STATEMENT OF WORK
Janitorial Service Contract
Northern Group Facilities Alaska

1. SCOPE: This document outlines the requirements for janitorial service at Federal Aviation Administration (FAA) buildings and offices in the following locations:
2.
   - Delta Junction Weather Observation Station (WOS), Allen Airfield, Building #100, Suite 101, Fort Greely, Alaska 99731. POC/COR: Charles Anderson, (907) 474-0816 or (907) 474-0525
   - Barrow Airway Facilities (AF) Transient Quarters, 6929 Ahmaogak Street, Barrow, Alaska, 99723. POC/COR: John Sones, (907) 483-0590.
   - Barrow Air Traffic Transient Quarters, 2161 Block A, Barrow, Alaska 99723 POC/COR: John Sones, (907) 483-0590.
   - Barrow Flight Service Station (FSS), 1741 Ahkovak Street, Wiley Post – Will Rogers Memorial Airport, Barrow, Alaska 99773. POC/COR: John Sones, (907) 483-0590.
   - Bettles Weather Observation Station (WOS), Airport Road, Building #111, Bettles, Alaska 99726. POC/COR: Daniel Loose, (907) 455-5763.
   - McGrath Flight Service Station (FSS), McGrath Airport, McGrath, Alaska 99627. POC/COR: Robert Strick, (907) 271-3201.
   - Nome Flight Service Station (FSS), 227 Airport Road, Nome, Alaska 99762. POC/COR: Ryan Hanson, (907) 271-5231.
   - Nome System Support Center (SSC), Building #111, Apt. 1&2, FAA Road, Nome, Alaska 99762. POC/COR: Ryan Hanson, (907) 271-5231.
   - Nome Transient Quarters, Bldg. 1111,112, 113, 114 FAA Road, Nome Alaska, 99762. POC/COR: Ryan Hanson, (907) 271-5231.
   - Northway Flight Station (FSS), and Temporary Quarters (TQ), 1 Airport Way, Northway, Alaska 99764. POC/COR: Daniel Loose, (907) 455-5763.
   - Tanana Weather Observation Station (WOS), Airport Road, Building #405, Tanana, Alaska 99777. POC/COR: Daniel Loose, (907) 455-5763.

3. SPECIAL PRECAUTIONS: Some areas will be occupied by FAA employees performing official duties during the time contract work is being conducted. Therefore, the contractor must give special attention while conducting work in these areas. These areas contain critical and specialized power for the operation of equipment used by the FAA. **At no time should the Contractor's power-driven equipment be plugged into any electrical outlet used by FAA equipment or racks.** Care must be exercised to prevent vacuum cleaners, buffers, mops, etc., from striking FAA electronics equipment and racks. The Contracting Officer's Representative (COR) will assist the Contractor in working out the best and safest methods for the proper cleaning of these areas.

4. SERVICES TO BE PERFORMED ON A MONTHLY BASIS AT ALL LOCATIONS:

   N/A

5. SERVICES TO BE PERFORMED ON A QUARTERLY BASIS AT ALL LOCATIONS: Once per three-month fiscal year period, at a time to be coordinated with the COR.

   - WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: See specifications per location below.
   - SPOT CLEAN: See specifications per location below.
   - CLEAN LIGHT FIXTURES: See specifications per location below.
   - SPOT CLEAN SHADES: See specifications per location below.
   - INSIDE/OUTSIDE WINDOW CLEANLNG: See specifications per location below.

6. SERVICES TO BE PERFORMED ON A SEMI-ANNUAL BASIS AT ALL LOCATIONS: Once per six-month fiscal year period, at a time to be coordinated with the COR.

- SHAMPOO CARPET: See specifications below for each location.
- STRIP WAX AND MACHINE POLISH FLOORS. See specifications below for each location.
- OUTSIDE WINDOW CLEANING: See specifications below for each location.
- HIGH CLENAING AND LIGHT FIXTURES: See specifications below for each location.
- CLEAN REFRIGERATOR/STOVE: See specifications below for each location.

7. CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT:

a. The Contractor must furnish all supplies, including bathroom supplies, wastebasket liners, toilet tissue, hand soap, paper towels, dishwashing powder or liquid, deodorizers, disinfectants, dish soap, dinner napkins, hand towels, and hand soap for the break room, in sufficient quantities necessary to meet the requirements of this contract. The Contractor is responsible for placing these items in their normal place of use.

b. The Contractor must furnish all tools, equipment, and janitorial supplies, including cleaning compounds, soap, non-slip buffers, power industrial vacuum cleaners, buckets, polishing compounds, flashlight, disinfectants, shampoos, steel wool, mop buckets with ringer and casters, degreasers, wiping rags, lint free glass cleaning rags, glass cleaning products, rubber gloves, detergents, sponges, squeegees, of acceptable commercial grade and quality, and in sufficient quantities necessary to meet the requirements of this contract. Contractor-provided tools (i.e. vacuum cleaner, buffing machines etc.) must be commercial grade and must not generate excessive noise that disrupts the work in progress. Vacuum bags must be replaced on a weekly basis or sooner if needed. The Contractor will use cleaning agents of synthetic detergent that are odor counteracting and have germicide properties.

c. All power equipment and attachments, including power cable and extension cords, must be free from any defects. The Contractor will use only the FAA furnished power outlets designated by the COR or CO.

d. No contractor furnished or owned commodity must be kept on FAA owned or leased space or property without approval in writing by the COR or CO. The Contractor will keep pilfer able items under lock and key at all times and will provide the COR with a key in the event of an emergency.

8. SPECIAL INSTRUCTIONS:

a. The Contractor must provide the COR with a monthly work schedule. The schedule must include work hours, employees involved, and any special services to be performed during the monthly cycle, i.e. buffing floors, etc. After the tasks have been completed, the list is to be signed by the contractor and given to the COR. Tasks must not be scheduled using the fiscal year as a basis (October through September). Tasks must not be scheduled during the last week of the month, last month of the quarter, or the last month of the semi-annual period. The schedule must be submitted to the COR every fourth Tuesday of the preceding month it will become effective. Any changes to the schedule require prior approval of the COR.

b. The Contractor must arrange for satisfactory supervision of the contract work. The

contractor or his/her supervisors must be available at all times. The name of the supervisor will be submitted in writing through the COR to the Contracting Officer. Where weekly services are required, such supervisor must meet with the COR once each week to inspect contract performance. Where services are performed no more than biweekly (every other week) or monthly, such meetings must be conducted once each month.

c. Prior to the commencement of the contract, the Contracting Officer/COR and the Contractor must meet and review the total workload and working methods proposed by the Contractor. The Contractor must submit prior to the contract starting date an annual schedule of all periodic work by dates and areas. The Contractor must be required to submit a work report of the periodic jobs performed for comparison with the schedule requirements.

d. The Contractor will ensure each employee completes the appropriate security forms required by FAA, Civil Aviation Security Division, ASW-700, in order to conduct local background checks and appropriate national agency checks. If the background security checks reveal the employee does not meet FAA's suitability standards, he/she will not be allowed to work at the FAA facility. ASW-700 will notify the Contracting Officer prior to notifying the Contractor to remove the employee from the facility. The Contractor must submit to the COR a list of all employees by name who are to work at this facility not later than ten (10) days after receipt of contract award. The Contractor must likewise notify the COR in writing of any deletions or additions of employees performing under this contract immediately. The Contractor and his/her employees must be subject to all rules and regulations relative to entering and leaving the buildings and grounds for security purposes.

9. SERVICES SPECIFIC TO EACH LOCATION:

C001. Location:
Federal Aviation Administration
Delta Junction Weather Observation Station
Allen Airfield
Building 100, Suite 101
Ft. Greely, Alaska 99731

C002. GENERAL INFORMATION:
The building has approximately 820 square feet of floor space. The space consists of the weather observation station, a restroom, briefing area, bathroom, kitchen, and main entrance. The flooring in the building consists of carpet floor coverings.

C003. SERVICE REQUIREMENTS:

A. All services must be performed one (1) time per week.
B. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable

diseases.

C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.

D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.

B. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.

B. The contractor and his/her employees must be responsible for conserving utilities.

C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.

B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.

C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. SPEC IFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc., must be placed in contractor furnished plastic bags. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed January, April, July, October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including comers and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Genocidal detergent must be used in

restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed January, April, July, October.

7. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the COR.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, las ting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to ensure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned including walls (if applicable).
8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc., chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety.
9. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturers, maintenance instructions and current stain removal charts must be used. All tears, bums, unraveling, and other carpet damage must be brought to the attention of the COR.
10. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Shampooing schedule will be coordinated with the COR. To be performed semi-annually.
11. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
12. WINDOW CLEANING: Glass windows must be washed using such instruments as to ensure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Inside window cleaning should be cleaned quarterly January, April, July, and October. Outside windows should be cleaned semi-annually.
13. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. Deep cleaning of sun filtering shades, or venetian blinds to be performed January, April, July, October.
14. CLEAN REFRIGERATOR: Clean the refrigerators located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN RANGE: Wipe surface of range/hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe

dry with a clean cloth. Replace filter to its original position.

17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.
18. ENTRANCE MATS/EXTERIOR AREA AND STEPS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow.

C001. Location:

Federal Aviation Administration
Barrow Airway Facilities Transient Quarters
6929 Ahmaogak Street
Barrow, Alaska 99723

C002. GENERAL INFORMATION: The Airway Facilities Rotational Quarters are located in a duplex, upstairs at 6926 Ahmaogak Street, Barrow, Alaska. The upstairs building consists of three bedrooms, a living area, kitchen, and bathroom. The bedrooms and living area are carpeted, and the kitchen and bathroom are ceramic or vinyl tile.

C003. SERVICE REQUIREMENTS:

A. All services (except window cleaning) must be performed five times per week, quarterly, or semi-annually according to the work specifications and standards. Times for window cleaning must be coordinated with the Contracting Officer's Representative (COR). All work should be completed before 10 p.m.
B. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.
C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.
E. Specified rooms will be locked after cleaning and keys will be returned to COR.
F. All personal articles found by contractor employees must be given to the COR.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Light Bulbs	Fluorescent tubes
Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality)
Floor Wax	Toilet Tissue (good quality)

Plastic Bags for trash receptacles and sanitary napkins receptacles

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.

C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007 STORAGE SPACE, JANITORS CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility Manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing).
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed quarterly, January, April, July, and October.
7. CLEAN LIGHT FIXTURES: Easily removable (not requiring tools) light fixtures must be cleaned to remove bugs, dirt, dust, grease, and other foreign matter. Permanently attached fixtures must be dusted and cleaned in place. To be performed quarterly: January, April, July, and October.
8. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.

C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to ensure a constant, adequate supply of soap and paper products.
E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
F. The shower area will be cleaned, including walls.

9. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
10. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unraveling, and other carpet damage must be brought to the attention of the facility manager.
11. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
13. WINDOW CLEANING: Glass windows must be washed using such instruments as to ensure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Inside windows to be cleaned quarterly, January, April, July, and October. Outside windows should be cleaned Semi-annually and performed in April and September.
14. CLEAN REFRIGERATOR/STOVE: Defrost the refrigerator and clean with solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove oven using appropriate oven cleaner to remove baked on grease and boiled over food residue. Clean the refrigerator's located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done semi-annually in October and April.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN COUNTERS, SINKS, DISHES AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils. Periodically there will be a need to wash a few dishes. When this occurs, wash dishes with a dishwashing detergent, rinse dishes in hot water, dry, and replace them in kitchen cabinets. In the kitchen area wipe surface or range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. ENTRANCE AND REAR MATS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow. Remove any accumulation of snow and ice from the walkway, steps and landings of the entrances of the quarters.
18. JANITOR CLOSET. Maintain a clean and orderly storage area. Clean floors, walls, shelves, and other related equipment in the storage closet so that they are free of dirt, grime, and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.
19. CHANGING BEDS (Based on Airway Facilities shift change / Callouts). Remove all linens and remake beds with clean linens.
20. LAUNDRY/LINENS AND LAUNDRY AREA. Linens, bath towels, bathmats, and dishtowels are to be laundered in FAA provided washer and dryer. Damp wipe washer and dryer with appropriate cleaning solution.

Wipe away all deposits, stains, streaks, and film. All laundry will be washed, dried, folded and placed in the proper place for each item.

21. BLANKET/BREADSPREAD LAUNDERING. All regular blankets should be washed in appropriate temperature of water and detergent and dried as to prevent shrinkage. (Note: contractor does not have to launder the filled comforter type bed coverings as they will not fit into the FAA provided washer and dryer).
22. INVENTORY ALL SUPPLIES (PAPER AND SOAPS). Bathrooms and janitor / supply closet. An itemized inventory of trash can liners, toilet paper, hand sanitizers, and tri-folded paper towels is submitted to the COR by the last day of the month in October, January, April, and July.

C001. Location:

Federal Aviation Administration
Barrow Air Traffic Transient Quarters
2161 Block A
Barrow, Alaska 99723

C002. GENERAL INFORMATION:

The Airway Facilities Rotational Quarters are located in a duplex, upstairs at 6926 Ahmaogak Street, Barrow, Alaska. The upstairs building consists of three bedrooms, a living area, kitchen, and bathroom. The bedrooms and living area are carpeted, and the kitchen and bathroom are ceramic or vinyl tile.

C003. SERVICE REQUIREMENTS:

A. All services (except window cleaning) must be performed five times per week, quarterly, or semi-annually according to the work specifications and standards. Times for window cleaning must be coordinated with the Contracting Officer's Representative (COR).
B. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the Service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.
C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.
E. Specified rooms will be locked after cleaning and keys will be returned to COR.
F. All personal articles found by contractor employees must be given to the COR.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Light Bulbs	Fluorescent tubes
Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality)
Floor Wax	Toilet Tissue (good quality)

Plastic Bags for trash receptacles and sanitary napkins receptacles

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

D. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the

performance of the work.

E. The contractor and his/her employees must be responsible for conserving utilities.
F. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed quarterly; January, April, July, and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed quarterly; January, April, July, and October.
7. CLEAN LIGHT FIXTURES: Easily removable (not requiring tools) light fixtures must be cleaned to remove bugs, dirt, dust, grease, and other foreign matter. Permanently attached fixtures must be dusted and cleaned in place. To be performed quarterly; January, April, July, and October.
8. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.

B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant that does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.

C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.

D. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.

E. The shower area will be cleaned, including walls.

9. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
10. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager.
11. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
13. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Inside window cleaning to be performed quarterly; January, April, July, and October. Outside windows should be cleaned Semi-annually and performed in April and September.
14. CLEAN REFRIGERATOR/STOVE: Defrost the refrigerator and clean with solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove oven using appropriate oven cleaner to remove baked on grease and boiled over food residue. Clean the refrigerator's located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done semi-annually in October and April.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN COUNTERS, SINKS, DISHES AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils. Periodically there will be a need to wash a few dishes. When this occurs, wash dishes with a dishwashing detergent, rinse dishes in hot water, dry, and replace them in kitchen cabinets. In the kitchen area wipe surface or range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. ENTRANCE AND REAR MATS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow. Remove any accumulation of snow and ice from the walkway, steps and landings of the entrances of the quarters.
18. JANITOR CLOSET. Maintain a clean and orderly storage area. Clean floors, walls, shelves, and other related equipment in the storage closet so that they are free of dirt, grime, and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.
19. CHANGING BEDS (Based on Airway Facilities shift change / Callouts). Remove all linens and remake beds

with clean linens.

20. LAUNDRY/LINENS AND LAUNDRY AREA. Linens, bath towels, bathmats, and dishtowels are to be laundered in FAA provided washer and dryer. Damp wipe washer and dryer with appropriate cleaning solution. Wipe away all deposits, stains, streaks, and film. All laundry will be washed, dried, folded and placed in the proper place for each item.
21. BLANKET/BREADSPREAD LAUNDERING. All regular blankets should be washed in appropriate temperature of water and detergent and dried as to prevent shrinkage. (Note: contractor does not have to launder the filled comforter type bed coverings as they will not fit into the FAA provided washer and dryer).
22. INVENTORY ALL SUPPLIES (PAPER AND SOAPS). Bathrooms and janitor / supply closet. An itemized inventory of trash can liners, toilet paper, hand sanitizers, and tri-folded paper towels is submitted to the COR by the last day of the month in October, January, April, and July.

C001. Location:

Federal Aviation Administration
Barrow Flight Service Station
1741 Ahkovak Street
Wiley Post – Will Rogers Memorial Airport
Barrow, Alaska 99723

C002. GENERAL INFORMATION:

The building has approximately 1794 square feet of floor space within a two-level building. On the first floor, the space consists of mechanical room, equipment room, janitor closet area, technician's office and main entrance. Main entrance is covered and has access to the elevator. The second floor consists of operations area, kitchen area, bathroom, training area, locker area, and upper access to the elevator. The flooring in the building consists of vinyl tile, the exterior building is siding.

C003. SERVICE REQUIREMENTS:

A. All services (except window cleaning) must be performed one day per week, quarterly, or semi-annually according to the work specifications and standards. Times for window cleaning must be coordinated with the Contracting Officer's Representative (COR).
B. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.
C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.
E. Specified rooms will be locked after cleaning and keys will be returned to COR.
F. All personal articles found by contractor employees must be given to the COR.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Light Bulbs	Fluorescent tubes
Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner

Dust Control Rags Paper Towels (good quality)
Floor Wax Toilet Tissue (good quality)
Plastic Bags for trash receptacles and sanitary napkins receptacles

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, vinyl covered seats and chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed quarterly; January, April, July, and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, cabinets, tables, bookcases, lockers closet shelves, window sills, doorsills, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. Equipment such as radios, and electronic equipment, sitting or stored on shelves and tables are not to be dusted, moved or handled.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed quarterly; January, April, July, and October.

7. CLEAN LIGHT FIXTURES: Easily removable (not requiring tools) light fixtures must be cleaned to remove bugs, dirt, dust, grease, and other foreign matter using a treated cloth or vacuum attachment. Permanently attached fixtures must be dusted and cleaned in place. To be performed quarterly; January, April, July, and October.
8. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned, including walls.
9. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
10. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
11. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, streaks, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Inside window cleaning must be performed quarterly, January, April, July, and October. Outside windows should be cleaned Semi-annually and performed in April and September.
12. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. Deep cleaning of sun filtering shades, or venetian blinds should be done quarterly.
13. WALLS, DOORS, AND WOODWORK. Spot clean 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 damp cloth. To be performed quarterly; January, April, July, and October.
14. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
15. CLEAN REFRIGERATOR/STOVE: Defrost the refrigerator and clean with solution of warm water and baking soda and wipe dry with a clean cloth. Clean the stove oven using appropriate oven cleaner to remove baked on grease and boiled over food residue. Clean the refrigerator's located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done semi-annually in October and April.
16. CLEAN COUNTERS, SINKS, DISHES AND OTHER FIXTURES: (includes microwave ovens and refrigerators). A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils. Periodically there will be a need to wash a few dishes. When this occurs, wash dishes with a dishwashing detergent, rinse dishes in hot water, dry, and replace them in kitchen cabinets. In the kitchen area wipe surface or range hood with a grease cutting solution.
    Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.

17. ENTRANCE MATS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow.

C001. Location:
Federal Aviation Administration
Bettles Weather Observation Station
Airport Road, Building #111
Bettles, Alaska 99726

C002. GENERAL INFORMATION: The area in the building where the janitorial services take place is approximately 500 square feet total. There is a small bathroom, Room 205, which is 6'x12' with linoleum flooring. There is a stair welled entrance hallway leading upstairs into a waiting room, Room 201, which is approximately 200 square feet of area with carpet flooring. There is also the Contract Weather Observers Office area, Room 202, which is 12'x20' with carpet flooring.

C003. SERVICE REQUIREMENTS:

A. All services (except window cleaning) must be performed once per week on Saturday's according to the work specifications and standards. Times for window cleaning must be coordinated with the Contracting Officer's Representative (COR).
B. Holidays observed by the Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.
C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.
E. Specified rooms will be locked after cleaning and keys will be returned to COR.
F. All personal articles found by contractor employees must be given to the COR.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
   Materials must include, but must not be limited to the following:

Light Bulbs	Fluorescent tubes
Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality)
Floor Wax	Toilet Tissue (good quality)

   Plastic Bags for trash receptacles and sanitary napkins receptacles
B. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment

used in the performance of the work.

B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.

C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed quarterly; January, April, July, and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed quarterly; January, April, July, and October.
7. CLEAN LIGHT FIXTURES: Easily removable (not requiring tools) light fixtures must be cleaned to remove bugs, dirt, dust, grease, and other foreign matter. Permanently attached fixtures must be dusted and cleaned in place.
8. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.

The shower area will be cleaned including walls (if applicable).

9. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
10. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager. Cleaning of the carpet in the Piolt Briefing Area to be performed twice weekly (Mondays and Thursdays).
11. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager. Shampooing carpet must be performed semi-annually.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
13. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Inside windows should be cleaned quarterly, January, April, July, and October. Outside windows should be cleaned Semi-annually and performed in April and September.
14. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. Deep cleaning of sun filtering shades, or venetian blinds should be done quarterly, January, April, July, and October.
15. CLEAN REFRIGERATOR: Clean the refrigerator's located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
16. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.
18. ENTRANCE MATS/EXTERIOR AREA AND STEPS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow.
19. JANITOR CLOSET. Maintain a clean and orderly storage area. Clean floors, walls, shelves, and other related equipment in the storage closet so that they are free of dirt, grime, and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.
20. INVENTORY ALL SUPPLIES (PAPER AND SOAPS). Bathrooms and janitor / supply closet. An itemized inventory of all trash can liners, toilet paper, hand sanitizers, and tri-folded paper towels is submitted to the COR by the last day of the month in January, April, July, and October.

C001. LOCATION:

Federal Aviation Administration
McGrath Flight Service Station
P.O. Box 21 McGrath,
AK 99627

C002. GENERAL INFORMATION: The building has approximately 2000 square feet with five (5) bedrooms, six (6) restrooms, a dining/living room, a kitchen, two (2) entry ways, a laundry area, a lobby area, a briefing room, an

FSS control room, an FSS office, an FSS Equipment Room, a weather service office and a garage.

A. The FSS Offices, Entry ways, dining and living area(s), kitchen, FSS Control Room, FSS/Weather service office area(s), laundry area, restrooms, and common public areas within the facility are to be cleaned according to the frequency schedule.
B. The 5 bedrooms are to be cleaned, "after use," in accordance with the frequency schedule attached. Travel to McGrath occurs as needed for both periodic and unplanned restorative maintenance, as well as for routine safety inspections and administrative reasons. An "average" month may have 5 or 6 people traveling there using those bedrooms in that given month. Typically, 2 to 3 in a week, and then a week with no travel, followed by another week of either two or three. A heavy travel month historically has had 9 or more people traveling in a month; however, this does not mean more frequent travel to the site/use of those rooms won't be required if restorative actions, and/or other Airport requirements arise.

C003. SERVICE REQUIREMENTS:

A. All services must be performed each week on Friday's, between 7am and 9pm. Services are not required on holidays.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Ash tray containers must also be cleaned.
2. WASH WASTEBASKETS: Wastebaskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture.

4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed quarterly; January, April, July, and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, break areas, and drinking fountains. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be cleaned quarterly; January, April, July and October.
7. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned, including walls.
8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
9. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager.
10. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. Inside window cleaning must be cleaned quarterly, January, April, July, and October. Outside windows must be cleaned semi-annually, April and September.
11. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
12. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
13. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. To be performed quarterly; January, April, July, and October.

14. CLEAN REFRIGERATOR: Clean the refrigerator located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN RANGE HOOD: Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.
18. CHANGING BEDS: After each check out removal all linens and remake bed with appropriately sized clean linen.
19. LAUNDRY/LINENS: After each check out, provide laundry service for all soiled lines, dish towels, bedspreads, and bathmats, using washers and dryers. Linens, bath towels, dish towels, bedspreads, and bathmats are not to be removed from the unit for off-site cleaning.
    NOTE: All torn, worn, ripped and otherwise non-functional linens, towels, etc., must be reported, specifying type of item, size, and quantity needing replacement.
20. LINEN CLOSET: Maintain a clean and orderly linen closet free of ail dirt, grime, and cobwebs. Linen must be neatly folded and stored on shelves.

C001. Location:

Federal Aviation
Nome Flight Service Station
227 Airport Road, 2nd Floor
Nome, Alaska 99762

C002. GENERAL INFORMATION:

The FSS consists of approximately 2000 square feet with a ground floor entry way, stairs to the second floor two bathrooms, two limited kitchen areas, two operations rooms and three offices.

C003. SERVICE REQUIREMENTS:

All work described herein must be done in accordance with the following specifications and standards. Service is to be provided at the Nome Flight Standard Service (FSS), twice each week. All work must be accomplished between 3:50 PM and 12:00 AM. Work must be accomplished at the scheduled time, except by mutual agreement between the contractor and the Contracting Officer's Representative (COR).

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his / her employees will be subject to all rules and regulation relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality) Toilet Tissue (good quality)

Plastic Bags for trash receptacles and sanitary napkins receptacles

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILIT IES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his / her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heat i ng, ventilation, and air conditioning will not be adjusted by the contractor or his / her employees.

C007. STORAGE SPACE, JANITOR' S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and /or loss to the contractor ' s stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, sat is factory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICAT IONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Ash tray containers must also be cleaned
2. WASH WAST EBASKETS: Waste baskets must be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feat her duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as computers, radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcase s, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and s ta ins (which ca n be removed without requiring refinishing). To be performed quarterly; January, April, July and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledge s, counters, and other flat surface s (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, light fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, break areas, and drinking fountains. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and

be free of streaks, s pots and other evidence of removed soil. To be performed quarterly; January, April, July and October.

7. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using so lid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned, including walls.
8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be moved from baseboards, walls, furniture, trash receptacles, etc., chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
9. VAC UU M CARP ET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only that method recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager.
10. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
11. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of fil m, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. Inside windows must be cleaned quarterly, January, April, July, and October. Outside window cleaning must be performed semi-annually, April and September.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
13. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shade s must be free of streak s and smudges. To be cleaned quarterly; January, April, July, and October.
14. CLEAN REFRIGERATOR: Clean the refrigerators located in the break room. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.

16. CLEAN RANGE HOOD: Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.

C001. Location:

Federal Aviation Administration
Nome System Service Center
Building 111, Apt# 1 & 2 FAA Road
Nome, Alaska 99762

C002. GENERAL INFORMATION:

The building has approximately 2000 square feet with six individual offices, two common office areas, a conference room, kitchen, two bathrooms and two entryways.

C003. SERVICE REQUIREMENTS:

All work described herein must be done in accordance with the following specifications and standards. Service is to be provided at the Nome System Support Center Office (SSC), once each week. All work must be accomplished between 7:30 AM and 3:00 PM. Work must be accomplished at the scheduled time, except by mutual agreement between the contractor and the Contracting Officer's Representative (COR).

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality) Toilet Tissue (good quality)

Plastic Bags for trash receptacles and sanitary napkins receptacles.

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR' S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.

B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:

Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be placed in the supplied refuse containers on the FAA compound located at the end of each building. All trashcans must have plastic liners, which will be replaced as necessary. Ash tray containers must also be cleaned.
2. WASH WASTEBASKETS: Wastebaskets must be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as computers, radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing). To be performed quarterly; January, April, July, and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including comers and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, light fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, break areas, and drinking fountains. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil. To be performed quarterly; January, April, July, and October.
7. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinal s, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using so lid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned, including walls.

8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
9. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. Inside windows must be cleaned quarterly, January, April, July, and October. Outside windows must be cleaned semi-annually, April and September.
10. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
11. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. To be performed quarterly; January, April, July, and October.
12. CLEAN REFR1GERA TOR: Clean the refrigerators located in the break room. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
13. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
14. CLEAN RANGE HOOD: Wipe surface orange hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
15. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.

C001. Location:

Federal Aviation Administration
Transient Quarters (TQ)
Building 111, Apt #3, Apt #4
FAA Road
Nome, Alaska 99762

Federal Aviation Administration
Transient Quarters (TQ)
Building 112, Apt #1, 2, 3, & 4
FAA Road
Nome, Alaska 99762

Federal Aviation Administration
Transient Quarters (TQ)
Building 113
3, & 4 FAA Road
Nome, Alaska 99762

Federal Aviation Administration
Transient Quarters (TQ)
Building 114, Apt #1, 2, 3, & 4
FAA Road
Nome, Alaska 99762

C002. GENERAL INFORMATION:
The building has approximately 2000 square feet with three (3) bedrooms, one (1) dining room, three (3) restrooms, one (1) kitchen, three (3) entry way and one (1) living room, and a garage.

C003. SERVICE REQUIREMENTS:
All services must be performed after receiving notification of employee checkout or on a frequent scheduled basis. Buildings 111,112 & 113 are on Friday, Saturday or Sunday and Building 114 on Wednesday. Services are not required on holidays.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following: Cleaners Hand Soap
Deodorants Polishes
Detergents Tile Cleaner
Dust Control Rags Paper Towels (good quality) Toilet Tissue (good quality)
Plastic Bags for trash receptacles and sanitary napkins receptacles
C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his/her employees.

C007. STORAGE SPACE, JANITOR'S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:
Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICATIONS:
The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be placed in the supplied refuse containers on the FAA compound located at the end of each building. All trashcans must have plastic liners, which will be replaced as necessary. Ash tray containers must also be cleaned.

2. WASH WASTEBASKETS: Wastebaskets must be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNITURE: All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing).
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, light fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, break areas, and drinking fountains. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil.
7. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned, including walls.
8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
9. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager.
10. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
11. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.

13. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges.
14. CLEAN REFRIGERATOR: Clean the refrigerator's located in the break room. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN RANGE HOOD: Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators)

    A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.
18. CHANGING BEDS: After each check out removal all linens and remake bed with appropriately sized clean linen.
19. LAUNDRY/LINENS: After each check out, provide laundry service for all soiled lines, dish towels, bedspreads, and bathmats, using washers and dryers. Linens, bath towels, dish towels, bedspreads, and bathmats are not to be removed from the unit for off-site cleaning.
    NOTE: All torn, worn, ripped and otherwise non-functional linens, towels, etc., must be reported, specifying type of item, size, and quantity needing replacement.
20. LINEN CLOSET: Maintain a clean and orderly linen closet free of ail dirt, grime, and cobwebs. Linen must be neatly folded and stored on shelves.

C001. LOCATION:
Federal Aviation Administration
Northway Flight Service Station
1 Airport Way
Northway, Alaska 99764

C002. GENERAL INFORMATION:

Pilot Briefing Area	Carpet	See Specs	57
Restroom (Briefing Area)	Tile	See Specs	50
Air Traffic Office	Carpet	See Specs	95
Control Room	Carpet	See Specs	154
Coffee Room	Carpet	See Specs	46
Arctic Entryway	Tile	See Specs	39
Electronic Room	Carpet	See Specs	305
Main Entrance	Tile	See Specs	48
Pilot Waiting Room	Carpet	See Specs	80

First Floor Transient Qtrs.:

Left Bedroom	Carpet	See Specs	127
Right Bedroom	Carpet	See Specs	129
Laundry/Hall	Tile	See Specs	79
Living Room	Carpet	See Specs	252
Bathroom	Tile	See Specs	37
Kitchen	Tile	See Specs	180
Rear Entrance	Tile	See Specs	70

First Bedroom/	Carpet	See Specs	166
Bathroom	Tile	See Specs	36
Second Bedroom/	Carpet	See Specs	161
Bathroom	Tile	See Specs	36
Third Bedroom/	Carpet	See Specs	201
Bathroom	Tile	See Specs	36
Living Room	Carpet	See Specs	304
Stairway Landing	Carpet	See Specs	24
Screen Porch	Wood	See Specs	96

C003. SERVICE REQUIREMENTS: All work described herein must be done in accordance with the following specifications and standards. Most services can be performed anytime during the hours of 4PM and 10PM, excluding holidays, except that work, which would have normally been done on the holiday, must be done the following day in addition to that day's normal duties. All work must be accomplished at the specified times except by mutual agreement between the contractor and the Contracting Officer's Representative.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his / her employees will be subject to all rules and regulation relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. Materials must include, but must not be limited to the following:

Cleaners	Hand Soap
Deodorants	Polishes
Detergents	Tile Cleaner
Dust Control Rags	Paper Towels (good quality) Toilet Tissue (good quality)

Plastic Bags for trash receptacles and sanitary napkins receptacles

C. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILIT IES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his / her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his / her employees.

C007. STORAGE SPACE, JANITOR' S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and /or loss to the contractor's stored supplies, materials, equipment, or the personal belongings of the contractor's employees occasioned by fire, theft, accident, or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, sat is factory to the facility manager, may result in withdrawal of the privilege of using them.

C008. WORK SCHEDULE:
Within five working days after receipt of award, the contractor must submit to the COR, for approval, a performance schedule. This schedule will include both times of day and day of week.

C009. SPECIFICAT IONS:
The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the FAA. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced as necessary. Ash tray containers must also be cleaned
2. WASH WAST EBASKETS: Waste baskets must be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNIT URE: All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feat her duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as computers, radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcase s, chalkboards, consoles, and related type equipment must be cleaned with soap and water or commercial cleaner to remove all scuff marks and s ta ins (which ca n be removed without requiring refinishing). To be performed quarterly; January, April, July and October.
5. DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledge s, counters, and other flat surface s (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, light fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, break areas, and drinking fountains. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, s pots and other evidence of removed soil. To be performed quarterly; January, April, July and October.
7. CLEAN RESTROOMS:
   a. Clean toilets, toilet seats, urinals, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using so lid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   b. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, evidence of soil, stains, film, or standing water.
   c. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   d. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   e. Mirrors must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   f. The shower area will be cleaned, including walls.
8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, stairways, and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping,

and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be moved from baseboards, walls, furniture, trash receptacles, etc., chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.

9. VAC UU M CARP ET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only that method recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the facility manager.
10. SHAMPOO CARPET: The carpet must be shampooed twice yearly with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Scheduling of shampooing will be coordinated with the facility manager.
15. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of fil m, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass. Inside windows must be cleaned quarterly, January, April, July, and October. Outside window cleaning must be performed semi-annually, April and September.
16. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.
17. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust, using a commercially approved cleaner. Shade s must be free of streak s and smudges. To be cleaned quarterly; January, April, July, and October.
18. CLEAN REFRIGERATOR: Clean the refrigerators located in the break room. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks. This should be done on a weekly basis.
15. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
16. CLEAN RANGE HOOD: Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.
17. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: (includes microwave ovens and refrigerators) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.

C001. Location:
Federal Aviation Administration
Tanana Weather Observation Station
Rd., Bldg.405
Tanana, AK 99777

C002. GENERAL INFORMATION:
The area in the building where the janitorial services take place is approximately 300 square feet in total. There is a small bathroom, Room 109, which is 7'x8' with linoleum flooring. There is a small entrance hallway leading into a waiting room, Room 110, which is 10' x15' with carpet flooring. There is also the Contract Weather Observer s Office area, Room 11 1, which is I 1 ' x8' with carpet flooring.

C003. SERVICE REQUIREMENTS:
A. All services must be performed once per week on Saturday.
B. Holidays observed by the Government employees during the term of this contract are as follows: New

Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the day of service falls on a holiday, then the service will be the preceding day.

C004. CONDUCT OF EMPLOYEES:

A. The contractor and his/her employees will be subject to all rules and regulations relating to entering and leaving the building.
B. All employees must be physically able to do their assigned work and must be free of communicable diseases.
C. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, and other equipment are provided for official Government use.
D. Contractor employees must report fires, hazardous conditions, and items in need of repair, such as dead lights, leaking faucets, toilet stoppage, etc.

C005. EQUIPMENT AND MATERIALS:

A. The contractor must furnish all supplies, materials, and equipment necessary to provide the services call for in this contract.
B. The equipment used must be in safe condition and be of suitable grade for the purpose intended.

C006. UTILITIES:

A. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
B. The contractor and his/her employees must be responsible for conserving utilities.
C. Mechanical equipment controls for heating, ventilation, and air conditioning will not be adjusted by the contractor or his / her employees.

C007. STORAGE SPACE, JANITOR' S CLOSETS, AND LOCKER ROOMS:

A. Space may be assigned to the contractor by the facility manager for storage of bulk supplies and equipment used in the performance of the work.
B. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials equipment, or the personal belongings of the contractor' s employees occasioned by fire, theft, accident., or otherwise.
C. Failure to keep any of the facilities described above in clean and orderly condition, satisfactory to the facility manager, may result in withdrawal of the privilege of using them.

C008. SPECTFICATIONS:

The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WAST E: All waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags. All trashcans must have plastic liners, which will be replaced as necessary. Wipe receptacles inside and out if leakage has occurred, as necessary.
2. WASH WASTEBASKETS: Waste baskets will be washed (when needed), dried, and returned to their original location.
3. DUST ALL FURNATURE: All desks, chairs, stands, bookcases, consoles, lockers, closet shelves, radiators, windowsills, doorsills, banister s, costumers, consoles, and wall-mounted appurtenances, and other related equipment must be dusted. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture (so as not to mar or scratch it) and a brush or vacuum cleaner must be used for fabric furniture. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.
4. WASH FURNITURE TO REMOVE SCUFF MARKS AND STAINS: Desks, chairs, stands, bookcases, chalkboards, consoles, and related type equipment must be cleaned with soap and water

or commercial cleaner to remove all scuff marks and stains (which can be removed without requiring refinishing).

5. DUST L EDGES, COUNTE RS AND OTHER FLAT SURFACES: All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including comers and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
6. SPOT CLEAN: Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas. Doors, hardware, handrails, etc. must be polished with a polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil.
7. CLEAN LIGHT FIXTURES: Easily removable (not requiring tools or not in the ceiling) light fixtures must be cleaned to remove bugs, dirt, dust, grease, and other foreign matter. Permanently attached fixtures must be dusted and cleaned in place.
8. CLEAN RESTROOMS:
   A. Clean toilets, toilet seats, urinals, wash basins, faucets, pipes, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. A commercial disinfectant must be used after cleaning of fixtures. Toilets will be deodorized using solid chemical cubes or a commercial deodorizer acceptable to the facility manager.
   B. The restroom floors must be wet mopped, or damp mopped using a solution containing a mild disinfectant, which does not leave a strong, las tin g odor. Floors must have a uniform appearance, with no streaks, swirls, residue, and evidence of soil, stains, film, or standing water.
   C. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
   D. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled daily to assure a constant, adequate supply of soap and paper products.
   E. Mirror s must be cleaned with a liquid cleaner, wiped dry and polished until free of smudges and streaks.
   F. The shower area will be cleaned including walls (if applicable).
9. FLOOR MAINTEN ANCE: All areas not having carpet (including floor, hallways, and stairways) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, dry buffing, spray buffing, stripping, and waxing as required, to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue, and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc... Chairs, desks, trash receptacles, and easily movable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety. Wood floors must not be mopped.
10. VACUUM CARPET: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper, and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts must be used. All tears, bums, unraveling's, and other carpet damage must be brought to the attention of the facility manager.
11. SHAMPOO CARPET: The carpet must be shampooed with a commercially approved solution and must be free of soil, stains, and spots after being shampooed. Shampooing schedule will be coordinated with the COR.
12. GLASS CLEANING: Includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of fingerprints, smudges, streaks, and smear s.
13. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is

thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, s ills, and glass. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing. Outs id e windows should be cleaned Semi-annually and performed in April and September.

14. SPOT CLEAN SHADES: Shades must be damp wiped to remove so il and dust, using a commercially approved cleaner. Shades must be free of streaks and smudges. Deep cleaning of sun filtering shades, or venetian blinds should be done quarterly.
15. C LEAN REFRIGERATOR: Clean the refrigerator's located in the kitchen. Clean the inside of the refrigerator. Clean the outside of the refrigerator removing handprints, dirt and scuff marks.
16. CLEAN MICROWAV E OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.
17. CLEAN COUNTERS, SINKS AND OTHER FIXTURES: A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.
18. ENTRANCE MATS/EXTERIOR AREA AND STEPS. Vacuum mats in front and rear entrance. Ensure the mats are free of ice and snow.