

**Janitorial Services**  
**Scope of Work**  
67,323 Square Feet

Task	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	Notes
<b>Day Porter - Restrooms 9am to 3pm</b>							
Clean and Disinfect Toilets and Urinals	X						2x's or As Needed
Clean and Disinfect Sinks and Countertops	X						
Clean and Sanitize Bathroom Fixtures	X						
Clean, Sanitize and Replenish All Bathroom Dispensers	X						2x's or As Needed
Wet Mop and Disinfect Restroom Floor (After Sweeping)			Performed Nightly				
Empty Trash/Garbage Cans and Replace	X						As Needed
Clean Mirrors and Restroom Stall Dividers	X						
<b>Day Porter - Reception and Lobby Areas 9am to 3pm</b>							
Dry and Wet Mop as Necessary to Remove Spills	X						As Needed
Empty Trash/Garbage Cans and Replace Liners	X	(Bldg Has 24 Security Guard)					As Needed
Clean and Sanitize Water Fountains and Exterior of Vending Machines	X						As Needed
Clean Interior/Exterior of Lobby Doors and Windows as Necessary	X						1x or As Needed
<b>Day Porter - Break Rooms 9am to 3pm</b>							
Wet Mop and Disinfect Break Room (After Sweeping)			Performed Nightly				
Dry and Wet Mop as Necessary to Remove Spills							As Needed
Empty Trash/Garbage Cans and Replace Liners (Including Recycling)	X						After Lunch
Clean Interior/Exterior of Lobby Doors and Windows as Necessary							As Needed
Clean and Disinfect Countertops and Table Tops	X						After Lunch

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11209 Metric - Bldg H  
Austin, TX

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Period: 09/01/2016 to 08/31/2017  
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Task	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	Notes
<b>Evening Services - Offices</b>							
Vacuum Carpet and Any Rugs		X					Wednesdays
Dry and Wet Mop All Hard Surface Floors with Disinfectant	X						
Dust/Wipe Office Furniture			X				
Empty Trash Cans and Replace Liners	X						Deskside Trash
Spot Clean Carpet and Hard Surface Floors as Necessary		X					Wednesdays
Clean Interior Windows					X		
Clean Exterior Windows						X	
Polish and Buff all Hard Surface Floors			2X's				
Strip and Wax Hard Surface Floors					X		Feb & July (Tentative)
Steam Clean Carpets and Rugs					X		Feb & July (Tentative)
<b>Evening Services - Restrooms</b>							
Clean and Disinfect Toilets and Urinals	X						
Clean and Disinfect Sinks and Countertops	X						
Clean and Sanitize Bathroom Fixtures	X						
Clean, Sanitize and Replenish All Bathroom Dispensers	X						
Wet Mop and Disinfect Restroom Floor (After Sweeping)	X						
Empty Trash/Garbage Cans (Including Recycling Bins)	X						
Spot Clean Carpet and Hard Surface Floors as Necessary		X					Wednesdays
Buff all Hard Surface Floors to Present a Glossy and Well Maintained Appearance			X				
Strip and Wax Hard Surface Floors					X		Feb & July (Tentative)

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<b>Evening Services - Reception and Lobby Areas</b>							
Wet Mop and Disinfect all Hard Surface Floors		X					Wednesdays
Empty Trash/Garbage Cans	X						
Clean Interior Entrance Windows/Doors	X						
Clean Exterior Entrance Windows/Doors	X						
Dust/Wipe Office Furniture			X				
Polish and Buff All Hard Surface Floors			2X's				
Strip and Wax Hard Surface Floors					X		Feb & July (Tentative)
Steam Clean Carpets and Rugs					X		Feb & July (Tentative)
<b>Hallways and Walkways</b>							
Vacuum Carpet and Any Rugs		X					Wednesdays
Dry and Wet Mop All Hard Surface Floors with Disinfectant	X						
Clean Interior of Windows					X		
Spot Clean Carpet and All Hard Surface Floors as Necessary		X					Wednesdays
<b>Break Rooms and Conference Rooms</b>							
Vacuum Carpet and Any Rugs		X					Wednesdays
Dry and Wet Mop All Hard Surface Floors with Disinfectant	X						
Empty Trash/Garbage Cans (Including Recycling Bins)	X						
Clean Exterior of Refrigerator		X					
Clean Exterior of Microwave		X					
Spot Clean Carpet and All Hard Surface Floors as Necessary		X					Wednesdays
Clean Interior of Windows					X		
Clean and Disinfect Countertops and Table Tops	X						
Clean and Sanitize Exterior of Vending Machines	X						

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<b>General Facility Cleaning</b>							
Spot Clean Around All Light Switches and Door Levers		X					
Spot Clean All Partitions, Walls, Doors and Baseboards			X				
Disposal of All Waste, Trash and Refuse	X						
Spot Clean All Glass, Glass Partitions, Mirrors and Glass Doors	X						
Clean, Sanitize and Replenish All Dispensers	X						
Clean, Sanitize and Polish Water Fountains	X						
Clean and Maintain Areas Around Facility Front Entrance Within 25 Feet		X					
Sweep and Mop All Hard Service Floors		X					
Clean All Baseboards and Door Frames			X				
Polish and Buff All Hard Surface Floors			2X's				
Remove Insects From Light Fixtures				X			
Dust All Partitions, Doors and Window Ledges			X				
Dust and /Or Brush Walls, Ceiling, Vents and Light Fixtures				X			
Clean Blinds and Window Coverings			X				
Clean Interior/Exterior Windows					X		
Strip and Wax Hard Surface Floors					X		Feb & July (Tentative)
Steam Clean Carpets and Rugs					X		Feb & July (Tentative)
Pour Disinfectant Down Drains In Restrooms to Alleviate Odor			X				

Notes: Service to replenish dispensers does not include batteries. TJJD will be responsible for furnishing batteries for dispenser where batteries are required.