WORK SPECIFICATIONS AND STANDARDS
JANITORIAL SERVICES
AUTOMATED FLIGHT SERVICE STATION
FAIRBANKS, AK

All work described herein shall be done in accordance with the following specifications and standards. Appendix A lists the rooms. The estimated square footages and the number of days per week each is to receive general janitorial services. Services are to be performed between the hours of 9PM and 12PM all work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

The contractor is to provide paper towels in the break room. Contractor shall provide vacuum cleaner and carpet shampooer as well as all cleaning supplies and expendable equipment as brooms, mops, dust cloths, and toilet paper.

Work shall be limited to the Fairbanks AFSS.

COR is Ruthie Sevy (907) 455-4713.

A. Each Time. See Appendix A for schedule:

1. Item: Floors, uncarpeted
   Specifications: After vacuuming or sweeping floors, mop with a detergent solution. Remove all spots, stains, marks and streaks with an appropriate cleaning agent for floors, baseboards, doorjambs, cabinets and furniture legs.

   Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film and brush marks.

2. Item: Floors, carpeted
   Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

   Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

3. Item: Restrooms
   Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls in the immediate areas of washbasins, and spot clean toilet doors and partitions with a solution of water, detergent, odor counteractant and germicide. Pour a quantity of the solution into each toilet bowl and urinal and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper tower and toilet paper dispensers and check to insure proper operation. Vacuum floors and mop with a solution of water, detergent, odor counteractant and germicide.

   Standard: A properly cleaned restroom is free of all streaks, stains, deposits and odor.

4. Item: Waste Receptacles
   Rooms: All

   Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles, which have been lined with a plastic bag, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in outside containers serving the FAA compound.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residue.

5. Item: Furniture Dusting
Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, are not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

6. Item: Drinking Fountains
Specifications: Damp wipe all drinking fountains with a solution of water, detergent, odor counteractant and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surface with clean water. Polish exterior and hardware with a lint-free cloth.

Standard: A properly cleaned drinking fountain is free of all fingerprints, smudges, streaks and film.

7. Item: Entrance Mats

Specifications: Vacuum mats in front and rear entrance.

Standard: A properly cleaned mat is free of dirt and gravel.

8. Item: Exterior Area and Front Steps

Specifications: Scrape clean of ice and snow when required.

Standard: A properly cleaned area is free of ice and snow.

B. Monthly:

1. Item: Furniture
Specifications: Damp wipe vinyl-covered seats of chairs and sofas with detergent solution, damp wipe cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum all chairs with fabric seats and backs.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint and cobwebs.

2. Item: Janitor Closet
Specifications: Maintain a clean and orderly area.

Standard: A properly clean and orderly storage area is free of all dirt, grime and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.

3. Item: Kitchen Unit
Specifications: Damp wipe washbasin, faucet, countertop, stovetop and refrigerator front with a solution of water and detergent.

Standard: A properly cleaned kitchen unit is free of all stains, streaks, smudges, deposits, odor, and has an orderly appearance.

C. Semi-annual: To be performed in February and August.

1. Item: Floors, uncarpeted
Specifications: Strip all old wax from tiled floors using an appropriate industrial grade wax remover and a brush or steel wool agitation. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax deposits. Wax with an appropriate nonskid wax, equal or superior to Federal Specification P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform gloss. Remove all wax deposits from furniture legs, cabinets, baseboards and doorjambs.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks and wax-buildup and has a uniformly bright appearance.

2. Item: Carpet Cleaning
Specifications: After vacuuming, shampoo the carpeting using an industrial-grade foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains and matted areas and has a uniformly bright appearance.

3. Item: Walls, doors, and woodwork, sun filtering plastic shades.
Specifications: Spot clean all walls, doors and woodwork using an appropriate spot removing agent to remove all fingerprints, spots, stains and smudges. Wipe away any stains, spillage and dripping with a damp cloth.

Standard: A properly spot-cleaned wall, door and woodwork is free of all fingerprints, spots, smudges and stains.

4. Item: High Cleaning
   Specifications: Dust all vents, grilles, tops of doors and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth.

   Standard: a properly cleaned pipe, vent, grille, ledge, transom or light fixture is free of all dust, grit, spots, lint and cobwebs.

5. Item: Windows, inside
   Specifications: Wash all windows on the inside. Wipe away all spillage, drippings and stains immediately with a damp cloth. When temperatures are a below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing.

   Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

6. Item: Windows, outside
   Specifications: Wash all windows on the outside. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing.

   Standard: A properly washed window is free of all fingerprints, streaks, smudges and film.

WORK SCHEDULE
JANITORIAL SERVICES
FAIRBANKS AUTOMATED FLIGHT SERVICE STATION
FAIRBANKS, AK

Room#	Floor Covering	Frequency	Sq. Ft.
104	Carpet	6 x weekly	1920
105	Carpet	6 x weekly	90
106	Carpet	6 x weekly	90
107	Carpet	6 x weekly	120
108	Carpet strips vented	6 x weekly	100
114	Tile ceramic	6 x weekly	140
116	Tile ceramic	6 x weekly	140
118	Carpet	6 x weekly	400
119	Carpet strips vented	6 x weekly	128
128	Carpet	6 x weekly	395
100	Carpet strips vented	2 x weekly	80
109	Carpet	2 x weekly	200
110	Carpet	2 x weekly	140
111	Carpet	2 x weekly	1120
113	Tile	2 x weekly	800
115	Tile	2 x weekly	50
122	Carpet	2 x weekly	192
123	Carpet	2 x weekly	340
124	Carpet	2 x weekly	110

125	Carpet	2 x weekly	110
126	Carpet	2 x weekly	176
~~127~~	~~Carpet~~	~~2 x weekly~~	~~525~~
130	Carpet	3 x weekly	
132	Carpet	3 x weekly	
133	Carpet	3 x weekly	
134	Tile ceramic	3 x weekly	
135	Tile ceramic	3 x weekly	
136	Carpet	3 x weekly	
137	Carpet	3 x weekly	
138	Carpet	3 x weekly	
139	Carpet strips vented	3 x weekly	
140	Carpet	3 x weekly	
142	Carpet	3 x weekly	
143	Carpet	3 x weekly	
144	Carpet	3 x weekly	