STATEMENT OF WORK
Janitorial Service Contract
Southern 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:

   - Palmer Flight Service Station (FSS) – 901 Airport Rd., Palmer, AK 99645. POC/COR: David Osborn, (907) 271-2216.
   - Sitka Flight Service Station (FSS) – 365 Airport Rd., Sitka, AK 99835. POC/COR: Garrison Field, (907) 247-6875.
   - Talkeetna Flight Service Station (FSS) – 14333 E. 2nd St., Talkeetna, AK 99676. POC/COR: David Osborn, (907) 271-2216.
   - Ketchikan System Support Center (SCC) – 2417 Tongass Ave., Ste. 213B, Ketchikan, AK 99901. POC/COR: Garrison Field, (907) 247-6875.
   - Cordova System Support Center Unit (SSCU)/Contract Weather Observer (CWO) – Mile 13 Copper River Rd., BLDG 400, Cordova, Alaska 99574. POC/COR: David Osborn, (907) 271-2216.
   - Dutch Harbor Rotational & Temporary Housing (RTH) – 197 Driftwood Way, Apt #1 and Cape Cheerful Subdivision, Apt #1B, Dutch Harbor, AK 99692. POC/COR: Brian Pugatch, (907) 271-2106.
   - Cordova Transient Quarters (TQ) – 900 Lefevre, Cordova, AK 99574. POC/COR: David Osborn, (907) 271-2216.
   - Saint George Transient Quarters (TQ) – 3700 Lake Street, Saint George, AK 99591. POC/COR: Brian Pugatch, (907) 271-2106.
   - Homer Flight Service Station (FSS) – 2100 Kachemak Dr., Suite 4, Homer, AK

2. 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.

3. CLEANING SERVICES: Performance requirements for cleaning consist of the following each time an area is serviced.

   a. Furniture or other equipment (including waste and recycling containers) moved while performing cleaning services must be returned to their original position.

   b. Sweeping/Dust Mopping. Concrete/quarry tile, terrazzo, wood, and resilient flooring must be swept or dust mopped so as to remove all loose dirt, dust, and debris.

   c. Vacuuming Carpets and Rugs. Carpeted areas and rugs must be vacuumed free of all loose soil and debris.

   d. Emptying Waste & Recycling Containers. All waste and recycling containers must be emptied and plastic liners replaced. Any plastic liner with food wastes or that is soiled, or leaking must be replaced with a new plastic liner. Waste and recycling containers must be washed inside and outside utilizing a disinfectant as needed to remain free of odors. After washing, containers must be wiped dry and new plastic liners installed. All ash trays and ash receptacles must be emptied and cleaned free of tobacco residue. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" must also be removed and disposed

of. All waste collected must be disposed of in the nearest trash collection point outside. Waste that falls on the floor and outside grounds during the waste removal must be picked up and disposed of by the Contractor.

e. Dusting/Cleaning. All furniture, partitions, radiators, equipment, hand railings in stairways, grills, horizontal ledges, and sills must be dusted. Walls, doors, and partitions must be wiped clean (including glass in partitions and doors) to a height of 7'0" above the floor level. If present, chalk boards, chalk trays, and erasers must be cleaned. Corridor, lobby, entrance walls and doors must be cleaned. Miscellaneous hardware and bright metal work must be wiped clean. Drinking fountains must be cleaned and disinfected. All surfaces of drinking fountains must be free of stains, smudges, and scale.

f. Cleaning Walk-off Mats. Each time floors are swept/dust mopped or vacuumed, walk-off mats in that area must be cleaned. Soil and moisture underneath mats must be removed and the floor must be cleaned as appropriate along with the rest of the floor. The mats must be returned to their original locations afterwards. The Contractor must report, in writing to the Contracting Officer, all walk-off mats that are worn out to the point of being ineffective.

g. Damp Mopping. Prior to damp mopping, floors must be swept/dust mopped. Floors must be damp mopped with an approved cleaning solution to remove dirt, streaks, smears, and stains.

h. Spray Cleaning and Buffing. Prior to spray cleaning and buffing, floors must be damp mopped as specified above. Floors must be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The material used for spray cleaning and buffing must contain a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If loose residue is produced by buffing, it must be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. When completed, a spray cleaned and buffed floor must have a uniform, high-gloss finish, free of scuff and heel marks. The floor finish must be uniform from wall to wall, including corners.

i. Waxing and Buffing. In the event that spray cleaning and buffing is not sufficient to maintain a uniform high-gloss finish, floors must be completely waxed and buffed. The Contractor must use a liquid wax system containing not less than 18% solids. The floors must be damp mopped as specified above immediately prior to application of wax. Floors must be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.

j. Restrooms. Restroom fixtures, including water closets, urinals, lavatories, and sinks must be washed inside and outside utilizing a disinfectant, and must be free of stains and odors. Pumice sticks and an approved toilet bowl cleaner must be used to remove stains from urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) must not be used to clean lavatories or sinks. Floors must be swept/dust mopped free of dirt and mopped with a disinfectant. Floor drains must be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors must be cleaned free of dirt, stains, and graffiti. Mirrors must be cleaned and polished. All metal fixtures and hardware must be cleaned. Waste and recycling containers must be emptied, disinfected, and plastic liners replaced. If present, shower stall rooms and locker/dressing rooms must be considered part of the restrooms and cleaned accordingly. Restroom supply dispensers (paper towels, toilet tissue, and soap) must be

replenished. The Contractor must stock restrooms with sufficient supplies to insure that the supplies will last until the next scheduled service. If dispensers become empty before the next scheduled service, the Contractor must replenish them at no additional cost to the Government.

k. Stripping and Waxing Floors. Resilient flooring must be swept/dust mopped and stripped to remove all built-up wax and imbedded dirt prior to waxing. After application of wax, areas must be buffed (if required) sufficiently for maximum gloss and uniform sheen from wall to wall, including corners. The waxed floor must present a clean appearance free from scuff marks or dirt smears. Furniture or other equipment moved during the floor stripping, and waxing must be returned to their original positions.

l. Shampooing Carpets and Rugs. Prior to shampooing, carpets and rugs must be vacuumed free of all loose soil and debris. Carpets and rugs must be shampooed free of streaks, stains, and spots, and must have a bright uniform color. Shampooing must be done by the water extraction method. After drying, furniture or other equipment moved for the shampooing must be returned to their original positions.

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

- CLEAN REFRIGERATOR/MICROWAVE/STOVE: See specifications below for each location.
- CLEAN COUNTERS/SINKS/OTHER FIXTURES: See specifications below for each location.

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 CLEANING AND LIGHT FIXTURES: See specifications below for each location.

7. CONDUCT OF EMPLOYEES:

a. The contractor and his/her employees will be subject to all rules and regulations relative 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.

8. 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.

9. 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 below in clean and orderly condition, satisfactory to the Facility Manager, may result in withdrawal of the privilege of using them.

10. 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.

11. SPECIAL INSTRUCTIONS:

e. 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.

f. 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 meeting must be conducted once each month.

g. 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.

h. 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.

12. SERVICES SPECIFIC TO EACH LOCATION:

C001. Location:
Federal Aviation Administration
Flight Service Station (FSS)
901 Airport Rd.
Palmer, Alaska 99645

C002. GENERAL INFORMATION:

The building is a two-story split level with approximately 1800 square feet with an entry way, with a restroom, operations area, and conference room on the upper level: administrative office, equipment room, storage room, and a mechanical room on the lower level.

C003. SERVICE REQUIREMENTS:

A. All services must be performed three times a week, Monday/Wednesday/Friday, between 8:00 am and 11:00 am.

B. Services are not required on holidays. Should work fall on a holiday, it must be done the following day, in addition to that day's normal work.

C. 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, Colum bus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

C004. 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.

C005. 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 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, 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 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 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, 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. 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, bums, 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 Windows: to be cleaned January, April, July, and October. Outside windows should be cleaned Semi-annually and performed in May 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.

15. 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. 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 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.

18. 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.

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

C001. Location:

Federal Aviation Administration
Sitka Flight Service Station (FSS)
365 Airport Road
Sitka, Alaska 99835

C002. GENERAL INFORMATION:

The FSS consists of approximately 4080 square feet with a ground floor entry way, stairs to the second floor and third floors, two bathrooms and one employee break room.

C003. SERVICE REQUIREMENTS:

Service is to be provided three (3) times each week. All work must be accomplished between 6:00 A.M. – 10:00 P.M. Work must be accomplished at the scheduled time, except by mutual agreement between the contractor and the

Contracting Officer's Representative (COR).

C004. SPECIFICATIONS:

The following are specifications of the service 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 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).

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, 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 3 times per week. 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.

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, unraveling's, 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 inside and outside 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 indoor 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 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.

17. CLEAN DRINKING FOUNTAINS: Damp wipe with a solution of detergent and germicide. Use chlorinated power to remove stubborn stains. Rinse all surfaces with clean water. Polish exterior and hardware with a lint free cloth.

C001. Location:
Federal Aviation Administration
Talkeetna Flight Service Station (FSS)
14333 E. 2nd St.
Talkeetna, Alaska 99676

C002. GENERAL INFORMATION:
The Flight Service Station is located at the Talkeetna Airport. The building has approximately 1250 square feet with a restroom, an entry way, operation area, administrative offices, conference room, storage room, and an electronic room.

C003. SERVICE REQUIREMENTS:

A. All services except restrooms must be performed three times a week, Monday/Wednesday /Friday, between 8:00 am and 11:00 am.
B. Restrooms must be cleaned three (3) times a week between October 1s i and March 31s i of each year; and between April 1stt and September 30th must be cleaned seven (7) days a week each year.
C. Services are not required on holidays. Should work fall on a holiday, it must be done the following day, in addition to that day's normal work.

C004. WORK SCHEDULE:
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).

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, light fixtures, 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, 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. 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, unraveling's, and other carpet damage must be brought to the attention of the facility manager.

10. WINDOW CLEANINING: 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, sill, and glass.

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. Shampooing schedule 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.

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 COUNTERS, SINKS, AND OTHER FIXTURES: A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils. (Includes microwave oven and refrigerators.)

C001. Location:
Federal Aviation Administration
Ketchikan System Support Center
2417 Tongass Ave., Ste. 213B
Ketchikan, Alaska 99901

C002. GENERAL INFORMATION:
The space is located on the second floor of the Plaza Mall, Room 213-B. The space consists of approximately 2591 square feet. It includes administrative offices, conference room, storage room, restroom, entryway, and a kitchen.

C003. SERVICE REQUIREMENTS:

A. All services must be performed three (3) days a week, Monday, Wednesday, and Friday, between 7:00 AM and 10:00 PM. Services are not required on holidays.

C004. 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, paper shredder bag when full, etc.), must be placed in contractor furnished plastic bags. The bags will be tied and placed in the dumpster provided by the landlord. Dumpster lid is to be closed at all times. All trashcans must have plastic liners, which will be replaced 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, 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, and panels. Germicidal detergent must be used in restrooms, locker rooms, and break areas, microwave, and kitchen sink. Doors, hardware, 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, wash basin, faucets, 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, 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 restroom dispenser. Dispenser 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.

8. FLOOR MAINTENANCE: All areas not having carpet (kitchen and bathroom) must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, and spray buffing 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, unraveling's, 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. Shampooing schedule will be coordinated with the Facility Manager.

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 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.

13. CLEAN REFRIGERATOR: Clean the refrigerator located in the break room. Clean the inside and outside of the refrigerator weekly to remove handprints, dirt and scuff marks.

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.

15. CLEAN COUNTERS, SINKS, DISHES AND OTHER FIXTURES: (including kitchen cabinets) A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.

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C001. Location:
Federal Aviation Administration
Cordova System Support Center Unit (SSCU)
Contract Weather Observer (CWO)
Mile 13 Copper River Rd., BLDG 400
Cordova, Alaska 99574

C002. GENERAL INFORMATION:
The Contract Weather Observation Station area is approximately 800 square feet of floor space that includes 120 square feet of tiled area.

The System Support Center Unit space is approximately 2000 square feet, all carpeted; and one hallway that is approximately 60 feet long. The System Support Center Unit consists of six office areas, one main entry, and a kitchen/break room.

C003. SERVICE REQUIREMENTS:

A. SSCU: All services (except window cleaning) must be performed on a one-shift basis five (5) days a week, Monday-Friday. In the administrative areas, service must be between the hours of 6:00 am and 3:30 pm. In the operations area, service must be between the hours of 6:00 am and 9:00 am. Times for window cleaning must be coordinated with the Facility Manager.

B. CWOS: All services (except window cleaning) must be performed on a one-shift basis five (S) days a week, Monday-Friday. In the administrative area, service must be between the hours of 6:00 am and 3:30 pm. In the operations area, service must be between the hours of 6:00 am and 9:00 am. Times for window cleaning must be coordinated with the Facility Manager.

C. 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. 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.

C005. 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. Recycle material must be placed in applicable container bins located throughout the building. Ash tray containers must 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).

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, 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 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.

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, 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. 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, 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 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's, 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. Shampooing schedule will be coordinated with the Facility Manager.

12. GLASS CLEANING: Five days a week, including 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, streaks, and other foreign matter. Dust and foreign matter must be removed from the frames, casings, sills, and glass.

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.

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. Clean the oven inside as required.

17. CLEAN VENTS: A commercial solution must be used to remove dust stains, and other obvious soils.

18. 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.

C001. Location:
Federal Aviation Administration
Rotational & Temporary Housing (RTH)
197 Driftwood Way, Apt #1 and Cape Cheerful Subdivision Apt #1B
Dutch Harbor, Alaska 99692

C002. GENERAL INFORMATION:
The duplexes have approximately 700 square feet with two (2) bedrooms, one and a half (1.5) bath/restrooms, an entryway, linen closet, a living room, and a kitchen.

C003. SERVICE REQUIREMENTS:
All services must be performed within 24 hours after receiving notification of employee checkout by the COR. Services are not required on holidays

C004. SPECIFICATIONS:
The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

To be performed for each call-out service:

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. 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 with a plastic liner/bag.

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, feather duster, or swiffer 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, 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, doors, fixtures, and panels. Germicidal detergent must be used in restrooms and living areas.

7. CLEAN RESTROOMS:

A. Clean toilets, toilet seats, 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, and evidence of soil, stains, film, or standing water.
C. Clean and fill toilet paper products and leave spares on hand.
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 the shower walls.

8. FLOOR MAINTENANCE: All areas not having carpet (including floor, hallways, and stairways or not specified elsewhere as having a special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping, and damp mopping to achieve a uniform 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.

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, unraveling's, and other carpet damage must be brought to the attention of the Facility Manager.

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, spots, and smears.

11. CLEAN REFRIGERATOR: Clean the outside of the refrigerator removing handprints, dirt and scuff marks.

12. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil and food particles.

13. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: A commercial solution must be used to remove streaks, stains, smudges, food residue, and other obvious soils.

14. CHANGING BEDS: After each check out, remove all linens and remake bed with appropriately sized clean linen supplied by the agency.

15. LAUNDRY/LINENS: After each check out, provide laundry service for all soiled linens, dish towels, bedspreads, and bathmats using washers and dryers provided by the agency. 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 to the Facility Manager or COR.

16. LINEN CLOSET: Maintain a clean and orderly linen closet free of all dirt, grime, and cobwebs. Linen must be neatly folded and stored on shelves.

TO BE PERFORMED SEMI-ANNUALLY: Schedule must be coordinated with the Facility Manager/COR.

1. CLEAN RESTROOMS: Wash all restroom walls and doors using a nonabrasive cleaner. Walls and doors must have a clean, uniform appearance, free of spots, streaks, and other evidence of removed soil.
2. SHAMPOO CARPET: Carpet must be shampooed with solution conducive to the environment and must be free of soil, stains, and spots after being shampooed.
3. WINDOW CLEANING: Glass windows must be washed inside and outside. 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 window frames, casings, sills, and glass.

4. SPOT CLEAN SHADES: Shades must be damp wiped to remove soil and dust.
5. CLEAN REFRIGERATOR: Clean the inside of the refrigerator with a cleaner conducive to the environment to remove stains, food residue, and other obvious soils.
6. 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. Replace filter to its original position.
7. CLEAN OVEN: Clean the inside of the oven with a cleaner conducive to the environment.
8. CLEAN LIGHT FIXTURES: Wash inside and outside light fixtures to remove dirt and debris.

C001. LOCATION:
Federal Aviation Administration
Cordova Transient Quarters (TQ)
900 Lefevre
Cordova, AK 99574

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) entryway's, one (1) living room, and a garage.

C003. SERVICE REQUIREMENTS:

A. All services must be performed after receiving notification of employee checkout. Services are not required on holidays.

C004. 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 contractor. 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).

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, 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, 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. 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, and stairways) 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, unraveling's, 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. Shampooing schedule will be coordinated with the Facility Manager.

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.

12. 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.

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 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.

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.

16. CHANGING BEDS: After each check out removal all linens and remake bed with appropriately sized clean linen.

17. 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.

18. LINEN CLOSET: Maintain a clean and orderly linen closet free of oil dirt, grime, and cobwebs. Linen must be neatly folded and stored on shelves.

C001. Location:
Federal Aviation Administration
Saint George Transient Quarters
3700 Lake Street
Saint George, Alaska 99591

C002. GENERAL INFORMATION:
The building has approximately 900 square feet of floor space on one floor (base building). The space consists of three (3) bedrooms, dining room, one (1) restroom, a kitchen, and an entryway.

C003. SERVICE REQUIREMENTS:
All services must be provided once a month after receiving notification of employee check out. Additional service may be provided when necessary. **Services are not required on holidays.**

C004. SPECIFICATIONS:
The following are specifications of the services required. Services must be performed as noted on the frequency schedule.

1. REMOVE ALL WASTE: After each check out, all waste (wastepaper, bottles, cups, packing materials, garbage, etc.), must be placed in contractor furnished plastic bags and removed from the premises.

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. CHANGING BEDS: After each check out, remove all linens and remake bed with appropriately sized clean linen.

5. 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.

6. LINEN CLOSET: Maintain a clean and orderly linen closet free of oil dirt, grime, and cobwebs. Linen must be neatly folded and stored on shelves.

7. 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.

8. 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.

9. 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, 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. 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.

10. FLOOR MAINTENANCE: All areas must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping , damp mopping , and being 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.

11. WINDOW CLEANING: Glass windows must be washed using such instruments as to assure the cleaning is thorough (interior only). 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: Day of check out includes all glass windows, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside, as necessary, to keep it free of fingerprints, smudges, streaks, and smears.

13. CLEAN KITCHEN COUNTERTOPS: Wipe off all kitchen countertops. Remove all stains and spots with a damp cloth. A properly cleaned surface is free of all spots, stains, and spills.

14. CLEAN 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 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. WINDOW COVERINGS, DRAPES, SHADES, AND/OR BLINDS: Vacuum drapes using an industrial-type vacuum with appropriate tool attached for vacuuming. Clean blinds and/or shades using a damp cloth with a detergent solution. Damp wipe all cleaned surfaces thoroughly with clean water and wipe with dry cloth.

19. WALKOFF MAT CLEANING: Rug type entrance mats must be vacuumed to remove soil and grit, and to restore resiliency of the carpet pile. Entrance mats must be swept, vacuumed, or washed to remove soil and grit.