpose detergent” so you won't get them confused.

Dilution of all-purpose cleaner is controlled by the chemical dilution system. Dip the mop into the solu-

tion until it is well-saturated, and wring it out to get it as dry as possible. Using a figure-8 motion, start at the farthest corner from the door and mop yourself back out of the door. (This keeps you from walking on the damp floor, which may leave ugly footprints on the floor.)

Dip the mop in the solution, and wring it out as often as possible. Change water when it gets dirty. Don't ever mop a floor with a dirty mop or dirty mop water—this would only defeat the purpose. When mopping, always “cut in” first (“cutting in” is mopping edges and corners, keeping mop parallel to the wall). Be sure to overlap each pass of the mop.

Wet-Mopping

Wet-mopping is a different procedure from damp-mopping. Wet-mopping allows you to soak off heavy soil and is normally done daily in the cafeteria.

Dip the mop into the tank until it is well saturated. Don't wring it out—hold it over the bucket, and let the excess solution run out. **Never flood the floor with water; it could damage a tile floor.**

Starting at the farthest corner from the door, using the figure-8 motion, lay the solution on the floor. Dip the mop back into the tank as necessary for more solution.

When you have wet-mopped a limited area, dip the mop back into the solution and wring it out to get it as dry as possible. Do not allow water to stand on tile floor for very long or to pool to any appreciable depth.

Pick up the solution, and rinse and wring the mop as needed.

This should loosen and lift the soil, leaving the floor clean and odor-free.

Stripping and Refinishing

Maintaining resilient tile floors can be one of the easiest cleaning tasks we perform if the floors are properly maintained **on a daily basis**. If, however, they are not maintained daily, keeping them up becomes one of the most time-consuming housekeeping tasks.

Proper care of your floors will allow you to go a long time without having to do the time-consuming tasks of stripping and refinishing.

When it is necessary to strip and refinish, **never** take shortcuts, no matter how tough, messy, and time-consuming the job may be. If the job is not done right, the finish will not last. It will mean that a lot of time and hard work will have been done in vain. It is impossible to cover up or mend a poorly stripped floor. It will just have to be redone.

Equipment

As in any task, the first thing to do is get all your equipment and supplies together and make sure everything is in good working order.

- Floor machine and pad holder (or walk-behind scrubber, if available)
- Five wet mops
- Stripping pads (red, or blue if your floor is asbestos) or stripping brushes
- Wet-pickup machine
- Four mop tanks
- Three wringers
- Dust mop
- GFCI
- Doodlebug and pad
- Dustpan
- Broom
- Putty knife/Razor blade scraper
- Pail
- Wiping cloths
- Stripper
- Floor finish
- Wet floor signs
- Nonlatex disposable gloves/Personal protective equipment

Preparation

Mark your mop handles so they are used in one particular solution and task. Label one for stripping, two for rinsing, one for damp-mopping, and one for applying the finish.

Move all of your equipment and supplies to the job site. Move as much furniture out of the area as possible to make the area easier in which to work.

After all the furniture and objects are moved, dust-mop the area thoroughly and pick up the dirt.

Use only approved dilution controlled dispenser for floor stripper.

Stuff towels or rags under doors to prevent stripping solution from running onto floors that connect to the one you are stripping.

Use a GFCI when you are operating electrical equipment where water/liquid is present.

Stripping Procedure

Place the mop in the stripping solution, lifting in and out. Do not wring the mop, but allow some solution to run back into the mop tank. Starting well away from the door wall, apply the solution to about a 10' x 10' area. Remember, use the minimum amount of solution that it takes to scrub this area. Too much water and stripping solution can cause damage. Generally, hot water is preferred, but cold water evaporates more slowly, allowing the solution to stay wetter longer. Never flood the floor with excessive stripping solution. After applying the solution to the 10' x 10' area, apply it carefully next to the baseboards. This will keep the mop from splattering the walls since it will not be so full of solution.

Place the stripping pad in the bucket, and saturate it with the solution. This will help it do a better job when you start scrubbing. Remember, never scrub an area larger than 10' x 10' since the solution should be scrubbed and picked up as rapidly as possible to avoid damage to floor tiles, and you must easily be able to “walk off” slippery area. Place the stripping pad on the floor, and center the floor machine on the pad. Begin scrubbing, moving the machine from side to side, overlapping each pass about half the width of the machine. After you have scrubbed the area in one direction, change direction and go over the area in a crisscross pattern. Scrub as close to the baseboards as possible, moving the machine from left to right to eliminate splattering. Keep the baseboards wiped free of stripper as you work.

Use the Doodlebug around the baseboards and other areas where the floor machine will not reach. Some handwork will have to be done in the corners. A putty knife will be needed for this. Do not quit stripping edges and corners of floors until it has the same appearance as the center floor tiles (no dark areas).

As soon as a portion of the floor has been thoroughly scrubbed, immediately pick up the solution with a wet vacuum. If the area begins to dry out before you get the solution picked up, swirl the mop in the area to keep it wet.

When the stripping procedure is finished, you can begin stripping another 10' x 10' area while the first one is being rinsed.

After a stripped area has been vacuumed, check it carefully. If any finish remains, repeat the stripping procedures. Floors that have been poorly maintained for a long time may require several stripping operations to remove buildup of old finish.

Never use straight stripper to remove old finish. It will very likely damage the floor tile. It is much safer to repeat the stripping operation.

Remember: Strip only about a 10' x 10' area at a time when stripping with a standard side-by-side floor scrubber so that the solution does not stay on the tile any longer than necessary and you always have a dry walk-off area.

Walk-Behind Scrubbers

Basically, the same procedures are followed for stripping floors when a facility has a large industrial scrubber for use in lieu of a side-by-side floor scrubber. Naturally, larger areas can be completed in a shorter amount of time by using an industrial scrubber. Follow the same stripping procedures as outlined in this document in conjunction with the equipment manufacturer's instructions for usage.

Rinsing Procedure

After all the finish is removed, the floor must be rinsed well. This is done with two rinses and one damp-mopping. Use clean, clear water. Using a rinse mop, lay a thin solution on the floor, and immediately pick it up with the wet vacuum. Repeat this procedure.

Using the second rinse mop, damp-mop the entire floor, wringing out the mop each time. Be sure all the corners are clean, and rinse the baseboards while you are at it.

When the rinsing is complete, take a damp cloth or sponge and wipe any splashes off walls, woodwork, and baseboards.

When the floor is completely dry, run your hand across it to see if any residue is left. If there is, the floor will have to be rinsed again. This residue consists of stripper and the finish that was not removed

during a previous stripping. If no residue appears on your hand and there is no visible evidence of unstripped finish, the floor is now ready for new finish.

Cleanup After Stripping Floor Tile

It is important to clean up **all** the equipment used in the stripping operation before the stripper and old finish have been allowed to dry and accumulate.

Rinse the mops until the water runs clear. Wring them out, and hang them head down to dry. Never leave wet mops in a tank of water. Clean them immediately after use.

Wearing nonlatex disposable gloves/personal protective equipment, dispense some stripping solution from your chemical dispensing system. Scrub and rinse the wringers and the mop tanks, and store them in the proper place. Scrub the floor machine head, handle, and cord. If stripper is left on the cord, it can damage the floor at a later date if it comes in contact with water on the floor.

Empty and wipe the vacuum, wash the outside, and wipe the cord.

Finish Procedure

After all equipment is cleaned and stored and the floor is dry, you are ready to apply the floor finish. Floor must be sealed or finished before traffic is allowed to enter. Pour the finish into a mop tank. (Tip: Line your mop tank with a large, plastic trash bag, and throw it away when you are finished. Then you will have no finish dried on your mop tank.) Pour only the amount of finish that you will use in the mop tank. You can always pour more finish into the tank. Unused finish cannot be saved; **never** pour unused finish back into the container because it will contaminate the good finish.

Dip your finish mop into the tank. Work the finish into the mop well, wringing finish through the mop several times to be sure it is completely saturated. Remember, if you are using a new mop, soak it in water overnight prior to using it to apply floor finish, to remove the spinning oils and sizing.

Lift the mop from the tank, and place it in the wringer—do not wring it out. Just apply enough pressure to the mop handle to squeeze out excess finish. The first coat should be a medium, uniform coat to act as a base. Apply the finish to the floor.

Stay away from the walls, corners, and edges. Frame in the sides of the area to which you are applying finish with straight strokes, staying about 16 inches away from the walls and edges. Then, use figure-8 mop strokes to the rest of the area you have framed. Return to the finish tank for more finish as needed.

Drying time between coats should be a minimum of 30 to 45 minutes. However, if the humidity is high it could take longer. Do not recoat too soon. Just because it feels dry to the touch in a short time does not mean it is ready to recoat. The recommended drying time allows the finish to bond to the floor. If the finish is recoated too soon, it will soften the previous coat and cause the completed job to streak, powder, and walk off.

The longer you allow finish to dry between coats, the better the final results will be. Some, when possible, will allow overnight drying time or at least several hours between coats.

Repeat the recoating procedures for the second coat, wringing out the mop a little more. The second and final coats can be lighter. Again, stay away from walls and edges until the final coat. Change direction when applying the second coat, crisscrossing the previous coat. Change direction each time you recoat. Experience will tell you how many coats the floor needs; usually three to six coats are considered a minimum, depending on the procedures used for daily maintenance of the floor. Remember, each time you buff you will be taking a very thin layer of finish off. This is the way the scratches and scuffs are buffed out.

On your last coat, apply the finish all the way to the wall and edges.

Finish Cleanup

Clean and store all equipment. Make sure to get all the finish rinsed off the wringer. The tank should require little cleaning since you have it lined with a plastic bag. Remove the plastic bag from the mop tank, and throw it away. If it is not removed, the finish will dry and build up on equipment and make it unusable over a period of time.

As you can see, stripping and refinishing floors is a time-consuming and difficult task. With a properly stripped and finished floor and good daily maintenance, stripping and refinishing rarely should be necessary.

Spray-Buffering

The best assurance for keeping a well-maintained and attractive floor is to have a regular spray-buff program. Spray buffing will allow you to keep an attractive floor with minimal effort while prolonging the life of the floor finish and reducing the need for stripping and refinishing.

Note: Buffing is to be scheduled when students are not in the building (before or after school hours).

Equipment

- Dust mop
- Dustpan
- Pickup brush
- Putty knife
- Floor machine and pad holder
- All-purpose detergent
- GFCI
- Buffing pad
- Spray bottle (properly labeled)
- Spray-buff solution
- Mop tank and wringer
- Wet mop
- Nonlatex disposable gloves/Personal protective equipment

Preparation

Before spray-buffing, the floor must first be dust-mopped and damp-mopped to remove all of the surface soil. Use the putty knife to remove gum and other deposits from the floor. Pick up walk-off mats, and take them outside. Shake them vigorously to remove the grit and soil. If possible, wash them with a hose and water.

Dispense all-purpose solution, mixed with cool water, into a mop tank. Using a clean mop, damp-mop the area to be buffed. Follow the procedures given in the section on damp-mopping.

Prepare your spray-buff solution in a properly labeled spray bottle. Although there are ready-to-use spray-buff solutions, a mixture of half water and half floor finish will work.

Use a GFCI when you are operating electrical equipment where water/liquid is present.

Procedure

Holding the spray bottle in your free hand, turn on the floor machine. Spray a small amount of buff solution on the floor to one side of the machine, and begin to buff. Continue to buff until a shine is obtained. Continue this procedure, moving the machine from side to side and overlapping each pass of the machine with the previous pass. To prevent buildup around the edges, do not spray the solution close to the walls.

When a heel mark or other hard-to-remove mark is encountered, spray the area and rub lightly with the center piece from a buffing pad. Use your foot to apply slight pressure. Do not rub too hard, and do not “heel” the machine on such spots; this removes the finish and leaves a dull spot, which will soil rapidly and detract from the floor’s overall appearance.

From time to time, it is necessary to clean the buffing pad. Lay the machine down, remove the pad, and brush it briskly with a stiff-bristled brush over a waste container. If this is inconvenient, brush the pad in place on the pad holder and then clean up the debris from the floor.

When one side of the pad becomes too loaded with soil and finish to do a good job, turn it over and use the other side. It is possible to go a long way on one pad.

If you have a high-speed floor machine, follow the same procedure, but do not buff side to side. Buff in a straight line up and down. The best procedure is to spray the area to your side as you are making your pass. Then you buff this strip on your return pass. In other words, you are always spraying one strip ahead of yourself.

When spray-buffing is complete, go over the entire floor thoroughly with a dust mop again. Pick up any dust or debris you have created.

Note: Check furniture and/or such items as lockertops. You may need to dust surfaces nearby after buffing.

Finish

One very, very important thing to remember is to always dust-mop and damp-mop before spray-buffing. If you don’t, the surface soil is ground into the floor, causing browning and powdering of the finish.

The big plus regarding spray-buffing is that the more you buff, the harder the finish becomes, making it less likely to scratch, scuff, and mark.

Guide to Frequency of Spray-Buffing to Maintain a High Appearance Level

Traffic Level	Recommended Spray-Buffing Frequency
Very heavy	Daily
Heavy	Daily—every second day
Moderate	Twice per week
Light	Weekly

Use walk-off mats at every entrance.

Propane Floor Machines

It is important to remember that local Fire Marshall regulations require all propane tanks be stored **outside** the school buildings.

Propane tanks may not be stored inside any room or area of a school building. Storage of tanks **must** be in a separate building away from your school facility. Propane equipment may only be used when no students are in the building.

If you have propane equipment at your school, you must maintain a product Material Safety Data Sheet (MSDS) on propane just as you do for all cleaning chemicals.

Terrazzo and Concrete Floors

Installation warranty and floor maintenance guidelines differ. In some instances, terrazzo floors are installed with a sealer that negates the need for waxing.

Light-Scrubbing and Refinishing

Light-scrubbing is often referred to as “top-scrubbing.”

Light-scrubbing and refinishing are very effective and simple floor-care procedures used to restore or recondition a floor when total stripping isn’t really necessary but the finish is so scuffed or marred that spray-buffing doesn’t do the job.

Light-scrubbing means you just remove the top layer of finish in order to remove the scuffs and marks, and then you put a coat of fresh finish on it. Since you are not completely taking off all the finish, you must be careful not to damage the base coat you are leaving.

Since there are two things that very quickly harm floor finish, it is common sense not to use them. These two things are hot water and too much detergent. Remember, **never use stripper when light-scrubbing**. Although you may think you can use a small amount, there are chemicals in the stripper that are made just to break down the finish, and these chemicals make it unbond the finish from the surface.

The proper scrubbing solution for light-scrubbing is the same solution used for general mopping: dilute all-purpose solution using cold water through your dilution-control dispensing station.

Equipment

Assemble the equipment you will need, and move it to the job site.

- Dust mop
- Blue scrub pads

- Broom
- Dustpan
- Wet-vacuum pickup
- Putty knife
- Floor machine (or walk-behind scrubbers if available)
- GFCI
- Two mop tanks and wringers
- All-purpose solution
- Three mops
- Wet floor signs
- Nonlatex disposable gloves/Personal protective equipment

Mark your mops for solution, rinse, and finish.

Scrubbing

Use a GFCI when you are operating electrical equipment where water/liquid is present.

Apply the solution to about a 10' x 10' area, and immediately begin to scrub the floor. It is not necessary to scrub completely up to the baseboards or other stationary objects. The finish in these areas probably will still be in good shape. Make one pass with the floor machine, overlapping half the width of the pad on each pass. Crisscross-scrub using the same pattern. You can light-scrub very quickly since you are only removing the surface scuffs.

For medium soiled floors, use a red scrubbing pad. For heavily soiled floors, place a blue or green scrub pad on your floor machine.

Rinsing

After the scrubbing process is finished, pick up the dirty solution with a wet-vacuum pickup. Immediately wet-mop the floor with cold water, and again pick up with a wet vacuum. One wet-mop rinse is usually sufficient when you light-scrub.

Using the same rinse, wring the mop as dry as possible and damp-mop the entire floor. When the floor is dry, rub your hand over the surface to see if it is free of grit and dirt. If there is a powdery film on your hand, it will be necessary to rinse again.

Finishing

Pour the amount of floor finish you think you will need into a clean, lined mop tank. You are only going to apply one light coat of finish to the floor, so don’t pour more than you think you will need.

Apply finish using the procedure given in the section on stripping and refinishing tile floors. Don’t apply all

the way to the baseboards or areas where you did not scrub. You want to avoid buildup around the edges.

Now that you are finished, clean and store your equipment. Follow up your efforts with good, daily dust-mopping and damp-mopping and with good spray-buffing programs. You can go for a long, long time before another restoration is needed.

Chemical Dilution Dispensing System

- First, make sure all water connections are tight and not leaking.
- Divert water flow to the dilution-control unit by turning the lever at the faucet so that no water is flowing into the sink.
- Choose the type of container you wish to place the desired product into.
- Secondary containers, such as spray bottles, **must** be properly labeled.
- **Always remember to turn off the water supply when you are finished dispensing products.** This is a matter of safety. If you leave water pressure on, this can cause undue stress on the supply hose and, over a period of time, the hose could leak.
- This dispensing unit can also provide just water. This is done by following instructions above and simply pointing the arrow on the dial knob at the words *rinse water*.
- Proper product dilution not only improves but ensures consistent performance, maximizes product efficiency, and minimizes waste.
- Dispenser unit is color-coded.
- Contact distributor immediately if unit is not working properly. (Contact information is labeled on unit, or contact Housekeeping Services if additional information is needed.)

Housekeeping Supplies Other Than Dispensing Unit

- AFS follows environmentally friendly cleaning practices.
- Hand-held dispensing unit is to be used for stripper.
- Cleaning products are standardized to the greatest extent possible. In those rare occasions in which a specialty product is required, follow AFS purchasing procedures and guidelines.
- The use of aerosol products is discouraged.
- Contact Housekeeping Services before ordering if the MSDS for the product rates the product stronger than an **irritant!**

Troubleshooting Guide

The following troubleshooting guide is intended to highlight the most common causes of floor problems. The most likely causes shown for each problem are listed in rank order of likely occurrence. The information can provide a useful tool in identifying problems and implementing a remedy.

Problem—Poor Gloss (Gloss level below normal)

Most Likely Cause	Solution
<ul style="list-style-type: none"> Insufficient coats applied (recoat schedule off or area not properly identified as main vs. secondary traffic) 	<ul style="list-style-type: none"> Scrub, rinse, and apply additional coats (maintain four to six coats).
<ul style="list-style-type: none"> Thin coats of finish 	<ul style="list-style-type: none"> Apply in medium coats, not with a wrung-out mop.
<ul style="list-style-type: none"> Wrong scrubbing or buffing pads/brushes used (usually too aggressive) 	<ul style="list-style-type: none"> Use approved pads or brushes, and follow recoat procedures.
<ul style="list-style-type: none"> Excessive amount of sand and grit is on floor 	<ul style="list-style-type: none"> Use approved walk-off mats and runners of sufficient length and width.
<ul style="list-style-type: none"> Floor not properly rinsed before recoat 	<ul style="list-style-type: none"> Thoroughly dust mop before cleaning. Remove grit, etc., outside doors. Strip, properly rinse, and apply new finish.
<ul style="list-style-type: none"> Ammonia, bleach, or stripping solution used in scrubber or mop bucket for routine cleaning 	<ul style="list-style-type: none"> Use approved cleaners only. AFS Housekeeping never purchases bleach.
<ul style="list-style-type: none"> Dirty equipment used to apply finish (stripper mop used, etc.) 	<ul style="list-style-type: none"> Strip, properly rinse, and apply new finish using clean equipment.
<ul style="list-style-type: none"> Tile becoming old or very porous 	<ul style="list-style-type: none"> Apply additional coats of finish. Use sealer before finishing floor.
<ul style="list-style-type: none"> Additional coats applied before previous coat dry (will likely experience mop drag and look hazy) 	<ul style="list-style-type: none"> Allow next coat to dry sufficiently. If the problem is not solved, strip, rinse, and reapply.

Troubleshooting Guide

Problem—Scuffing and Scratching of Finish

Most Likely Cause	Solution
<ul style="list-style-type: none"> • Wrong scrubbing or buffing pads/brushes used 	<ul style="list-style-type: none"> • Use approved pads and brushes.
<ul style="list-style-type: none"> • Excessive dirt and grit on floor 	<ul style="list-style-type: none"> • Use approved mats and runners. • Thoroughly dust-mop before cleaning.
<ul style="list-style-type: none"> • Not scrubbing or buffing often enough 	<ul style="list-style-type: none"> • Verify that areas are correctly classified as main or secondary traffic areas. • Follow recommended procedures.
<ul style="list-style-type: none"> • Some unauthorized floor finishes do not resist scuffs and scratches very well. 	<ul style="list-style-type: none"> • Use only AFS approved floor finishes.
<ul style="list-style-type: none"> • Unequal pad pressures on twin pad scrubber/buffers 	<ul style="list-style-type: none"> • Adjust pad pressures. • Submit equipment repair work order if needed.
<ul style="list-style-type: none"> • Stones and/or grit not picked up by autoscrubber or mop (grit buffed into floor or dragged by squeegee) 	<ul style="list-style-type: none"> • Check work area to avoid this problem (may need to dust mop again prior to buffing in problem areas: doorways, etc.).

Problem—Floor Finish Discolored (Yellow or Brown)

Most Likely Cause	Solution
<ul style="list-style-type: none"> • New cotton mops used to apply finish before soaked and cleaned (Sizing can release and yellow floor.) 	<ul style="list-style-type: none"> • Deep-scrub to remove dirt and color; clean mops thoroughly.
<ul style="list-style-type: none"> • Not using automatic scrubber for daily cleaning, particularly when on ultra-high program prior to any buffing (grinding dirt into finish) 	<ul style="list-style-type: none"> • Must use autoscrubber and proper pads/cleaner on daily basis; damp mopping is not sufficient.
<ul style="list-style-type: none"> • Damp-mopping with dirty water (spreading dirt) 	<ul style="list-style-type: none"> • When using a mop, always change water frequently and use two-pail system.
<ul style="list-style-type: none"> • Excessive dirt, sand, and grit allowed to enter facility and being ground into finish 	<ul style="list-style-type: none"> • Use approved mats and runners.
<ul style="list-style-type: none"> • Water trails left by scrubber 	<ul style="list-style-type: none"> • Minimize trails with equipment maintenance and operator training. Submit equipment repair work order.
<ul style="list-style-type: none"> • Dirty mops used to pick up water trails from scrubber leaves dirt that can be buffed into finish. 	<ul style="list-style-type: none"> • Train scrubber operator, use clean mop, and change rinse water frequently.
<ul style="list-style-type: none"> • Buffing pads contain dirt and finish accumulations. 	<ul style="list-style-type: none"> • Always use clean pads; rotate or replace as needed.

Troubleshooting Guide

Problem—Floor Finish Discolored (Yellow or Brown) (continued)

Most Likely Cause	Solution
<ul style="list-style-type: none"> • Incorrect concentration of cleaner; too much cleaner can soften finish and/or leave residue, which can hold dirt deposits. Too little cleaner will not permit adequate dirt removal. 	<ul style="list-style-type: none"> • Never alter controlled dilution ratios as dispensed from system.
<ul style="list-style-type: none"> • Applying floor finish before floor has been properly scrubbed and rinsed (dirt coated into floor finish) 	<ul style="list-style-type: none"> • Strip, rinse, and reapply finish.
<ul style="list-style-type: none"> • Getting buildup by applying finish to edges every time floor is coated (edges turning color) 	<ul style="list-style-type: none"> • Do not recoat outer four to six inches every time floor is finished—one thin coat total is all that is needed for this edge.
<ul style="list-style-type: none"> • Fans used to force-dry floor finish, resulting in dirt-catching bubbles and pockets (Dirt can then be buffed into finish.) 	<ul style="list-style-type: none"> • Never direct fans at floor finishes. If fans are used, aim upward for air circulation in area.
<ul style="list-style-type: none"> • Dirty mops 	<ul style="list-style-type: none"> • Always use clean mops. If dirty mops or equipment are used, strip rinse and reapply finish.
<ul style="list-style-type: none"> • Contaminated floor finish (Unused finish should never be returned to original container.) 	<ul style="list-style-type: none"> • Dispose of unused finish.
<ul style="list-style-type: none"> • Using incorrect buffing pads allows a color transfer to high spots in the floor. 	<ul style="list-style-type: none"> • Use approved pads.

Problem—Powdering of Floor Finish

Most Likely Cause	Solution
<ul style="list-style-type: none"> • Applying coats too thin 	<ul style="list-style-type: none"> • Use medium coats.
<ul style="list-style-type: none"> • Wrong buffing pads or brushes used (too aggressive) 	<ul style="list-style-type: none"> • Use recommended pads and brushes.
<ul style="list-style-type: none"> • Floor not rinsed before floor finish applied; cleaner residues can prevent good adhesion.* 	<ul style="list-style-type: none"> • Floor must be thoroughly rinsed before applying floor finish.
<ul style="list-style-type: none"> • Dirty buffing pads being used 	<ul style="list-style-type: none"> • Change or rotate pads during buffing, and clean pads after each use.

*To test finish adhesion to floor, apply one medium coat to small area and let dry (30 to 40 min.). Apply good masking tape or Scotch tape to finish, and pull up with a quick jerk. If finish comes off with tape, you do not have good adhesion.

Troubleshooting Guide

Problem—Powdering of Floor Finish (continued)

Most Likely Cause	Solution
<ul style="list-style-type: none"> Fans used to force-dry floor finish; surface may dry too quickly and not allow finish to form a good bond (good adhesion) (also occurs with coats that are applied too thin). 	<ul style="list-style-type: none"> Never direct fans at floor finish! If fans are used, aim them upward for air circulation in area.
<ul style="list-style-type: none"> Hardeners surfacing from floor (Composition floors, such as Terrazzo, prevent adhesion.) 	<ul style="list-style-type: none"> If finish does not adhere, apply sealer before applying floor finish.
<ul style="list-style-type: none"> Finish designed for low-speed buffing in being burnished 	<ul style="list-style-type: none"> Always match the finish to the buffing rpm.
<ul style="list-style-type: none"> Finish applied before floor or previous coat dry (finish not sticking to floor) 	<ul style="list-style-type: none"> Strip, rinse, and allow floor to dry before applying finish.
<ul style="list-style-type: none"> Stripper residue left on floor due to poor rinsing (finish not sticking to floor) 	<ul style="list-style-type: none"> Strip, rinse thoroughly, and reapply finish.
<ul style="list-style-type: none"> Old floor finish not completely removed (incompatibility of coatings) 	<ul style="list-style-type: none"> Use only AFS-approved finish. Do not apply soft, buffable finishes over harder finishes.
<ul style="list-style-type: none"> Factory finish not stripped off of new tile before finishing 	<ul style="list-style-type: none"> Strip, rinse thoroughly and reapply finish.
<ul style="list-style-type: none"> Frozen floor finish (may bead up on floor during application) 	<ul style="list-style-type: none"> Do not proceed with finish; replace with good product. Change supply storage procedures.

Problem—Streaks in Floor Finish and/or Floor Finish Exhibiting an Alligator Effect

Most Likely Cause	Solution
<ul style="list-style-type: none"> Floor finish or seal not thoroughly dry before applying additional coats 	<ul style="list-style-type: none"> Strip, rinse, and reapply. Do not recoat if mop drags.
<ul style="list-style-type: none"> Contaminated mops or pails used to apply finish (i.e., dirty strip mop used) 	<ul style="list-style-type: none"> Strip, rinse, and reapply floor finish using clean equipment.
<ul style="list-style-type: none"> Floor finish frozen or stored in extreme heat 	<ul style="list-style-type: none"> Replace damaged product. Strip, rinse, and reapply new finish. Change supply storage procedures.
<ul style="list-style-type: none"> Floor finish applied over factory finish on new tile 	<ul style="list-style-type: none"> Strip, rinse, and reapply finish. (Check warranty directions!)

Troubleshooting Guide

Problem—Streaks in Floor Finish and/or Floor Finish Exhibiting an Alligator Effect (continued)

Most Likely Cause	Solution
<ul style="list-style-type: none"> Contaminated finish put back in container 	<ul style="list-style-type: none"> Do not use leftover finish. Dispose of contaminated finish. Strip, rinse, and reapply finish.
<ul style="list-style-type: none"> Floor improperly rinsed floor before coating 	<ul style="list-style-type: none"> After scrubbing or stripping, rinse floor before floor finish is applied.
<ul style="list-style-type: none"> Dirty mop or equipment used when applying finish 	<ul style="list-style-type: none"> Ensure that equipment is clean before applying finish.
<ul style="list-style-type: none"> Floor not thoroughly scrubbed and rinsed before applying finish 	<ul style="list-style-type: none"> Scrub and rinse floor thoroughly before applying finish.

Problem—Floors Seem Slippery

Most Likely Cause	Solution
<ul style="list-style-type: none"> Silicone-base products (furniture polishes, glass cleaners) getting on floor due to overspray or accidental spills 	<ul style="list-style-type: none"> If silicone-base products are used, apply to rag prior to use to reduce the chance of overspray hitting floor. Scrub floor thoroughly to remove. If floor is still slippery after cleaning, apply a medium coat of finish over affected area.
<ul style="list-style-type: none"> Ice melting compounds on floor 	<ul style="list-style-type: none"> Clean contaminated floor (normally near entrances and at end of runners) thoroughly with clean water to remove. Do not use detergents or vinegar when spot-cleaning. Control amount of ice-melting chemicals used. Use approved mats and runners. Clean mats and runners occasionally with a wet-dry vac or wet-extraction cleaner, using plain water.
<ul style="list-style-type: none"> Powder residue left on floor after burnishing, etc. 	<ul style="list-style-type: none"> Dust-mop floor after burnishing.
<ul style="list-style-type: none"> Dirt and grit on floor 	<ul style="list-style-type: none"> Use approved mats and runners. Dust-mop thoroughly.
<ul style="list-style-type: none"> Unapproved floor finish on floor 	<ul style="list-style-type: none"> Use only AFS-approved finishes.
<ul style="list-style-type: none"> Use of acids (vinegar) in cleaning water; acids will destroy the cleaning ability of detergents. 	<ul style="list-style-type: none"> Always use chemical dispensing system which controls dilution. Do not add vinegar.

New Vinyl Floors

Newly installed vinyl floors require special care until they are cured and ready to finish. If not properly cared for, the mastic (the cement used to glue down the tile) may begin to bleed up around the edges of the tile and cause a **never-ending** problem with the finish and the appearance of floors.

First and foremost, follow instructions given by floor-tile manufacturer and/or installer. Not doing so will have an impact on any warranty that may exist.

If you are unsure of the warranty guidelines, contact the School Planning Unit or the manager of House-keeping Services. The following are general guidelines that may be used with most new vinyl floors:

- **Lightly** scrub the floor using the normal scrubbing procedures. The floor must be scrubbed or the finish will not bond. The tile comes from the manufacturer with a protective coating that must be removed before applying the finish. Most new vinyl tile that is now being manufactured requires only light top-scrubbing—using all-purpose detergent to remove the initial protective coating before rinsing and applying finish. Use the least amount of water as possible when scrubbing and rinsing. Again, follow instructions given by the floor tile manufacturer and/or installer.
- After scrubbing, apply finish to the floor, following the normal finishing procedures.
- You must wait until the floor has completely cured before stripping and refinishing. The manufacturer/installer will advise you regarding recommended timelines for these procedures. After this, you will be able to fully appreciate the true beauty of the new floor.

The standard 175 rpm floor machine will be used. A high-speed machine will not be used in stripping.

Maintenance of Vinyl Asbestos Tile

Make sure floor is clean and damp-mopped prior to buffing.

Vinyl asbestos tile floors can be buffed or burnished with a standard-speed or high-speed floor machine **as long as a minimum of four coats of floor finish remain on the floor.**

Spray-buffing will be performed with the standard floor machine and red pad. Burnishing will be performed only with the ultra high-speed (white) pad and high-speed floor machine. The red pad should not be used with the high-speed floor machine.

Since each buffing or burnishing cycle removes a small amount of floor finish, an additional coat of finish should be applied after each sixth repetition of buffing or burnishing.

Training

All custodial employees receive two hours of Asbestos-Awareness Training during their initial employment training with AFS and annual refresher training.

Carpet Care

As with any other type of floor, a carpeted floor requires a regular maintenance program to look good and to ensure maximum wear.

First, daily vacuuming and spot-cleaning are necessary. If daily vacuuming is not done, the soil goes deeper and deeper into the carpet fiber, becomes more difficult to get out, and acts as sharp cutting edges, causing the carpet to wear. So vacuum daily.

An effective way to clean the carpet between major cleaning is to use a carpet pad (bonnet) and your floor machine. This provides good surface cleaning and is fast and simple to perform.

Carpets must be left as dry as possible to help avoid mold, mildew, and odors. Fans should be used for speed-drying. The door to the areas should remain open, and lights should be left on until the carpet is completely dry.

Equipment

- Floor machine and pad holder
- Carpet pads
- Mop bucket and wringer
- Vacuum cleaner
- Pressure sprayer
- GFCI
- Carpet detergent
- Putty knife
- Wiping cloths
- Measuring cup
- Nonlatex disposable gloves/Personal protective equipment

Procedure

Mix the cleaning solution according to the manufacturer's directions. Pour solution into the pressure sprayer, and fill your mop tank about two-thirds full of water.

Move all your equipment to the work site.

First, vacuum the carpet thoroughly and remove any gum, etc.

Next, spray an area about 10' x 10' using a side-to-side motion, overlapping the previously sprayed area. If you spray too large an area, the chemical will evaporate before you can clean it.

Wait about five minutes before starting to scrub to allow the chemical to work.

Saturate the pad in the mop bucket of water, and wring out as dry as possible. Never use bonnet too wet because this could damage carpet/flooring.

Use ground fault circuit interrupters (GFCI) when you are operating electrical equipment where water/liquid is present. Mount the floor machine on the pad, and begin cleaning. Work in a straight path from side to side. Each time you change direction, overlap the previous pass about half the width of the pad.

Turn the pad, and crisscross-clean the same area. This will prevent missing areas, which could result in a striped effect.

Spray another area, rinse the pad, and repeat this procedure until the entire carpeted area has been cleaned.

Use this method of cleaning on soiled traffic areas as needed.

A good, daily maintenance program and this cleaning procedure will extend the life of your carpet and will keep it looking better a long time.

Carpet Extraction Method of Cleaning

When a carpet extractor is available, this method of carpet cleaning may be used in lieu of bonnet cleaning. Follow the equipment manufacturer's directions for equipment usage.

Which method to use is most often an individual preference or based upon equipment availability. Both methods are effective.

Soap and carpet-cleaning chemicals attract dirt, so do not overmix chemicals. As always, follow the manufacturer's directions for dilution ratio, and **rinse**.

With either method, it is extremely important that once you clean the carpet, you extract as much moisture as possible, leaving the newly cleaned carpet as dry as possible.

Stain Removal Tips

The following is a list of some common stains found in a school and how to remove them. The list was developed primarily for carpet.

General

Basically, there are three types of stains: unknown, greasy, or water-based. On carpet, never use a circular motion, but use a blotting motion with a white cloth or several layers of paper towels. Try an inconspicuous area first to be sure that the color won't be affected. Common stain-removal chemicals and supplies are as follows:

- Paper towels or white terry cloths
- Hand dishwashing detergent soap (no bleach or lanolin content) (1/4 tsp. per quart)
- Properly labeled spray bottle(s)
- Household ammonia (1 tbs. per 1/2 cup of water)
- Isopropyl rubbing alcohol

- Hydrogen peroxide solution—3 percent
- White vinegar solution (1/3 cup per 2/3 cup water)
- A spoon and a dull knife

Procedure for Unknown and Grease Removal

Remove as much foreign material as possible by blotting or by using a dull knife. Blot with isopropyl alcohol. (Do not allow saturation of carpet backing with alcohol.) Try blotting with detergent, and if it works, continue using it. Rinse lightly with water in spray bottle and blot. If not completely removed, blot with hydrogen peroxide, let stand for one hour, rinse, and blot as before. Dry with pad of paper towels weighted down.

Procedure for Water-Based Spot Removal

Blot up as much as possible. Use wet vacuum if a large spill is involved. If spot has dried, wet lightly with spray bottle of water, let stand one minute, and blot. Continue this procedure, and blot until dry. If needed, use the detergent method described above.

Stains That Cannot Be Removed From Carpet

Submit a work order.

The following can cause permanent stains in carpet:

- Acids, such as toilet bowl cleaner
- Acne medication
- Alkaline drain cleaners
- Bleach
- Hair dyes
- Iodine
- Fertilizers
- Mustard
- Oil used for band instruments

Specific Stain Removal Tips

(following the above procedures)

- **Asphalt**—Scrape with knife, blot with alcohol, blot with detergent, spray-rinse, blot, use hydrogen peroxide, and pad-dry.
- **Blood**—Blot with ammonia solution, use cool solutions, blot with detergent, spray-rinse, pad-dry, blot with hydrogen peroxide, and pad-dry.
- **Candy**—Scrape with knife, blot with detergent, spray-rinse, pad-dry, blot with hydrogen peroxide, and pad-dry.
- **Chewing Gum**—Freeze gum with ice cube, shatter gum, and vacuum.
- **Coffee**—Blot up all liquid, blot with detergent,

spray-rinse, blot-dry, blot with hydrogen peroxide, and pad-dry.

- **Cola**—Blot up, blot with detergent, spray-rinse, pad-dry, blot with hydrogen peroxide, and pad-dry.
- **Crayon**—Scrape with knife, blot with alcohol solution, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad-dry.
- **Excrement**—Remove wearing nonlatex gloves, neutralize with germicidal solution to remove protein matter, blot, apply small amount of detergent, blot, spray-rinse, blot with hydrogen peroxide, and pad-dry.
- **Grease**—Follow procedure listed under Excrement.
- **Ink**—Blot with alcohol, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad-dry.
- **Milk**—Blot up, blot with alcohol, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad dry.
- **Oil Paint**—Blot up, scrape with knife, blot with alcohol, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad-dry.
- **Oil**—Follow procedures listed under Grease.
- **Tar**—Blot up, scrape with knife, blot with alcohol, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad-dry.
- **Urine**—Using nonlatex gloves, blot up, neutralize with germicidal solution, blot, spray-rinse, blot with hydrogen peroxide, pad-dry, blot with detergent, spray-rinse, and pad-dry.
- **White Glue**—Scrape with knife, blot with detergent, spray-rinse, blot with hydrogen peroxide, and pad-dry.

Remember, always blot-clean all stains on fabric or carpets so stain does not spread outward. Housekeeping Services maintains a database and can be called for suggestions if your best efforts are not successful, or submit a work order for Housekeeping Services.

Tips on Measuring Chemicals

The various chemicals and cleaning products available from the custodial warehouse are heavy-duty, commercial-grade products and, in many cases, highly concentrated.

Chemical-dilution dispensing systems are currently being used to the greatest extent possible. Many disinfectants, cleaners, and strippers are corrosive in their concentrated form. Many disinfectants have a dilution of only 1/2 ounce per gallon. Read all labels carefully for proper dilution.

It is very important that chemicals be mixed properly. **More is not better.** Sometimes, improperly mixed chemicals can give just the reverse effect from that desired: streaking floor or fixtures, leaving a film on surfaces being cleaned, or a sticky floor. In some cases, improper mixing can be physically harmful to the skin or the respiratory system.

The following chart shows the commonly used dilutions.

Units of Measure

1 to 256	=	1/2 oz. per gallon of water
1 to 128	=	1 oz. per gallon of water
1 to 64	=	2 oz. per gallon of water
1 to 32	=	4 oz. per gallon of water
1 to 16	=	8 oz. per gallon of water
1 to 8	=	16 oz. per gallon of water
1 to 4	=	32 oz. per gallon of water

Always use a measuring cup or some measuring device for both chemical and water!

Always follow the manufacturer's directions for dilution ratio. Spray bottles, pails, and mop buckets ordered from the custodial warehouse are marked for ease in measuring. Make sure that you measure both the chemical and the water for proper dilution. All spray bottles (secondary containers) must be properly labeled.

Never mix chemicals.

Always use the appropriate personal protective equipment as recommended and provided (e.g., gloves, goggles).

Do not stock bleach in the custodial warehouse because some of our cleaning products contain ammonia. If bleach and ammonia are mixed, they form a poisonous gas!

Ground Fault Circuit Interrupters (GFCIs)

These are provided and should be used whenever you are operating electrical equipment where water/liquid is present.

Microfiber Dust Mop Systems

Taking care of microfiber products is easy; there are just a few things that you should remember to keep products effective and long lasting. You can wash and dry microfiber products in the washer and dryer with warm water and low heat. To keep your microfiber like new:

- Do not use bleach.
- Do not use fabric softener.
- Do not wash with other cotton products.

AFS does not allow the usage of bleach, and microfiber products do not like bleach. Bleach breaks down the polyester and polyamide microfilaments, rendering them less effective.

Fabric softeners provide a layer of softness that is nice for clothing, but this coating clogs the microfibers, rendering them less effective.

It is not that microfiber products do not like cotton products or other fabrics; it is that when you wash your cotton products with microfiber the microfiber products grab and hold onto the lint that the cotton produces. So, if you do not want your microfiber towels to lint, then you should not wash them with cotton products.

Kitchen Areas

The custodial staff responsibilities in these areas have been jointly agreed to by the Safety, Environmental, and Housekeeping Services Unit and the School and Community Nutrition Services Department. The job responsibilities have been established as daily/weekly responsibilities and summer cleaning responsibilities. They are as follows:

Daily/Weekly

- Sweep and damp-mop cafeteria floor daily.
- Dust and spot-clean cafeteria windows.
- Wash cafeteria windows as necessary.
- Spot-clean cafeteria walls.
- Wet-mop as necessary.



WHY AFS IS THE BEST CHOICE

- AFS has over 25 years of experience in providing high quality janitorial service.
- Our range of customers is wide, from small offices to large contracts with multiple facilities requiring specific considerations.
- Our projects include a variety of building types and specifications.
- We have numerous renewal contracts as a result of our ability to exceed the expectations of our customers in a cost-effective manner.
- We will use our long-standing relationships with our vendors to ensure that the best products and equipment are used on this project. We will use our proven quality control methods to ensure that our employees are providing superior service.
- Our experienced management team will be providing the support to this project to ensure that the Marietta City Schools becomes another of our long-standing satisfied customers.



MARIETTA CITY SCHOOLS
Grant Rivera, Ed.D, Superintendent
250 Howard Street
Marietta, GA 30060
(678) 695-7257

REQUEST FOR PROPOSAL

Custodial Services

REQUEST FOR PROPOSAL #: 91039-21-01

MATERIAL OR SERVICE: Custodial Services

DUE DATE: February 26, 2020 no later than 10:00 A.M. (Time/Date Stamp)

OPENING LOCATION: Marietta City Schools Central Office
250 Howard Street
Marietta, GA 30060

PRE-BID CONFERENCE DATE: February 12, 2020 at 10:00 a.m.
Marietta High School
1171 Whitlock Avenue
Marietta, GA 30064

This solicitation may be obtained by emailing a request to Devlin Brewer at dbrewer@marietta-city.org. Any interested firms without internet access may obtain a copy of this solicitation during regular business hours at Marietta City Schools Central Office, 250 Howard Street, Marietta, GA 30060. If you experience any problems receiving this solicitation, please call (678) 695-7257.

SPECIAL NOTE TO PROPOSERS

Be sure your name, address, telephone number, email address and fax number has been recorded with the School System so you will receive copies of any amendments or additions to these Proposal Specifications.

In addition, all requests for additional information must be made in writing, and emailed to Devlin Brewer, Executive Secretary (Operations) at dbrewer@marietta-city.org. In order to allow all vendors to use the same information, requests for information will not be honored after February 24th, 2020.

Responses Due: February 26, 2020 not later than 10:00 A.M.

Proposals will be received at: Marietta City Schools
Central Office
250 Howard Street
Marietta, GA 30060

Proposals for the material or services specified will be received by **Marietta City Schools**, at the above specified location, until the time and date cited.

All other information contained in the proposal shall remain confidential until award is made. If you need directions to the Central Office, please call (678) 695-7257.

Sealed proposals shall be in the actual possession of the Marietta City Schools, at the location indicated, on or prior to the exact time and date indicated above. Late proposals may not be considered.

Proposals must be submitted with the Firm's name and address clearly indicated on the envelope or within the email including the following statement: Request for Proposal: Custodial Services RFP# 91039-21-01.

All proposals must be written legibly in ink or typewritten. Additional instructions for preparing the proposal are provided herein.

Bidders are strongly encouraged to carefully read the entire Request for Proposal, instructions, and the terms and conditions on the attached sheets. Failure to adhere to these instructions and term and conditions may result in rejection of bid.

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INTRODUCTION

Marietta City Schools has issued this Request for Proposal; hereafter referred to as “RFP”, except where noted for clarity, for the purpose and intent of obtaining bid responses from licensed, qualified firms to provide to provide custodial services for fifteen (15) school district facilities.

Marietta City Schools reserves the right to waive technicalities, to accept or reject any and all proposals and to waive any irregularity in proposals received, to award the entire bid to one bidders or to multiple bidders or to make awards by group or location, whichever is in the best interest of Marietta City Schools; hereafter referred to as “MCS”, except where noted for clarity.

Marietta City Schools is an equal opportunity employer.

All questions concerning this RFP should be directed to Charles Gardner, Chief Operations Officer, Marietta City Schools. All inquiries must be in writing and emailed to cgardner@marietta-city.org.

MINIMUM QUALIFICATIONS

- Each bidder should provide evidence of a current, valid Georgia Business License with each bid submittal. A photocopy of your business license is acceptable.
- Bidders shall also submit the completed “Georgia Security and Immigration Compliance Act OCGA 13-10-90” document.

CALENDAR OF EVENTS

ACTION	DATE/DEADLINE
Announcement/Issuance of RFP	January 29, 2020
Pre-Bid Conference	February 12, 2020 10:00 A.M.
Bid submission deadline	February 26, 2020 10:00 A.M.
Bid Opening/Evaluation Period	February 26, 2020 2:00 P.M.
Recommendation to BOE (projected)	March 17, 2020
Contract Initiation	July 1, 2020

INSTRUCTIONS

1. All proposals must be either typewritten or filled in with pen, and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the bid must initial corrections or changes on any document. Bidders will not be allowed to modify their proposals after designated closing date and time.
2. Bidders should provide all of the information required on all forms and shall sign the Standard Terms and Conditions.
3. The bid submitted by the vendor in response to this solicitation shall constitute an offer which shall remain open for acceptance by Marietta City Schools for a period of 90 days from the date of opening.
4. Sealed proposals shall be in the actual possession of the Marietta City Schools, at the location indicated, on or prior to the exact time and date indicated above. Late proposals may not be considered. Proposals must be submitted with the Firm's name and address clearly indicated on the envelope or within the email including the following statement: Request for Proposal: Custodial Services
5. Bid responses containing a minimum order/ship quantity or dollar value, unless otherwise called for in the RFP, may be treated as non-responsive and may not be considered for award.
6. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
7. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate MCS to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the bidders are required to furnish.
8. Proposals containing provisions for late or interest charges will not be considered.
9. Prepayment and/or progress payment requirements contained in responses will be treated as non-responsive and will not be considered.
10. MCS reserves the right to amend this RFP prior to the due date.
11. Any contract awarded pursuant to this RFP will be awarded to the most responsive and responsible bidder who provides the bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this RFP.
12. Purchases of the Marietta City Schools are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

STANDARD TERMS AND CONDITIONS

1. In order to comply with MCS policy, the awarded vendor's employees are required to sign in at each location and document their visit to the school. The employee(s) shall be required to display a positive identification badge on his/her person at all times when inside any Marietta City Schools' facility.
2. The awarded vendor is required to provide MCS with schedules for work at the designated school location(s) two weeks prior to beginning of the actual work or contract term. If necessary, the awarded vendor must be willing to meet with MCS personnel to ensure that the school locations can be serviced at the times specified.
3. The awarded vendor is required to notify the designated MCS contact one week in advance of any days that the services will not be performed.
4. The awarded vendor is required to notify the designated MCS contact, Jimmy Pace, Director of Maintenance, at jpace@marietta-city.org or (678) 695-7257 by 9:00 a.m. of any service that is delayed or not operating on a scheduled service day.
5. The awarded vendor must perform research of missing and disputed items at no charge. This research must be completed within 24 hours of request. If the 24 hour deadline cannot be met, the vendor must inform the designated MCS contact of the reason for the delay and an expected time that the information will be received.
6. All services must be provided in a good and workmanlike manner.
7. All proposals submitted shall be in accordance with the terms of this Marietta City Schools RFP and the laws of the State of Georgia.
8. Successful bidder shall be required to supply an original invoice, and to reference all invoices to the proper authorization order number. No invoice will be processed for payment until all contractual obligations have been met.
9. All invoices and/or financial correspondence shall be directed to Director of Accounting, Marietta City Schools.
10. Invoices must be for the actual work completed. The invoice must itemize each location and dates of service.
11. PROOF OF INSURANCE - The successful bidder shall supply to MCS proof of insurance for automobile, workers' compensation, and general liability. Contractor must maintain insurance coverage for duration of contract with MCS, including all renewals. Contractor shall furnish to MCS a certificate of liability insurance evidencing required coverage, naming the Board of Education of the City of Marietta, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten days advance written notice to MCS. Said policies will remain in full

force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the contractor, whichever will occur later.

12. Supplier hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless members of the Board of Education (BOE), MCS and its officers, agents and employees (hereinafter collectively referred to as "Indemnities"), of and from any and all claims, demands, liabilities, loss, costs or expenses for any loss or damage (including but not limited to reasonable attorneys' fees) growing out of, or otherwise occurring in connection with this contract, due to any act or omission on the part of Supplier, its agents, employees, subcontractors, or others working at the direction of Supplier or on its behalf; or due to any breach of this contract by Supplier; or due to the application or violation of any pertinent Federal, State or local law, rule or regulation by Supplier, its agents, employees, subcontractors, or others working at the direction of Supplier or on its behalf.

As permitted by Georgia law, this indemnification shall apply notwithstanding the fact that the Indemnities may be partially responsible for the situation giving rise to the claim. This indemnification shall apply notwithstanding the fact that a claim results in a monetary obligation that exceeds any contractual commitment. This indemnification shall not apply if the situation giving rise to the claim results solely from the negligence or willful acts of Indemnities.

This indemnification extends to the successors and assigns of the Supplier, and this indemnification and release survives the duration of his contract, the termination of this contract and the dissolution or, to the extent allowed by law, the bankruptcy of the Supplier.

Supplier shall, at its expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnities. No settlement or compromise of any claim, loss or damage asserted against Indemnities shall be binding upon Indemnities unless expressly approved by the Indemnities.

13. If applicable, the successful bidder shall be required to furnish and pay for satisfactory Performance and Payment Bond(s) in the amount of 100% of the contract amount. These bonds are to be executed by a surety company licensed to do business in the State of Georgia.
14. This project will be awarded subject to the availability of funds.
15. MCS reserves the right in its sole and complete discretion to reject any or all proposals and to waive technicalities and informalities. MCS anticipates that the contract will be awarded to the most responsive and responsible bidder who provides the bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this RFP. In judging whether the bidder is responsible, MCS will consider, but is not limited to consideration of the following:
 - a. Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any State or Federal agency, department or authority.
 - b. Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract.
16. MCS reserves the right to award these services in any way economically feasible or in the best

interest for matching purposes.

17. MCS reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
18. MCS reserves the right to require a financial statement and/or Dun and Bradstreet rating from any supplier(s) who submits a proposal. The supplier(s) must submit a current financial statement and/or Dun and Bradstreet rating within 48 hours after notification of such requirement.
19. MCS reserves the right to (i) reject any and all proposals in their entirety, for any reason, (ii) award the contract to the most qualified applicant as determined solely by MCS at its discretion and/or (iii) if the selected bidder does not execute a contract within 30 days after the award of the bid, or such lesser time as MCS may prescribe, MCS reserves the right to award the contract to another bidder and recover any damages to which it may be legally entitled from the initially selected bidder.
20. The acceptance of a bid may be subject to the execution of a definitive agreement between the parties. Any agreement or contract resulting from the acceptance of a bid shall be on forms either supplied by or approved by MCS and shall contain, at a minimum, applicable provisions of this RFP. MCS reserves the right to reject any vendor-proposed agreement that does not conform to this RFP and to any MCS requirements for agreements and contracts.
21. MCS assumes no responsibility or obligation to the bidders and will make no payment for any costs associated with the preparation or submission of a bid.
22. All proposals submitted become the property of MCS.
23. MCS standard terms for payment will be Net 30 days from the date of delivery of goods or services, or date of receipt of correct invoice, whichever is later. All payments will be made in accordance with MCS's policies and procedures. MCS does not pay interest, late fees or attorneys' fees.
24. DEBARRED, SUSPENDED, AND INELIGIBLE STATUS. Supplier certifies that the supplier and/or any of its subcontractors (if applicable) have not been debarred, suspended, or declared ineligible by an agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch. 1 Subpart 9.4. Supplier will immediately notify MCS in writing if supplier is debarred by the State of Georgia or placed on a Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity. C.F.R. Section 180.300 requires that when MCS enters into a covered transaction with an entity at a lower tier, the School District must verify that the entity is not suspended, debarred or otherwise excluded. "Covered transactions" include those procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceeded \$25,000. Furthermore, grantees and sub-grantees must not make any award or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded. By signing this contract, you are affirming that neither you, the Supplier, nor any principal of the Supplier are at the date of your signature suspended, debarred or otherwise excluded.

25. NON COLLUSION. The supplier, by affixing its signature to this solicitation, certifies that that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. The supplier understands that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.
26. OBLIGATION TO MAINTAIN CONFIDENTIALITY. Supplier acknowledges that some material and information which may come into its possession or knowledge in connection with the RFP, or the performance hereof, may consist of confidential and private information of MCS, its students, or employees, the disclosure of which to or use by third parties may be damaging or in violation of applicable law. Supplier therefore agrees to hold such material and information in strictest confidence, not to make use thereof other than as is necessary for performance of this contract, and not to release or disclose any information to any other party except as may be required by law. Supplier hereby expressly agrees to immediately remove any subcontractor or any of Supplier's employees from performing any work in connection with this contract upon MCS giving notice to Supplier that MCS reasonably believes such person has failed to meet the confidentiality obligations or standards of this contract. Any employee or subcontractor so removed shall be replaced as provided under the staffing requirements of this contract. Confidential information is educational records, proprietary information, a trade secret, copyrighted material, or documents otherwise not subject to disclosure or use, as defined under O.C.G.A. § 50-18-72, O.C.G.A. § 10-1-760, 34 CFR §99.31, 20 U.S.C. §1232 (g), 45 CFR § 741.6(c)(3), 45 CFR §84.14(d) and 20 U.S.C. §§ 1400-1491. Supplier acknowledges that confidential information includes, but is not limited to, employee data, educational records, health records, physician and provider notes, medical bills, claims and other written information of a personal nature, which is to be safeguarded to ensure that it is not improperly disclosed. Notwithstanding the foregoing, this agreement is subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq.
27. RECORDS RETENTION - The supplier must retain all books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to MCS throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records.
28. TERMINATION
- a. MCS reserves the right to terminate the contractual relationship with Supplier at any time without cause and without penalty on 30 days' written notice to Supplier. MCS shall pay supplier for the work performed prior to the date of notice of termination. Supplier shall not be paid for any work performed or incurred after the receipt of the notice of termination, nor for costs incurred by its suppliers. In addition, MCS may terminate the contract with Supplier in the event Supplier breaches any of its duties and obligations under this contract and Supplier fails to cure such breach within thirty (30) days after receiving notice from MCS specifying the breach.

- b. The rights and remedies of MCS as stated above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
- c. To terminate the agreement pursuant to O.C.G.A. § 20-2-506, MCS must give notice to the supplier at least thirty (30) days prior to the end of each calendar year during the term of this Agreement. Further and pursuant to O.C.G.A. § 20-2-506, in the event appropriated funds are determined no longer to exist or to be insufficient for purposes of fulfilling MCS' obligations hereunder, MCS may terminate this Agreement by providing thirty (30) days written notice of termination to the supplier. Notice of termination shall include a certification by MCS of the unavailability or insufficiency of funding, and such certification shall constitute an agreement by MCS not to replace the services covered hereunder in whole or in part with any service obtained from a provider other than the supplier before the earlier of the end of the calendar year following the year in which the notification of such certification is received by the supplier or the date this Agreement expires on its own terms, whichever first occurs. MCS shall be obligated for payments to the supplier through the date of termination.
- d. The occurrence of any one or more of the following events shall constitute cause for MCS to declare the Supplier in default of its obligations under the contract:
 - i. The Supplier fails to deliver or has delivered nonconforming goods or services or fails to perform, to MCS' satisfaction, any material requirement of the contract or is in violation of a material provision of the contract, including, but without limitation, the express warranties made by the Supplier;
 - ii. MCS determines that satisfactory performance of the contract is substantially endangered or that a default is likely to occur;
 - iii. The Supplier fails to make substantial and timely progress toward performance of the contract;
 - iv. The Supplier becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Supplier terminates or suspends its business; or MCS reasonably believes that the Supplier has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
 - v. The Supplier has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the contract;

29. TERM; RENEWAL OPTIONS - Unless sooner terminated in accordance with Section 28 above, the initial term of this Agreement will be for a period of one (1) year. Thereafter, this Agreement may be renewed by MCS as provided in Section 1 of the Additional Conditions.

30. NO ASSIGNMENT, DELEGATION, OR SUBCONTRACT WITHOUT MCS' CONSENT - Except as may be specifically permitted by the RFP, Supplier shall not delegate, subcontract, assign or otherwise permit anyone other than Supplier personnel to perform any of the work and/or

provide any of the services required of Supplier under this Contract, or assign any of its rights or obligations hereunder, without the prior written consent of MCS, which consent may be withheld by MCS in its sole discretion. No subcontract, which Supplier enters into with respect to the performance of work and/or provision of services under this Contract, shall in any way relieve Supplier of any responsibility for any performance or obligation required of it by this Contract. Supplier hereby accepts responsibility for ensuring that **all** subcontractors who perform any of the services under this Contract also comply with the terms and conditions of this Contract; and Supplier expressly agrees to indemnify and hold harmless MCS from any and all claims, demands, liabilities, losses, damages, costs and expenses which result from any failure by any such subcontractor to comply with any of the terms and conditions of this Contract. Supplier shall give MCS immediate notice in writing by registered or certified mail of any claim, action or suit filed against Supplier by any subcontractor, and prompt notice of any claim made against Supplier or any subcontractor, which may result in litigation, related in any way to this Contract. Supplier must notify MCS of all subcontractors used to fulfill this contract, including those contracted by their agents (such as delivery services). MCS reserves the right to require that a subcontractor be removed from the contract.

31. TAXES - Supplier will timely pay all taxes lawfully imposed upon Supplier with respect to this Contract. MCS makes no representation whatsoever regarding any tax liability of Supplier, nor regarding any exemption from tax liability related to this Contract.
32. COMPLIANCE WITH LAWS - Supplier shall, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations in connection with its performance under this contract.
33. RELATIONSHIP OF PARTIES - This contract is not intended by the parties to constitute or create a joint venture, pooling arrangement, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth herein. The Supplier shall be deemed an independent contractor, and the employees and agents of the Supplier shall not be deemed to be the employees or agents of MCS. MCS is not responsible for the payment of any taxes, insurance or benefits on behalf of the firm's employees.
34. SEVERABILITY - Any section, subsection, paragraph, term, condition, provision or other part of this contract which is held, found or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not void any other section, subsection, paragraph, term, condition, provision or part of this contract, and the remainder of this contract shall continue to be of full force and effect. Any agreement of the parties to amend, modify, eliminate or otherwise change any section, subsection, paragraph, term, condition, provision or other term of this Contract shall not affect any other section, subsection, paragraph, term, condition, provision or part of the contract, and the remainder of this contract shall continue to be of full force and effect.
35. WAIVERS - The failure of either party to assert any claim or right against the other party regarding its obligations hereunder, in any one or more instances, shall not constitute a waiver of such claim or right with respect to future performance of such obligations and other obligations under this contract.

36. AMENDMENTS IN WRITING - No amendment of any term or condition contained in this contract, including the RFP and Supplier's Response shall be effective unless it is in writing and signed by duly authorized representatives of the parties. No representation, request, instruction, directive or order, made or given by any official, employee or agent of MCS, whether verbal or written, shall be effective to amend this agreement or excuse or modify performance hereunder unless reduced to a formal amendment and executed as set forth above. Supplier shall not be entitled to rely on any such representation, request, instruction, directive or order and shall not, under any circumstances whatsoever, be entitled to additional compensation, delay in performance or other benefit claimed for relying upon or responding to any such representation, request, instruction, directive or order.
37. PARTIES BOUND - This contract shall be binding on and inure to the benefit of the parties to this contract and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

ADDITIONAL CONDITIONS

1. CONTRACT PERIOD – The contract period for this contract is one (1) year. Contract performance shall begin on the date stated in the contract award letter. In addition to the base period of one (1) year, there are three (3) one-year options to be exercised at the sole discretion of MCS at the same terms, conditions, and pricing, except as otherwise provided in the contract.
2. LIQUIDATED DAMAGES – If the Contractor fails to perform the services in accordance with the specifications in the contract and fails to respond telephonically within three (3) hours of notification of unsatisfactory work to correct the problem, MCS shall deduct the sum for each occurrence from monthly payment.
- | | |
|-------------------|------------|
| First Occurrence | \$500.00 |
| Second Occurrence | \$1,000.00 |

MCS shall deduct the sum of \$1,000 for each failure to respond after the second failure from the Contractor's monthly payment. Liquidated damages are intended to compensate MCS for failure of the Contractor to perform services in accordance with contract specifications; this is not a punishment.

3. DAMAGE, THEFT, ILLEGAL OR INAPPROPRIATE CONDUCT – The Contractor shall be responsible for repairing or replacing, to the satisfaction of MCS owner's representative, any damage caused by any willful or negligent act of its employees. The Contractor is also liable for any theft proven to be either committed by its employees or made possible by willful or negligent action of its employees. The Contract must reimburse any costs incurred by Marietta City Schools due to illegal or inappropriate conduct by the Contractor's employees. Such costs shall include, but are not limited to
- a. Re-keying or restoring of locks.

- b. Service charges levied by security alarm Contractors, law enforcement agencies or security companies in response to false alarms.
 - c. Payments to law enforcement agencies or security companies for investigations of conduct that prove a Contractor's employee's inappropriate or illegal conduct.
 - d. Replacement Cost of items missing or damaged, due to an employee's conduct
4. SUMMER CLEANING – All summer cleaning, when required, shall be completed by July 15th of each contract period.
5. CRIMINAL HISTORY BACKGROUND CHECKS – Contractors awarded contracts resulting from this solicitation shall ensure prior to the onset of the contract, that criminal history background checks are performed on all employees assigned to perform services under the contract. The Contractor shall be notified in writing of MCS' intent to award a contract, and shall proceed at that time, to coordinate the criminal history background checks with the MCS Human Resources Department. If the criminal history summary report reveals any felony convictions or no final disposition of a charge, MCS representatives will determine if the Contractor's employee is eligible/ineligible to perform services for MCS. Contractors shall not employ for the services of MCS, any person who does not pass the criminal history summary background check, as determined by MCS. The Contractor shall ensure that all persons hired to perform services for this contract after the contract has begun, shall undergo a criminal history background check, and be deemed eligible to perform services for MCS, as determined by the MCS Human Resources Department.

Note: The Contractor shall provide to the Operations Department, the names of **all** personnel assigned to perform services for MCS **prior** to the start of work.

6. BADGES – All Contractor employees deemed eligible to perform services shall be issued a badge by the MCS Human Resources Department. Contract employees shall not report to any MCS school or facility at any time to perform services without the badge. If so, the employee shall not be allowed to enter the building to perform services. Badges shall be worn at all times when on MCS property. Upon termination of a contract employee, the Contractor shall immediately retrieve the badge from the ex-employee. Additionally, the Contractor shall inform the Director of Maintenance, Maintenance Foreman of Environmental Services, and Principal.
7. KEYS – Upon award of a contract, MCS may provide keys and an access code to allow entrance to and exit from the school. Note: Badges issue to employees allow keyless access to the appropriate facility.
8. FLOOR PLANS – Floor plans included herein are provided to illustrate the building layout only. Bidders shall verify and make their own determination regarding the square footage to be cleaned. MCS makes no claim to the accuracy of the attached floor plans and the square footage measurements presented in this document. Floor plans are for information purposes only. The Contractor is responsible for visiting sites to see actual areas to be cleaned or

attending the site visit.

9. SUBCONTRACTING – The Contractor shall perform all of the actual work with its own work force, unless otherwise approved by the Chief Operations Officer. Any approved subcontractors and their employees assigned to perform services under this contract must pass criminal history background checks in the same manner as Contractors and their employees.
10. CONTRACT MANAGEMENT TEAM – The Contractor will provide a manager who shall be responsible for all services provided for MCS through the negotiated contract. The manager shall be responsible for all staffing actions and training of all employees as necessary. The Manager shall be responsible for maintaining supplies and equipment and inspecting work throughout the district. All communications concerning the facilities shall be directed to the MCS maintenance supervisor. The Manager must have a cell phone with a local number and email access. The Manager shall be available for emergencies as required.
11. SAFETY - Proposer shall be familiar and in complete compliance with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or major injuries to the MCS maintenance supervisor. The proposer shall be responsible for training his employees as well as MCS employees if requested in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, students, staff and faculty. The proposer shall be responsible for training his employees in an approved Asbestos Awareness Program.
12. WORKMANSHIP - The proposer's employees shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work and shall meet the approval of the MCS maintenance supervisor. The proposer shall be responsible for providing the proper training for all of proposer's employees regarding the proper handling of equipment and application of cleansers, polishes, waxes, and other chemical substances. Documented quarterly training of all employees in cleaning techniques and safety regulations will be required. Damages resulting from the improper application or use of chemical substances will be the responsibility of the proposer. Additionally, the proposer is responsible for providing all training for his employees as required by AHERA, SCDHEC, OSHA, and EPA regulations. The proposer must have a semi-annual meeting with entire cleaning staff to discuss safety and district concerns. The MCS maintenance supervisor must be present at the meeting.
13. SECURITY - The proposer shall be responsible for training employees in security requirements of the District and shall be responsible for the enforcement of the same. The District security requires that you provide them with a list of all employees hired by name, social security number, date-of -birth, sex, race, and address. The proposer shall have E-Verify checks of all applicants prior to employment. A copy of the E-Verify report must be issued to the MCS maintenance supervisor upon request. Additionally, each employee shall be informed of the following:
 - a. The proposer shall be responsible for safeguarding against loss, theft, or damage of all District's property, materials, equipment, and accessories that might be exposed to the proposer's employee.

- b. The manager, head custodian, including day or night custodian will be trained to secure buildings and set alarms. The manager will do this training with assistance from the MCS maintenance supervisor.
- c. The MCS maintenance supervisor will provide the proposer the appropriate security code numbers for each building.
- d. Guns, knives, or other dangerous weapons shall not be allowed on District property.
- e. The proposer's employees working after normal school hours shall secure and keep all outside doors and windows locked while performing their duties, keep fire doors operable, and monitor unauthorized entry. The proposer's employees shall report any issues to the Principal or manager immediately. Proposer's employees shall perform a "fire watch" function, shall upon completion of work secure doors and windows, turn off general lighting and shall report to the principal or site manager actions of students that abuse the physical plant.
- f. The Contractor shall secure all outside doors locked after the official closing hour of MCS, shall lock securely all windows and other means of access, and set the alarm upon completion of their work.

14. BUILDING ALARMS

- a. Each school is protected by an electrical surveillance system. Procedures to arm and disarm the system will be explained and provided to the proposer's manager, head custodian and day or night custodians. Security system codes will only be provided to those proposer's employees absolutely essential to have them.
- b. Alarms caused by failure to disarm the system upon entry into the school or by carelessness on the part of the proposer's employees will result in a fine of \$100.00 per occurrence to be deducted from the monthly contract payment.

15. DRUG FREE WORKPLACE - All forms of tobacco products, alcohol, and drugs are prohibited on District property.

16. CONTRACTOR EMPLOYEES

- a. All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, background checks, and any other stipulations prudent to employee management.
- b. Only those employees who have been properly trained shall be assigned duties under this proposal.
- c. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the MCS maintenance supervisor.
- d. The proposer agrees to be responsible for and shall provide general supervision of all his employees working under this proposal. Whenever any employee is working, there shall be a designated supervisor directing all work.
- e. Any substitute worker or newly assigned custodian shall report to the main office immediately upon entering the school building.

17. RULES FOR CONTRACTOR EMPLOYEES - The proposer shall ascertain that all his employees abide by the following rules. Upon written request of the MCS maintenance supervisor to the proposer, any proposer's employee who fails to abide by these rules will be immediately

removed from the School District and replaced.

- a. All employees shall be dressed in a manner authorized by the proposer. The employee shall be neat and clean in appearance. Uniforms shall be worn which fully identify the employee as a member of the proposer's work force. Picture identification badges must be worn at all times while on the premises.
 - b. Employees shall be of good integrity and character. A criminal background check shall be conducted as previously stated. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
 - c. Employees shall report any property loss or damage to the head custodian immediately. The head custodian shall report such damage, within 24 hours to the manager who will then contact the MCS maintenance supervisor specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
 - d. Employees shall not open drawers, file cabinets or use any telephones or use any equipment, kitchen or otherwise, unless given specific approval by the school principal or principal's designee.
 - e. Employees will be expected to honor reasonable requests from the building principal to rearrange or move furniture to accommodate changes in enrollment or to prepare for special activities.
 - f. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the proposer or visitors to the building.
 - g. Employees shall not remove any article or materials from the premises, regardless of value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
 - h. Employees shall abide by rules and regulations set forth by the District administration and policies set forth by the District Board of Education.
 - i. Proposer's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
 - j. Proposer's employees shall not allow any unauthorized persons in the school buildings (children, friends, or anyone else not authorized by the District of the proposer).
18. WORKING HOURS - Proposer's concentrated night cleaning must be undertaken after normal office/school hours. Proposer will provide services for day and night shifts Monday through Friday (as requested) between the hours of 6:30 a.m. and 11:30 p.m. with occasional Saturday and Sunday shifts as needed; for a total of 220 days/1760 hours per year for regular custodians and for a total of 230 days/1840 hours per year for head custodians (if the head custodian option is chosen). From time to time the school building or part thereof, are used for meetings or program fulfillment before and after normal working hours. It is the cleaning proposer's responsibility to perform all duties with the frequencies required by this proposal regardless of the time vacated. (School principal is to provide a monthly activity calendar to assist proposer with schedule.) See Attachment "A" for Day Custodian's Duties and Hours. Each school is to be manned daily by custodian(s) who are to keep the building neat and attractive by providing light cleaning and whatever other duties the principal may assign. The custodian shall be accessible during the entire school day. All evening work shall be started after 4:00 p.m. and ended at a minimum of 10:00 pm. at all schools. Times of evening hours must meet District approval. Proposer shall provide full staff on all school staff work days, per school calendar,

which will not be less than 190 days. This includes normal days of operation, furlough days and teacher work days.

19. INCLEMENT WEATHER – If schools/locations are closed for inclement weather, Proposer’s staff will NOT report to work.

20. LIGHT MAINTENANCE - Proposer will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies will be provided by MCS. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.

- a. Replace light bulbs.
- b. Replace ceiling tiles when damaged.
- c. Cut off water supply until maintenance employees can respond.
- d. Assist maintenance employees in monitoring mechanical and boiler rooms for mechanical problems.
- e. Clean all HVAC return and supply air grills in all classrooms and common areas on a quarterly basis.

21. SPECIAL CLEANING

- a. Any cleaning for, or any requirements for a custodian being present during special events or activities in the schools sponsored by the school will be considered a part of the cleaning proposal. Opening, closing and securing of all polling places (schools) is a responsibility of the proposer and will be coordinated by District employees.
- b. Any outside group allowed to use the facilities by the District will be charged for cleanup and/or custodian being present. The proposer will submit a separate invoice along with the monthly invoices to the MCS maintenance supervisor.
- c. Clean prior to and immediately after all home games and/or activities located at school athletic facilities when used. Areas include but are not limited to stadiums, ball fields, practice fields, press boxes, ticket booths, field houses and restrooms. Cleaning of areas must meet district approval. Proposer’s employees may be removed from schools during normal working hours to perform this task.
- d. The proposer may be required to provide a custodian at each location during all District or Operation’s in-service days 7:30am – 4:00pm or other times which may be designated. The summer and any school break work schedules during this time will be at the discretion of the principal and/or the MCS maintenance supervisor.
- e. The proposer will be required to assume all daily custodial duties in any District location of this proposal during summer school classes, any summer programs or any summer service areas the District provides to its students at no additional charge to the District.
- f. Proposer shall provide the District the manpower needed to move furniture and other items deemed appropriate by the principal for any employee moving to another location within the same school facility.
- g. Proposer shall provide the District the manpower needed to remove damaged/broken furniture, boxes, pallets, etc. from District premises at no additional charge to the

- District. This service will be on an “As Needed” basis.
- h. Emergency and/or call service will be provided at an agreed upon rate.

SCOPE OF WORK AND SPECIFICATIONS

Marietta City Schools seeks a qualified Contractor to provide Custodial Services for twelve (12) district facilities. The following chart specifies the number of positions to be provided by the contractor. All Lead Custodians will be MCS employees.

Location	Vendor Employees	MCS Custodians
Burruss Elementary	2.5	1
Early Learning Center/Community School	1	1
Dunleith Elementary	2.5	1
Hickory Hills Elementary	2.5	1
Lockheed Elementary	4.5	1
Park Street Elementary	3.5	1
MCAA	1	1
Sawyer Road Elementary	3.5	1
West Side Elementary	2	1
Marietta 6 th Grade Academy	3.5	1
Marietta Middle School	9	2
Marietta High School	17	3
Central Office/Transportation	1	0

1. GENERAL –It is the intent of these specifications to provide for MCS the highest level of cleaning in an educational institution. All methods used in performing the work specified herein shall be in accordance with the best current practices of the Building Cleaning Industry. All services shall be completed in a manner and at a time so as not to disturb administrative functions as determined by MCS. MCS shall provide space, in reasonable amounts and locations for Contractor to store equipment, materials, and supplies required in the bid/performance of duties as outlined. MCS shall also provide space for a desk for use by the Contractor's foreman in charge of operations on the school system property. All joint services set forth in the specifications shall be performed five (5) nights a week, Monday night through Friday night unless the MCS’ Coordinator of Environmental Services has given prior approval for a deviation to the schedule.
 - a. All sanitary chemicals shall have UL approved label. Abrasive cleaners and polishes shall not be used routinely. When these are essential they shall be used with great care and caution. The Contractor shall submit for approval such samples of these chemicals to MCS upon request. The Contractor shall not use any hazardous materials.

- b. Disinfectants used in clinics, weight rooms, showers, PE Facilities and restroom cleaning shall be certified to kill Methicillin Resistant Staphylococcus Aureus (MRSA) and other disease causing pathogens and viruses. All disinfectants must carry an EPA registration.
- c. In the event that Indoor Air Quality (IAQ) concerns develop, the Contractor shall be prepared to assist in the resolution of the concern by providing wet wiping, carpet extraction and removing flood waters from Vinyl Composition Tile (VCT), LVT, or carpet as directed by MCS representative at no additional expense to the system.
- d. Deodorants and odor masking material shall not be used. Contractor shall not utilize Clorox or other bleach in performing services per this contract. Contractors shall note that trash is excessive during the last week of school and before winter break.
- e. Contractor shall be required to strip and re-finish all floors prior to opening.
*School year shall begin in August 2020 and shall end in June 2021, according to the opening and closing dates set by the Board of Education.

2. SUPPLIES & EQUIPMENT:

- a. The Contractor shall furnish all supplies and equipment necessary to provide janitorial services set forth in these specifications including, without limitation all hand soap, toilet tissue, and paper towels which are also to be stocked and replenished by the Contractor. The Contractor is responsible for supplying the trash can liners.
- b. All chemicals and supplies utilized for daily/periodic cleaning and hard floor care shall be approved by the MCS Operations Department prior to use and provision by the Contractor.

3. CLEANING STANDARDS – All facilities should meet the minimum cleaning standards for APPA Level 2. School clinics should meet cleaning standards for APPA Level 1. The specific standards are listed in Attachment I.

4. BUILDING SECURITY AND SAFETY - A representative (designee) of MCS in company with the Contractor's representative shall each day inspect the building(s) covered by this contract to ensure the building is being adequately secured before Contractor assumes responsibility for the day's cleaning. The Contractor shall instruct his employees to enter and leave MCS' buildings by only one (1) specified door. Contractor shall further check to ensure that the employees do not leave the premises with school system property.

- a. The Contractor shall keep all outside doors locked after the official closing

hour of MCS, shall lock securely all windows and other means of access, and set the alarm upon completion of the work, unless otherwise directed by the on-site Building Administrator or his/her designee. The Contractor or his employees shall not allow any person to enter the building after the closing hour except properly authorized MCS' personnel and persons employed by the Contractor to perform work under this contract. **A fine of \$500.00 will be levied when security is breached.**

- b. The Contractor shall keep all interior doors locked except in areas being cleaned while performing work after the official closing hour of MCS. Upon completion of each day's work, all lights shall be turned off except those required by the fire laws and those directed to be left on by the authorized representative of MCS.
 - c. The Contractor shall be responsible for instructing his employees in appropriate safety practices designed to eliminate fire hazards, health hazards, and bodily injuries and requiring the observance thereof. The Contractor shall provide and use appropriate signs in marked areas rendered dangerous by cleaning operations (wet floor).
5. UNSATISFACTORY WORK - If upon inspection the Contractor is found to have missed cleaning or has not properly cleaned an area or room, the Contractor shall be notified and shall respond telephonically within three (3) hours to the complaint. The Contractor shall subsequently return to the site and provide appropriate labor, resources, and supervision to the site to take corrective action (See Liquidated Damages). In most situations, unsatisfactory work shall be corrected when the contract employees return to work the next day.
6. INITIAL ONE-TIME CLEANUP - An initial one-time cleanup may be performed that shall include, but not be limited to, the following:
- a. Shampooing and hot water extraction of all rugs and carpet in the building. (Carpet must be completely dry within twenty-four (24) hours).
 - b. Stripping and refinishing of all resilient tile flooring with four (4) to six (6) applications of floor finish - two (2) seal, four (4) finish; Remove wax from cove base.
 - c. Cleaning of all walls, ceilings, light fixtures, diffusers and vents, sinks and countertops.
 - d. Scrubbing of all restroom floors; deep clean and disinfect all restroom fixtures, clean ceilings, lights, walls and partitions and wash receptacles.
 - e. Clean all storage areas.
 - f. Window washing (inside/outside).
 - g. Washing of blinds.
 - h. Cleaning classroom furniture.
 - i. High dusting.

SELECTION CRITERIA

The Board of Education of the City of Marietta reserves the right to make its vendor selection based on what it deems to be in the best interest of the school system. The proposal neither obligates the Board of Education of the City of Marietta to award a contract nor commits the Board to pay any cost which might be incurred by any company, entity, or individual in responding to this request.

The successful vendor will be approved and announced at a public meeting of Marietta City Schools.

Selection of vendor will be based on the following standards:

1. Firm Qualifications, Experience, and References (25 points)
2. Proposal Criteria (25 points)
 - Proposal submitted on time.
 - Proposal requirements met as detailed in Standard Terms and Conditions, Additional Conditions sections.
 - Service requirements met as detailed in SCOPE OF WORK and SPECIFICATIONS sections.
3. Cost (25 points)
 - Determination based on price proposal in Bidder Response Sheet and Bidder Response Form.
4. Qualifications and Experience of key personnel assigned to this contract (25 points)

BIDDER RESPONSE FORM

We propose to provide and deliver any and all of the deliverables and/or services named in the attached RFP for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by Marietta City Schools, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Marietta City Schools.

It is understood and agreed that we have read Marietta City Schools' specifications shown or referenced in the RFP and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such Marietta

City Schools' specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this bid shall be valid and held open for a period of 90 days from the quote submission date.

Bidder Name: _____

Authorized Signature:

Print Name: _____

Date: _____

BID SIGNATURE AND CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, Contractor, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the proposer. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature _____

Date _____

Print/Type Name

Print/Type Company Name

REFERENCES

Please provide as references, the names of at least three (3) local corporate clients you have served for at least two (2) years.

1. Company Name: _____

Address: _____

Contact: _____ Phone: _____

2. Company Name: _____

Address: _____

Contact: _____ Phone: _____

3. Company Name: _____

Address: _____

Contact: _____ Phone: _____

ATTACHMENT 1 – CLEANING STANDARDS

The following standards have been adopted from the Association of Physical Plant Administrators (APPA)

ENTRANCES, LOBBIES, RECEPTION, FOYER – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Doormats will be lifted and vacuumed both sides	5 days per week
Carpeted areas will be vacuumed and spot cleaned	5 days per week
Litter receptacles will be emptied and cleaned	5 days per week
Door glass and partition glass will be cleaned both sides	1 day per week
Door glass will be kept free (clean) of stains, marks, etc.	5 days per week
Entrance doorframes, side glass panels and top glass panels will be cleaned	1 day per week
Finger and other marks will be removed from wall to 2m high	1 day per week
Horizontal surfaces will be dusted	1 day per week
Stainless steel kick plates will be cleaned	1 day per week
Exterior garbage containers (within 5m) will be emptied and damp wiped	5 days per week

STAIRS AND LANDINGS – APPA Level 2	FREQUENCY
Stairs and landings will be swept and damp mopped/washed	5 days per week
Doors will be kept free of finger marks	5 days per week
Handrails will be dusted and damp wiped	2 days per week
Walls will be spot cleaned to 2m high	1 day per week
Stainless steel kick plates will be cleaned	1 day per week

CORRIDORS, HALLWAYS – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	5 days per week
Carpeted floors will be vacuumed and spot cleaned	5 days per week
Horizontal surfaces will be dusted	1 day per week
Waste receptacles will be emptied and cleaned	5 days per week
Drinking fountains will be cleaned	5 days per week
Walls will be spot cleaned to 2m high	1 day per week
Tiled and linoleum floors will be sprayed and buffed	1 day per week
Door glass and partition glass will be completely cleaned both sides	1 day per month

ELEVATORS – APPA Level 2	FREQUENCY
Floors will be dust mopped and damp mopped/washed	5 days per week
Doors and wall will be kept free of marks	5 days per week
Glass ceiling panels will be cleaned	1 day per month
Stainless steel panels will be polished	1 day per week

LOUNGES, STAFF ROOM – APPA Level 2	FREQUENCY
Supplies will be replenished	5 days per week
Upholstered furniture will be vacuumed	1 day per week
Tables will be damp wiped	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Walls will be spot cleaned to 2m high	1 day per week
Chairs will be damp wiped	1 day per week
Carpet will be vacuumed and spot cleaned	5 days per week
Stainless steel sinks and counters will be cleaned	5 days per week
OFFICES – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	1 day per week
Carpets will be vacuumed and spot cleaned	1 day per week

Wastebaskets and recycling bins will be emptied and cleaned	5days per week
Furniture and horizontal ledges will be dusted	1 day per week
Finger marks removed from walls and partitions will be spot cleaned to a height of 2m	1 day per week
Telephones will be cleaned and disinfected	1 day per week
Horizontal and vertical blinds dusted	2 times per year
Horizontal and vertical blinds spray cleaned in the summer	1 time per year

WASHROOMS, SHOWERS, CHANGE ROOMS (I.E. LOCKER ROOMS, FIELDHOUSES, WEIGHTROOMS) – APPA Level 1	FREQUENCY
To maintain the general health and wellbeing of students and staff, all areas should be checked on a regular basis throughout the day and addressed as needed.	
In particular, Contractor should provide specific details on how they will manage bathrooms facilities, including how they will maintain, monitor and react to bathroom cleanliness issues.	
All fixtures will be cleaned, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface	5 days per week
Waste receptacles will be emptied and cleaned	5 days per week
All supplies will be replenished	5 days per week
Walls will be spot cleaned to a height of 2m	5 days per week
Walls will be washed floor to ceiling	1 day per month
Toilet partitions will be damp wiped	1 day per week
Floors will be swept and washed	5 days per week
Floor drains will be primed	1 day per week
Walls and toilet partitions will be kept free of graffiti	5 days per week
Floor drains will be cleaned and floor drain lids lifted and cleaned	1 day per month

LIBRARY – APPA Level 2	FREQUENCY
Carpets vacuumed throughout and spot cleaned	5 days per week
Tile and linoleum floors dust mopped and damp mopped	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, and ledges dusted	3 days per week
Doors, door glass and any partition glass cleaned	1 day per week
Lighting fixtures dusted	1 day per month

Walls, stairwells, railings, landings spot cleaned to 2m	1 day per week
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CAFETERIA SEATING AND CIRCULATION AREAS – APPA Level 1	FREQUENCY
Floors will be swept and damp mopped/washed	5 days per week
Walls will be spot cleaned up to a height of 2m	5 days per week
Waste will be removed to outside container	5 days per week
Horizontal ledges will be wiped	1 day per week
Glass doors will be cleaned	5 days per week
Chairs, tables and table legs will be damp wiped	1 day per week
Waste containers will be cleaned – cleaning to include wiping of the outside and washing inside with disinfectant	1 day per week
Walk-off mats will be vacuumed	1 day per week
Remove gum from all surfaces	1 day per month

MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS – APPA Level 2	FREQUENCY
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Carpets vacuumed	5 days per week
Upholstered furniture vacuumed	1 day per week
Tables damp wiped (policed daily)	3 days per week
Walls spot cleaned to a height of 2m	1 day per week
Chairs damp wiped	1 day per week
MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS – APPA Level 2	FREQUENCY
Carpets spot cleaned	5 days per week

CLASSROOMS, LECTURE THEATRES, GYMNASIUM – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled, linoleum and hardwood floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week

Desks, counters, sills, ledges, and computer monitors will be dusted	1 day per week
White boards will be cleaned	5 days per week
Floor grills will be cleaned	1 day per month
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

COMPUTER LABORATORIES – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, ledges, and computer monitors will be dusted	1 day per week
White boards will be cleaned	5 days per week
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

SCIENCE LABORATORIES – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, ledges will be dusted	1 day per week
White boards will be cleaned	5 days per week
Stainless steel sinks and counters will be cleaned	5 days per week
Eyewash stations will be cleaned	2 days per week
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

FIRST AID ROOMS – APPA Level 1	FREQUENCY
To maintain the general health and wellbeing of students and staff, all areas should be checked on a regular basis and addressed as needed.	
All fixtures will be completely cleaned, i.e. bowls, basins, mirrors and chrome surfaces	5 days per week
Waste receptacles will be emptied and cleaned as per medical waste disposal regulations	5 days per week
All supplies will be replenished	5 days per week
Walls will be spot cleaned to a height of 2m	5 days per week
Floors will be swept and damp mopped/washed with germicide	5 days per week
Floor drains will be primed	1 day per week
Floor drains will be cleaned	1 day per month
Sinks will be cleaned	5 days per week

GENERAL OFFICE SPACE – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	2 days per week
Carpets will be vacuumed and spot cleaned	2 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Furniture and horizontal ledges will be dusted	1 day per week
Finger marks will be removed from walls and partitions spot cleaned to a height of 2m	1 day per week
Telephones will be cleaned and disinfected	1 day per week
Horizontal and vertical blinds dusted	2 times per year
Horizontal and vertical blinds spray cleaned in the summer	1 time per year

OTHER AREAS – GENERAL CLEANING SERVICES – AREAS NOT SPECIFIED – APPA Level 2	FREQUENCY
Furniture will be spot cleaned	Weekly
Mops to be cleaned/launched to avoid odor	Weekly
Floor will be spray buffed	Monthly
Dust exterior doors and frames of lockers, partitions, and ledges	Weekly

Thoroughly clean all floor drains – flush with water and an enzyme product	Weekly
All linoleum floors will be swept with a treated dust mop; spillage will be removed	3 times per week
All carpets will be vacuumed and all stains removed	3 times per week
Finger marks will be removed from glass desks, table tops, door glass, and display cases	3 times per week
Finger marks and smudges will be removed from walls and other surfaces, where accessible	3 times per week
All graffiti shall be removed as it appears	Daily
Exterior sidewalk cleaning; all sidewalk extensions of buildings to be swept and kept clean 5m on either side of and perpendicular to entrance	Daily
All outside garbage receptacles at building entrance to be emptied	Daily
Clean and sanitize all waste receptacles, sinks, tables and countertops	Daily
Window ledges and tracks will be dusted and wiped	Monthly
All metal surfaces, including push plates and kick plates will be cleaned and polished	Monthly
Spot cleaning of ceramic tile grout	Monthly
Clean the exterior of all paper towel and soap dispensers	Monthly

PROJECT WORK	FREQUENCY
Wash all walls in entrances, hallways, and classrooms	1 time per year
Hard surfaces scrubbed and recoated (two coats)	2 times per year
Hard surfaces burnished	As Needed
Hard surfaces stripped and refinished	1 time per year
Hard surfaces spray buffed	As Needed
Wash walls in offices	1 time per year
Extraction clean all carpets	1 time per year
Vacuum clean all fabric furniture, wash all vinyl/plastic furniture	1 time per year
Wash all building outside perimeter windows	1 time per year
All interior glass unless otherwise specified	2 times per year
All supply, return and exhaust air diffuser grills will be vacuumed and washed	2 times per year

Clean and sanitize tables and chairs including tops and underneath surfaces, legs and arms, including removing gum, etc.	2 times per year
Service rooms: boiler, electrical, mechanical, and communications rooms to be dusted, swept, and/or vacuumed	1 time per year

Note: Not all areas will receive floor care at the frequencies noted and reductions may be made for low traffic areas and increased for high traffic areas.

APPA APPEARANCE LEVELS DEFINITIONS

Level 1 – Orderly Spotlessness

Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.

- c. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints. Lights all work and fixtures are clean.
- d. Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- e. Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 2 – Ordinary Tidiness

- f. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days’ worth of dirt, dust, stains or streaks.
- g. All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation. Lights all work and fixtures are clean.
- h. Washroom, shower fixtures, and tile gleam and are odor free. Supplies are adequate.
- i. Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 3 – Casual Inattention

- j. Floors are swept clean, but upon observation dust, dirt and stains as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen. There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- k. All vertical and horizontal surfaces have obvious dust, dirt, smudges, fingerprints and mark.
- l. Lights all work and all fixtures are clean.
- m. Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

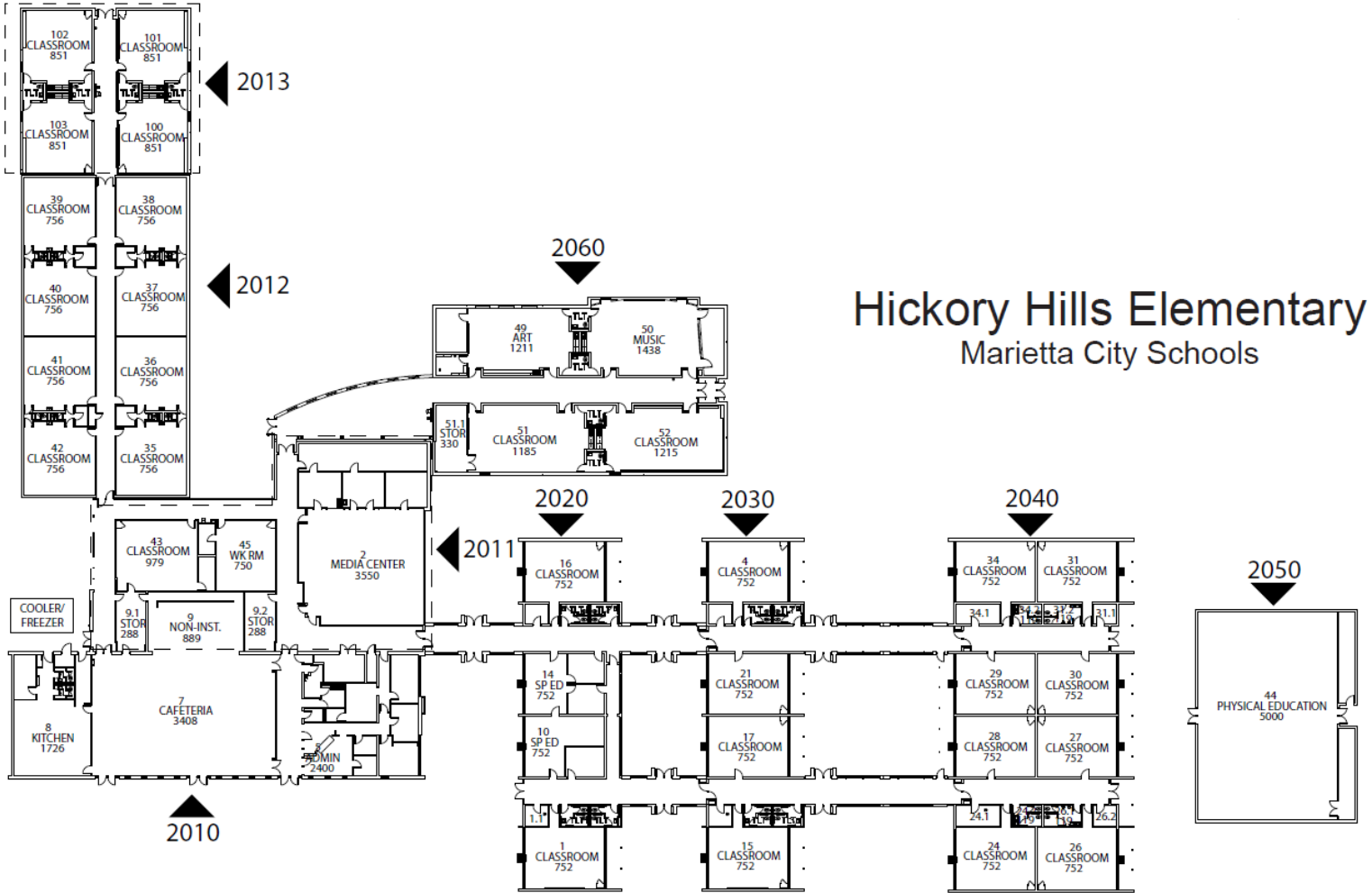
Level 4 – Moderate Dinginess

- n. Floors are swept clean but are dull. Colors are dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked.

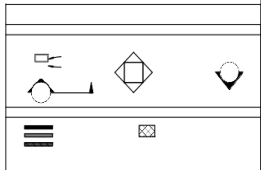
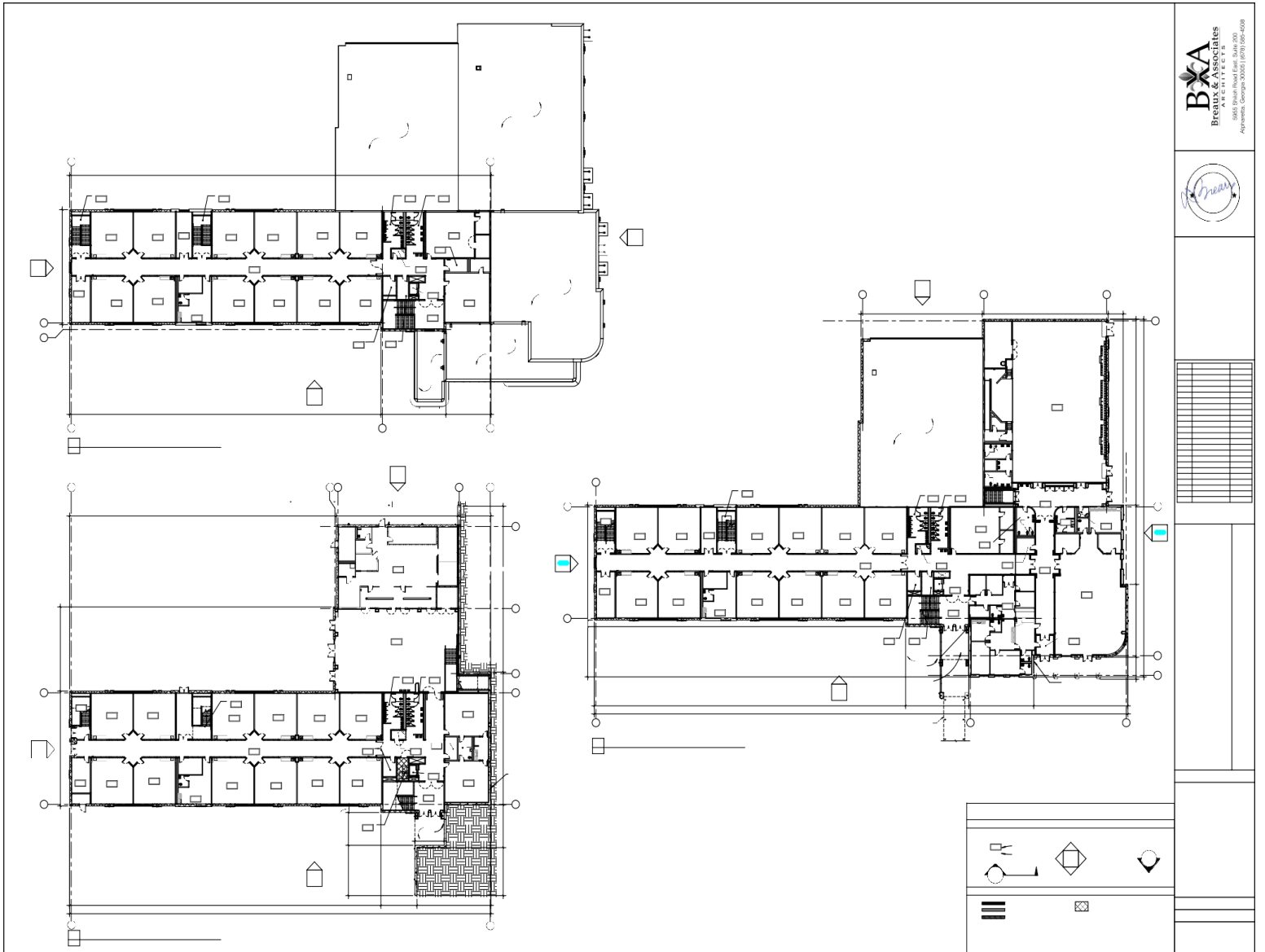
- o. There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- p. All vertical and horizontal surfaces have conspicuous dust, dirt, smudges and fingerprints that will be difficult to remove. Lamp fixtures are dirty and some lamps (up to 5 percent) are burned out.
- q. Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

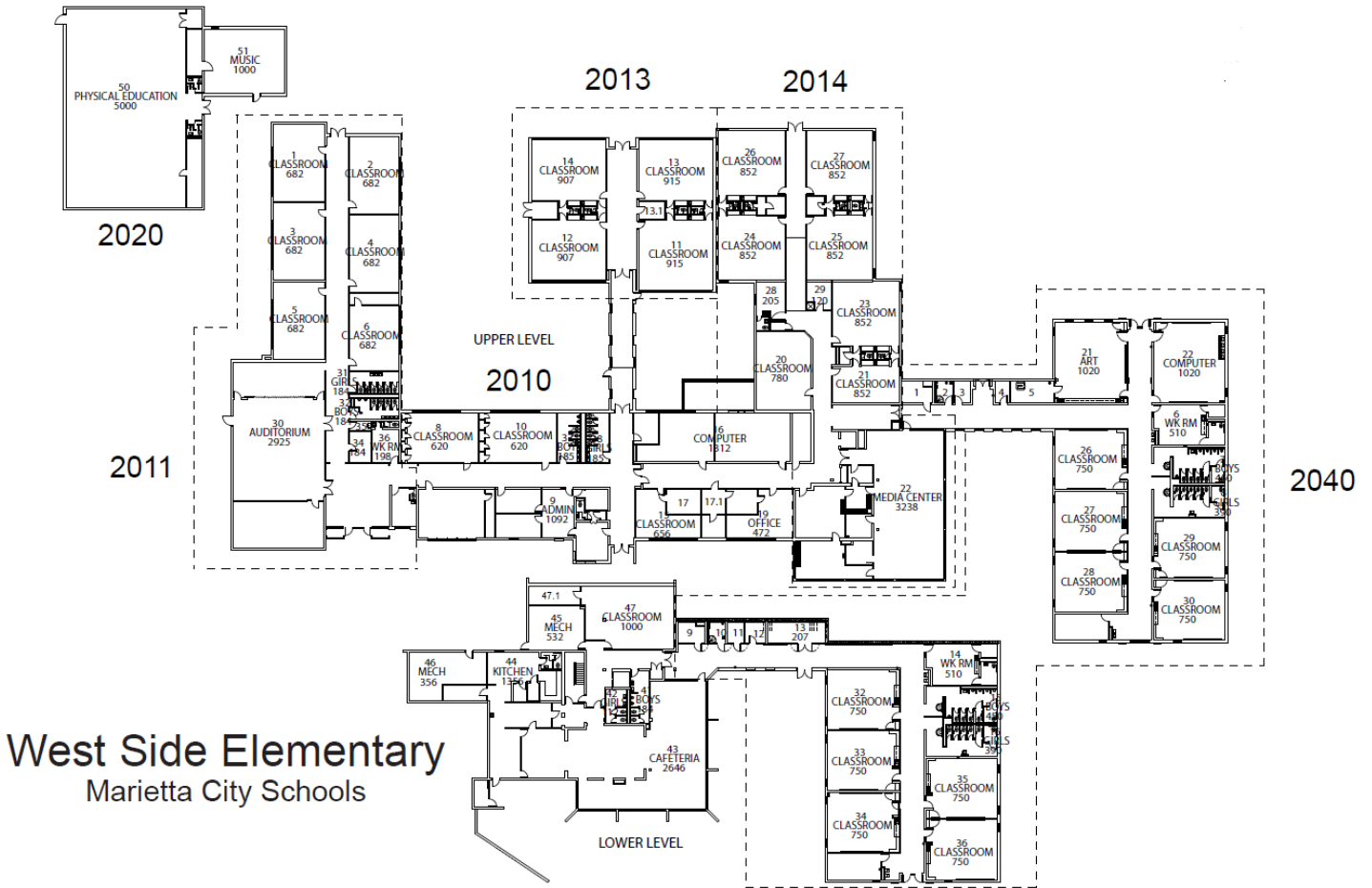
Level 5—Unkempt Neglect

- r. Floors and carpets are dull, dirty, dingy, scuffed, or matted. There is a conspicuous buildup of old dirt or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- s. All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- t. Light fixtures are dirty, with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- u. Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

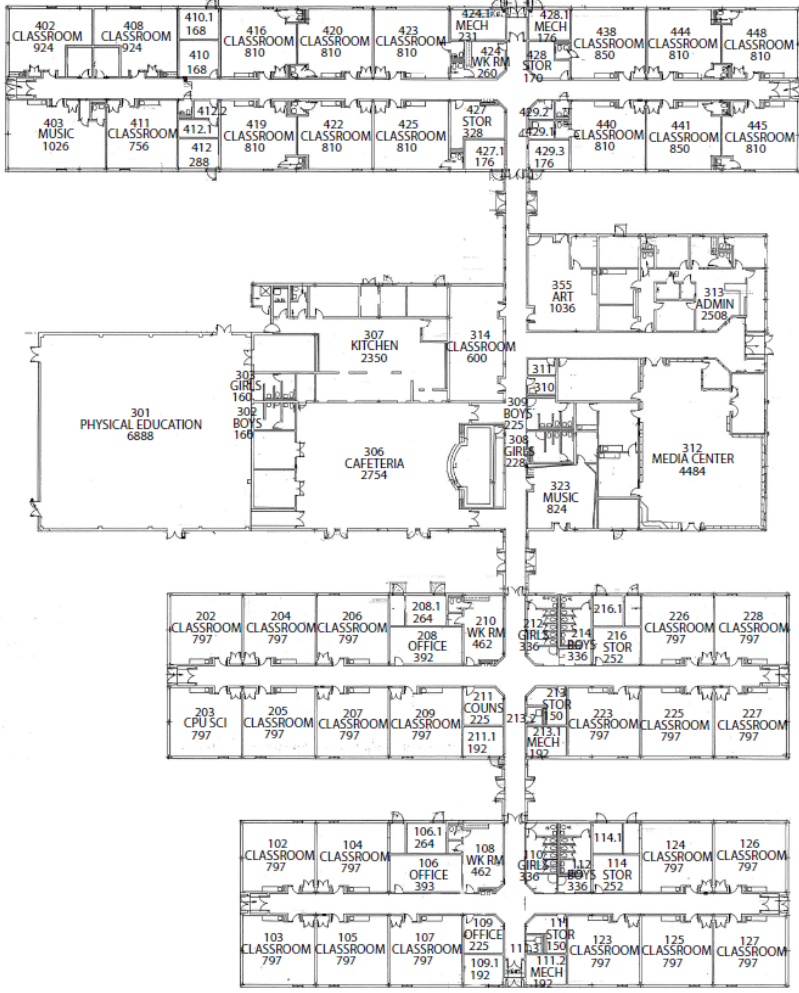


Park Street Elementary





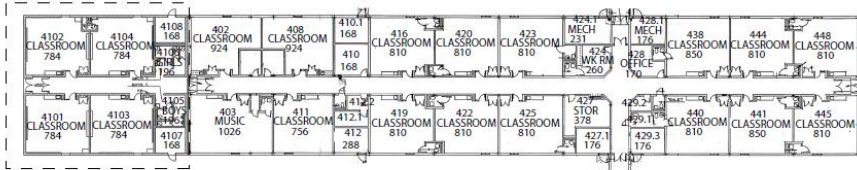
West Side Elementary
Marietta City Schools



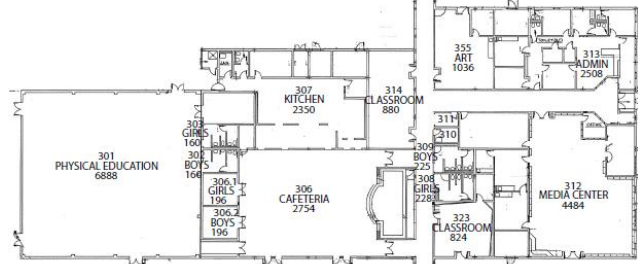
Dunleith Elementary

Marietta City Schools

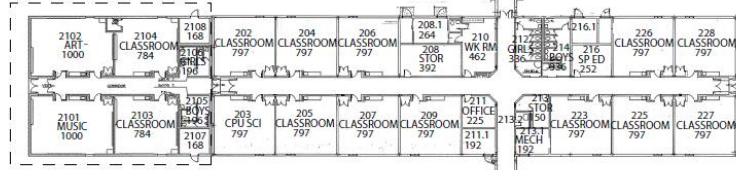
2011



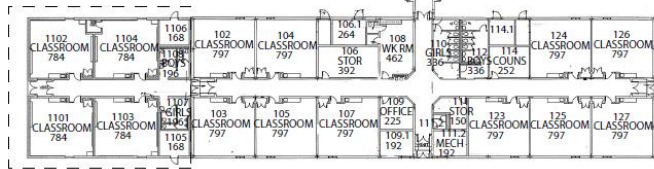
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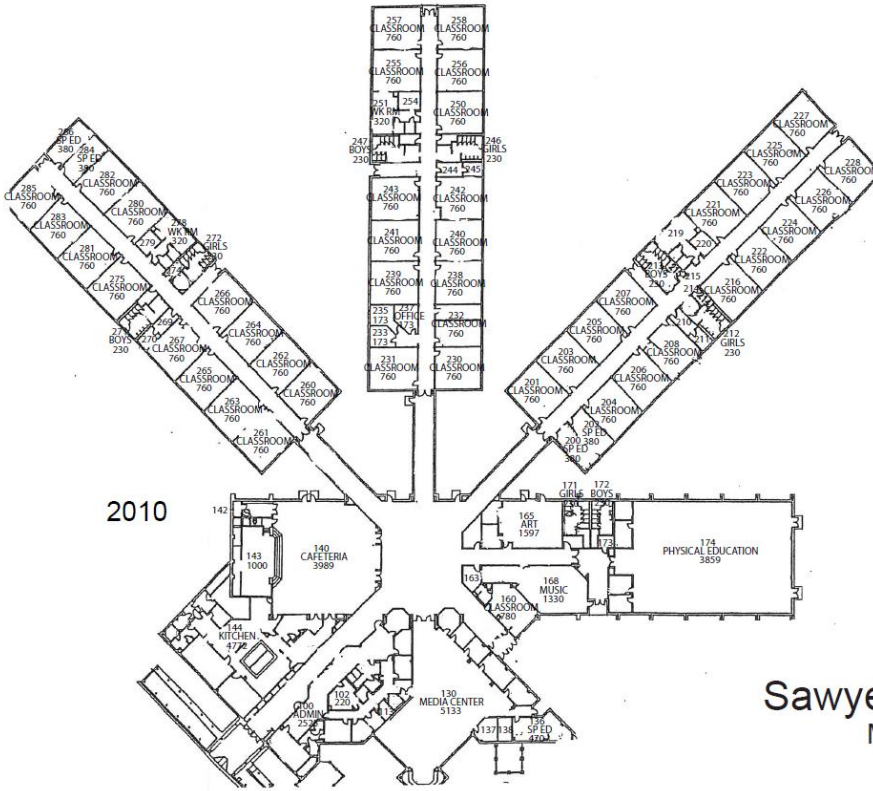


2011



2011

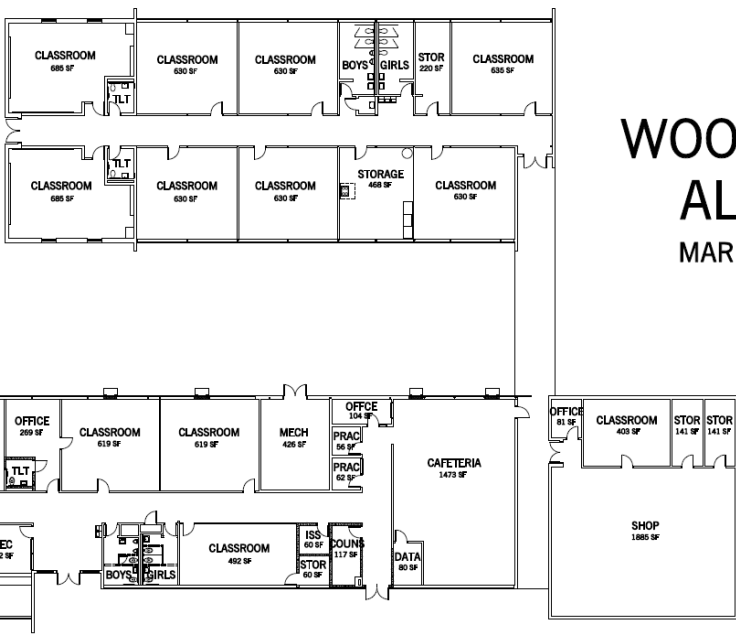




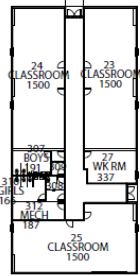
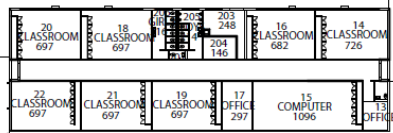
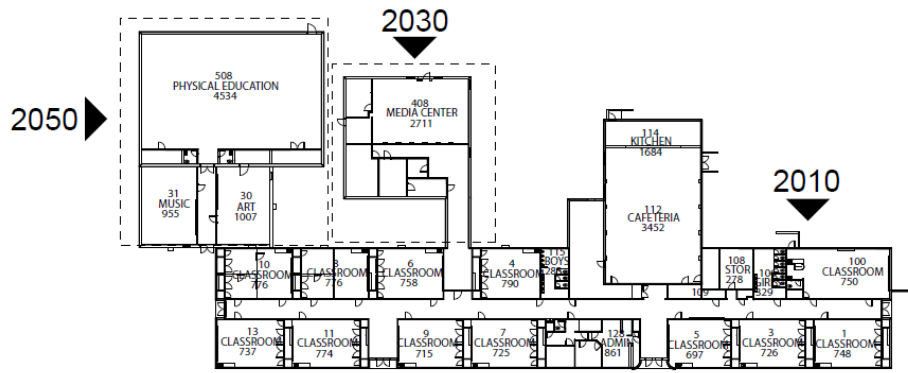
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Sawyer Road Elementary
Marietta City Schools

PLC/Woods Wilkens

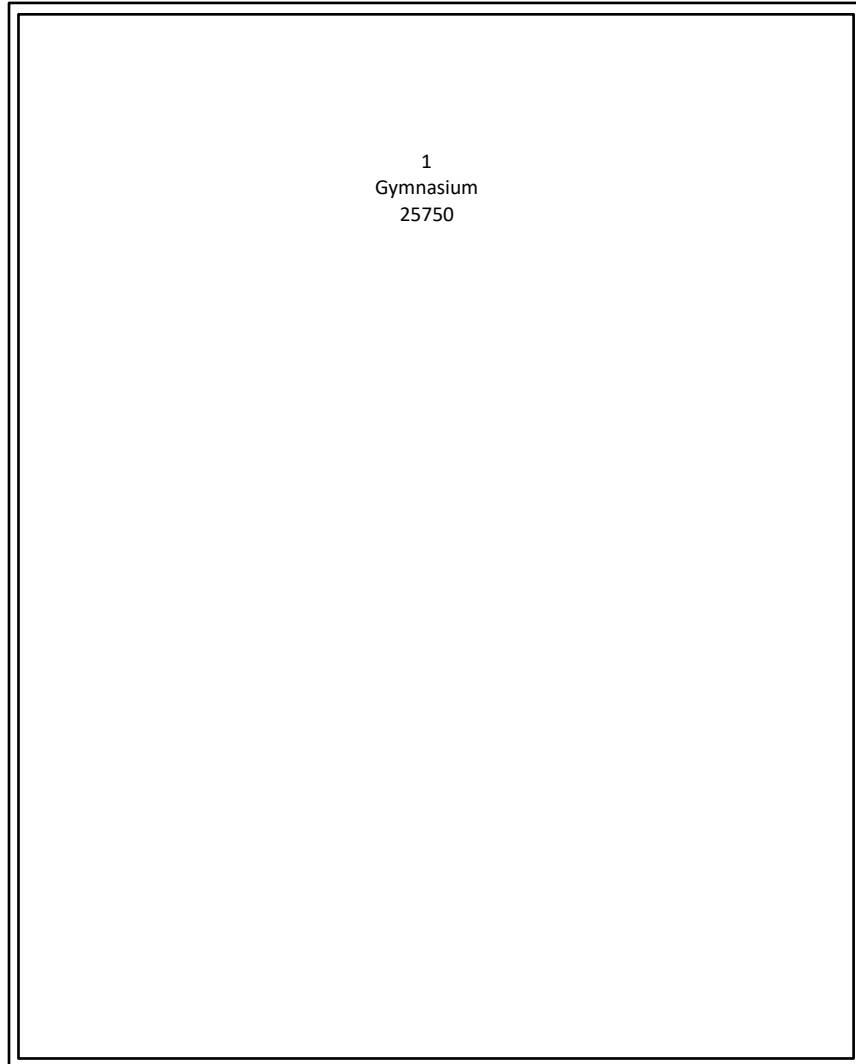


**WOODS WILKENS
ALT SCHOOL**
MARIETTA CITY SCHOOLS

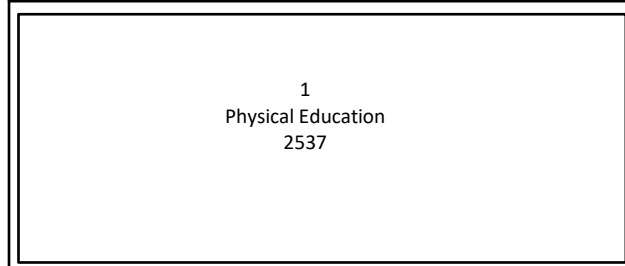


Marietta Center
for Advanced Academics
Marietta City Schools

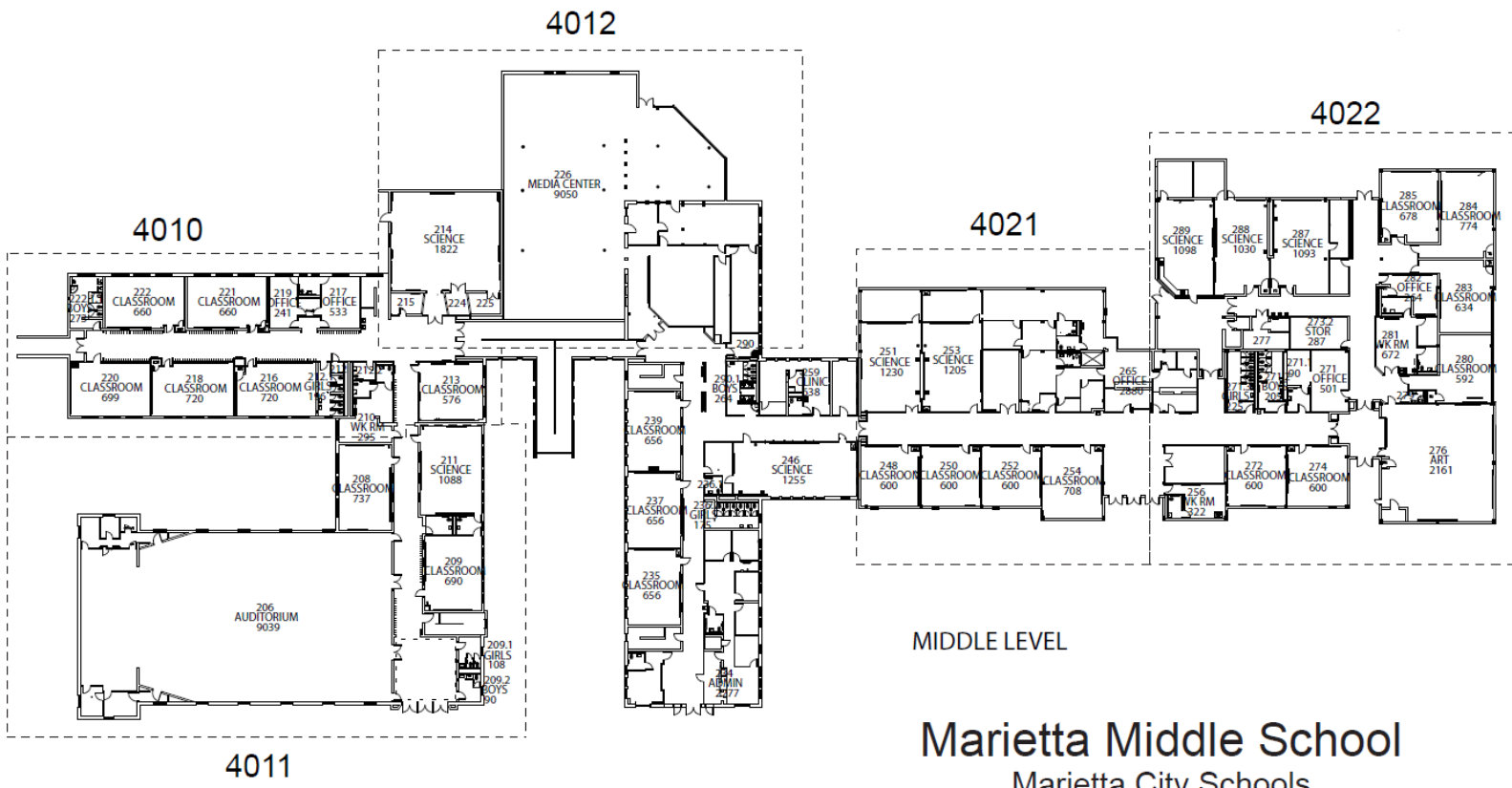
Marietta Middle School
Marietta City Schools



4040



4041

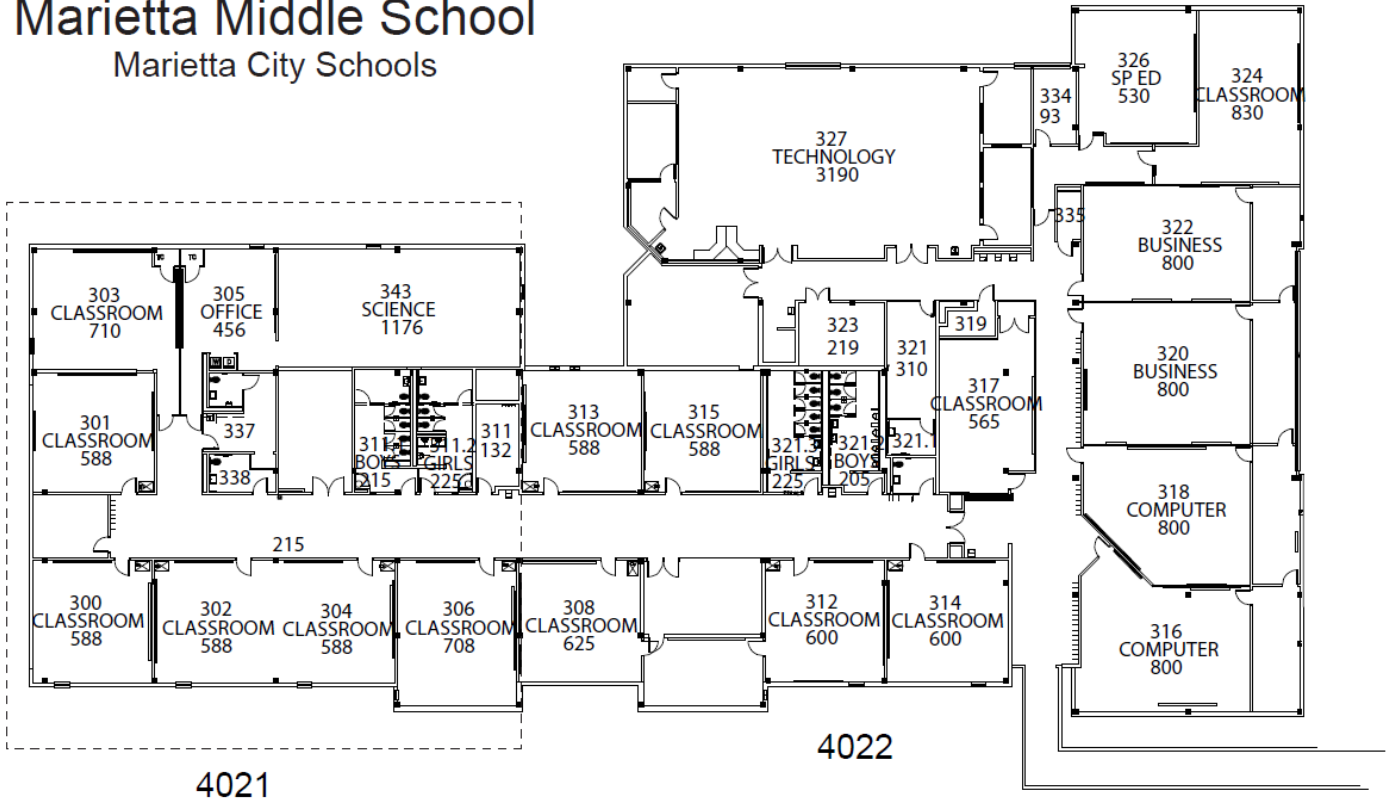


MIDDLE LEVEL

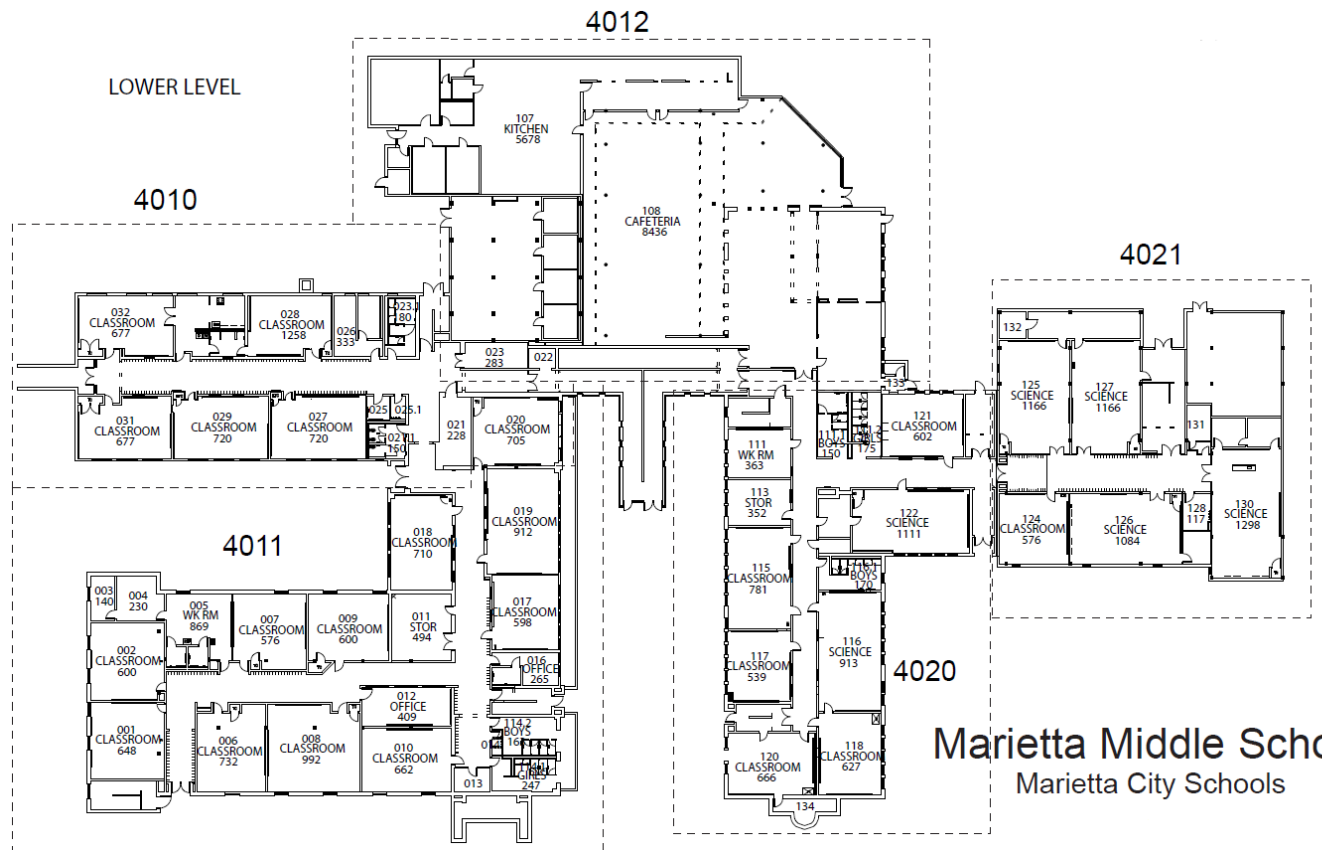
Marietta Middle School
Marietta City Schools

Marietta Middle School

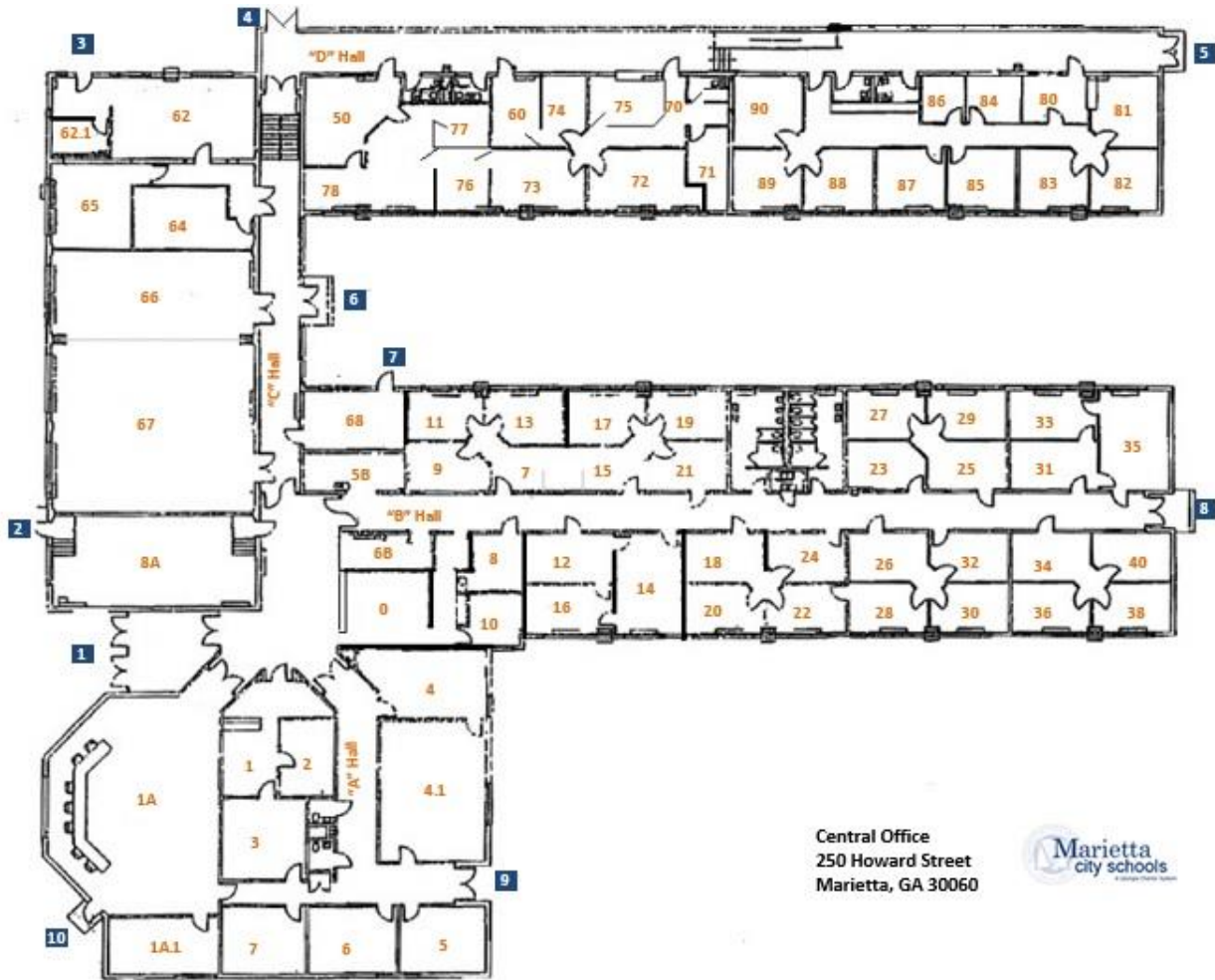
Marietta City Schools



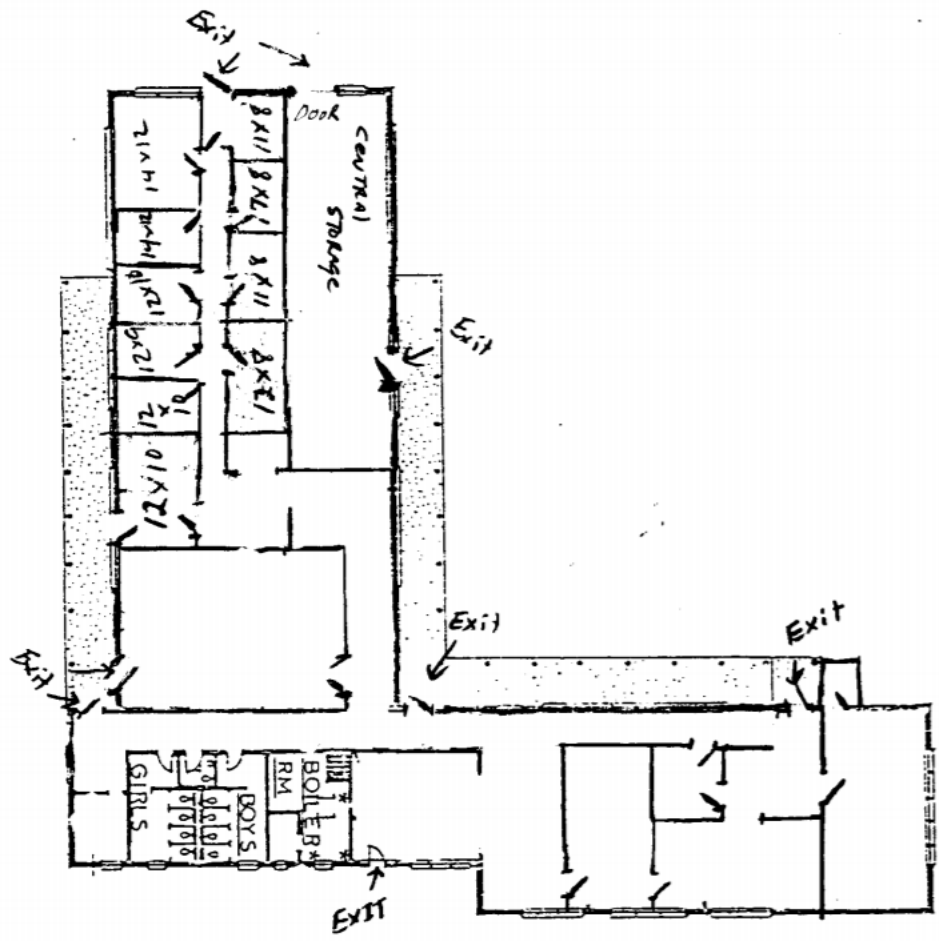
UPPER LEVEL



Marietta Middle School
Marietta City Schools



FLOOR PLAN OF
TRANSPORTATION BUILDING - Dodd Street



ATTACHMENT 3 – SQUARE FOOTAGE/FLOORING CONSIDERATIONS

Please note that square footages are approximate as previously stated.

Building	Square Footage/Flooring Considerations
Emily Lembeck Learning Center	18,609 (LVT/Carpet)
A.L. Burruss Elementary	66,904 (LVT/Carpet)
Dunleith Elementary	82,558 (LVT/Carpet)
Hickory Hills Elementary	57,409 (VCT, Carpet, Ceramic Tile)
Lockheed Elementary	99,213 (VCT/Carpet)
Park Street Elementary (New Facility)	84,370 (LVT/Carpet)
Sawyer Road Elementary	95,000 (VCT/Carpet)
West Side Elementary	60,959 (VCT/Carpet)
MCAA	47,005 (LVT/VCT/Carpet)
MSGA	117,437 (Ceramic Tile/Carpet)
Marietta Middle School	257,844 (VCT/Ceramic Tile/Carpet)
Marietta High School	452,310 (VCT/LVT in New 55,000 addition/ Carpet)
PLC/Woods Wilkins	18,702 (VCT/Carpet)
Transportation	15,050 (VCT/Carpet)
Central Office	26,747 (VCT/Carpet)