Fulton County Schools

Request for Proposal

And

Specifications for Custodial Services

Please contact Aaron Collins, Superintendent at (270) 748-8694 for questions concerning the Custodial Services RFP.

REQUEST FOR PROPOSAL March 29, 2019

CUSTODIAL SERVICES

**REQUEST FOR PROPOSALS ISSUE DATE: March 29, 2019**

**ISSUING AGENCY: \_Fulton County Board of Education**

**2780 Moscow Avenue Hickman, KY 42050**

PERIOD OF CONTRACT: First contract shall be for 12 months with the Fulton County Board of Education having the option of extension annually up to two additional years.

Fulton County Schools procedure is to rebid professional service every three years.

Sealed Proposals will be received until **Monday, April 15, 2019** at **1:00 p.m.** at the Fulton County School District, Board of Education at 2780 Moscow Avenue, Hickman, KY 42050.

**LATE PROPOSALS WILL NOT BE ACCEPTED. EMAILED PROPOSALS WILL NOT BE ACCEPTED.**

INQUIRIES: Contractors shall have until Wednesday, April 12, 2019 to make any inquiries. All inquiries for information should be directed to: Aaron Collins, Superintendent, Fulton County Board of Education, 2780 Moscow Avenue, KY 42050 or phone: 270-748-8694.

PROPOSALS MAY BE DELIVERED (HAND DELIVER, EXPRESS MAIL SERVICES,

ETC.) OR MAILED (BY U.S. MAIL OR CERTIFIED MAIL) to the attention Fulton County Board of Education, 2780 Moscow Avenue, Hickman, KY 42050. **Envelope must be sealed and clearly marked “CUSTODIAL SERVICES”—SEALED BID, DO NOT OPEN.**

**Proposals must be submitted on the form provided.**

ALL PRICING IS FIRM FOR SIXTY (60) DAYS.

Please submit a proposed annual cost based on the attached specifications:

 Total Annual Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Signature, Title Date

Printed Name:

Company Name:

Mailing Address:

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact preferred email address:

1. **PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal is to solicit proposals from qualified Contractors for custodial services for the Fulton County School District (hereinafter called “the Schools”, located in Fulton County, KY.

1. **NATURE OF PROPOSAL**

Each interested Contractor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Contractor’s best offer as a supplier of custodial services for the following buildings within the Fulton County School District: Fulton County Board Office, Fulton County Elementary/Middle School, and Fulton County High School.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal, attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes.

Proposals will be reviewed based on the contractor’s

Qualifications

References

Proposed Program

Program Pricing

Ill. **PROGRAM REQUIREMENTS**

1. General

The Contractor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, soaps, hand towels, toilet tissue, liners, and other materials as required for custodial services for all properties within the Fulton County School District.

1. Level of Cleanliness

It will be the responsibility of the Contractor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility.

1. **SCOPE OF PROGRAM**
	1. General

In general, the overall requirement is to provide complete custodial services as required for the Cheatham County School District which serves

6,000+ students and faculty from 6:00 a.m. to 9:00 p.m., Monday through Friday each week, 52 weeks a year with activities scheduled on nights and weekends.

* 1. Space

To the extent possible, additional detailed information shall be furnished to the Contractor upon request; however, through actual measurement, use of existing drawings and/or other means, it shall be the responsibility of the Contractor to verify measurements as deemed applicable for the submission of a proposal.

1. **SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL**
	1. Qualifications

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

 \* Vendor must have been in the custodial services business for a minimum of three

(3) years.

 \* Vendor must currently have at least five (5) contracts with school districts.

\* Vendor must demonstrate ability to manage a school district with current references and management expertise.

* 1. Copies of Proposal

Each proposal shall include one (1) original and five (5) completed copies. Submit proposals in a sealed envelope or box, with offeror's name, Envelope must be clearly marked “CUSTODIAL SERVICES”.

* 1. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay.

As a reminder, the proposals should include

Qualifications

References

Proposed Program

Program Pricing

* 1. Acceptance/Rejection of Proposal

The Fulton County School Board will review all proposals and then determine which proposal is in the best of Fulton County Schools at the April 18th Fulton County School Board Meeting.

* 1. Unit and Total Cost

The contract shall be based on two hundred sixty (260) days (52 weeks x 5 days). The contract should include before and after school clean up.

1. EVALUATION OF PROPOSALS
	1. Evaluation

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Cheatham County School District. In the process of evaluation the total Contractor’s proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section VI. B.

If additional information is required during the evaluation process, the Contractor shall be notified and shall respond in writing or in person as requested.

* 1. Criteria

Specific criteria which will be utilized by the school officials referenced above, are listed below:

1. Qualifications (corporate)

Company Background/Experience References

Financial Stability

1. Personnel

Supervision

* + - * Qualifications of Supervisors
			* Experience of Supervisors

 Management

* + - * Qualifications of Managers
			* Experience of Managers
			* Specify proposed supervision for day shift and night shift
1. Supplies proposed for general cleaning equipment
2. Equipment
3. Training Programs
4. Recruitment Program
5. Personnel Handbook
6. Quality Control Program
7. Proposal’s format identical to Request for Proposal
8. **RESPONSIBILITES OF CONTRACTOR:**
	1. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by contractor and worn at all times. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Contractor shall be responsible for the submission of a police clearance record before any employee begins work.

Contractor will pay at least minimum wage rate.

Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the Superintendent of Fulton County Schools.

The Contractor shall provide employee hours based on the size of the building for cleaning from 6:00 a.m. to 9:00 p.m. Each school should have daytime porter from 6 a.m. until 3 p.m. The number of day porter(s) for each school should be based on the size of the building.

* 1. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty.

* 1. Security

The Contractor shall be responsible for training employees in security requirements of the Schools, and shall be responsible for the enforcement of the same. The Schools require the Contractor provide a list of all personnel hired by name, social security number, date of birth, sex, race and address. The Contractor shall have, at the Contractor’s expense, a background check of all employees through the TBI and FBI, and provide documentation of an employee’s legal status to work prior to employment if the employee is not a U.S. citizen.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss,

theft, or damage of all Schools’ property, materials, equipment, and accessories that might be exposed to the Contractor’s personnel.

1. Guns, knives, or other dangerous weapons shall not be allowed on campus.
2. Alcohol and drugs are prohibited on campus.
3. Tobacco use (smoking/chewing/vaping, etc.) is prohibited on campus.
4. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the Schools’ Administration and will be controlled by the Contractor’s named representative. The Contractor shall be fully responsible for the security and appropriate use of the keys issued at all times. Contractor may not duplicate keys under any circumstances.

Contractor shall be responsible for the cost of replacement keys, cost of re-keying locks, or cost of replacing locks when deemed necessary.

1. Contractor’s personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the Cheatham County School District).
2. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge- back of $50.00 per hour, time determination being from when our on-call person leaves home until when he returns home from securing the building.
	1. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the Contractor shall be done by the Contractor or his/her designated representative.

* 1. Damage

The Contractor shall be responsible for the repair/replacement to the

satisfaction of the Schools’ representative of any damage to the facility caused by any employee of the Contractor. The Contractor will be responsible for any fines accessed the school system for fire alarm activation due to employee error or the use of equipment producing emissions, etc.

* 1. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor’s responsibility. The Contractor will provide each school with a list of equipment and supplies available to them. The list of equipment will be provided as part of the proposal and be evaluated before the contract is awarded.

Contractor shall furnish all soaps, towels, toilet tissues and liners. As approved by the District Representative or Superintendent of Schools. Fulton County School System will provide storage spaces, but shall not be responsible for losses, which may be incurred due to the theft and/or vandalism.

The Contractor shall maintain all equipment properly, and in clean condition. The Contractor shall be responsible for the acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to Fulton County School System personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Fulton County School System.

* 1. Emergencies

All emergency conditions shall be promptly reported to the school system’s authorized representative

* 1. Contractor’s representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

* 1. Scheduling Custodial

All custodial shall be done with a minimum of disruption to normal

school functions. A schedule of current individual employee assignments shall be provided to each building principal.

* 1. Contractor’s Responsibility

The Contractor shall be responsible for providing and keeping all dispensers full: paper towels, hand soap, toilet tissue and replace trash can liners as needed. The Contractor shall be responsible for clean up after all school activities, i.e. basketball games, PTO meetings, school fundraisers, etc. Contractor shall not be responsible for community functions, banquets, or other rentals of school facilities. Contractor shall be available for emergency services. Emergency work will be determined and authorized by the District.

* 1. Recalling

The Contractor must provide service for recall if proper cleaning has not been performed. If an area is not clean when the representative reports to work, the Contractor must have an employee on the job within thirty (30) minutes to start cleaning. Contractor will provide in their proposal the emergency phone number to be used for these calls. If an employee is going to be absent it is the responsibility of the Contractor to notify the principal of that school or the supervisor of the building and to make arrangements to meet the terms of the contract. In the event of absent day porter the Contractor will have on site a replacement within two (2) hours and pay the normal contracted deduction per hour for absent time. Any school left without a day porter for longer than the two (2) hours will pay the normal deduction plus one hundred dollars ($100.00). If this position is not filled there will be a deduction of two hundred dollars

($200.00) a day plus the deduction of the hourly wage until that position is filled. All day porters will report to the school office by 6:00 a.m.

* 1. Additions of Additional Services

Additional property may be added to this contract under the prevailing terms and conditions of existing contract.

* 1. Snow Removal

The Contractor will be responsible for the removal of ice and snow from all entrances and for a distance to provide safe access to the buildings. School system will provide shovels, salt or chemicals to melt snow.

* 1. Trash on the Building Campus

The Contractor will be responsible for maintaining the building campuses free of trash.

* 1. Specialties

Fulton County School District shall be the sole judge as to whether the Contractor has accomplished the housekeeping specifications outlined in the contract.

The Contractor shall be available to perform extra work or emergency services. Emergency and/or extra work will be determined and authorized by the Fulton County School District. Specialties may include community functions, dances, banquets, athletic events, or other functions.

* 1. Closure Due to Illness

If the school district is closed due to illness, the contractor will provide cleaning services as specified by the Fulton County School District Superintendent.

* 1. Scheduling Custodial

All custodial shall be done with a minimum of disruption to normal school functions (approved by District Representative).

#### The Contractor shall assume full responsibility for the custodial service program at Fulton County School

1. **RESPONSIBILITIES OF FULTON COUNTY BOARD OF EDUCATION**
	1. Utilities

All necessary utilities will be furnished by the District.

* 1. Storage

The District shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

* 1. Trash Disposal

The District shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of waste paper, trash, debris, etc.

* 1. Keys

Keys which may be required by the Contractor and employees will be furnished by the District.

* 1. Expendable Supplies

The Contractor will be responsible for providing all expendable supplies, i.e. toilet tissue, paper towels, hand soap, and trash liners.

* 1. Chalkboards

"DO NOT ERASE" and the date will be written on all chalkboards that are not to be cleaned.

**DAY PORTER**

**JOB DESCRIPTION**

1. **DAY PORTER JOB DESCRIPTION**

**GENERAL DUTIES**

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties. PERFORMANCE RESPONSIBILITIES:

1. Open the building each morning and secure the building at the end of the day as directed by the Principal.
2. Check heat and cooling equipment.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Dust mop halls and clean entrance mats after children are in the classroom.
5. Pick up paper and other debris from inside building, parking areas, and school grounds.
6. Sweep entranceways.
7. Make minor repairs, tighten all loose screws, and replace light bulbs as required.
8. Keep boiler room clean.
9. Clean up after sick children.
10. Assist in setting up furniture for special events.
11. Assist in receiving deliveries of storeroom materials.
12. Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut

*off* immediately in the event of fires.

1. Be familiar with all the emergency fire alarms in your building.
2. Take care of emergencies and any other work as directed by the Principal.
3. Police Restrooms throughout the day.
4. Move furniture as needed and requested by principal/superintendent.

# Cleaning Schedule

**Classrooms**

# Daily

* Empty wastebaskets
* Spot Clean desk tops (removal of graffiti)
* Clean and sanitize counters, sinks and door handles
* Dust mop all composition floors
* Spot mop composition floors with all-purpose cleaner
* Vacuum all carpet
* Spot clean carpet as needed
* Vacuum walk-off mats
* Secure any exterior doors and windows and turn off lights before leaving room

# Weekly

* Replace all plastic trash liners in waste receptacles or more frequently if needed
* Low dust all horizontal surfaces to hand height (60”) including desks, chairs and tables
* Damp clean baseboards
* Sweep baseboards
* Damp clean window ledges
* Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
* Spot clean all door glass
* Vacuum chalk/whiteboard rails and/or damp wipe
* Mop composition floors

# Monthly

* High dust above hand height (60”) horizontal surfaces, including shelves, pipes, moldings, etc.
* Remove dust and cobwebs from ceiling areas
* Dust blinds

# Semi-Annually

* Clean entire surface of student’s desks and chairs
* Clean carpet to remove all stains, spills and soiled spots

# Annually

* Refinish all floors

**OFFICES (ADMINISTRATION)**

# Daily (five days per week)

* Empty wastebaskets and replace liners
* Dust furniture, including desks, chairs, tables, lamps, etc.
* Dust interior window ledges
* Dust telephones
* Spot clean all windows and glass partitions to hand height
* Spot clean desk tops
* Dust mop all composition floors (with chemically treated dust mop)
* Spot mop composition floors with all purpose cleaners
* Vacuum carpet
* Spot clean carpet to remove all stains, spills and soiled spots
* Vacuum walk-off mats
* Remove fingerprints from doors, frames, light switched, kick plates, handles and railings

# Weekly

* Low dust all horizontal surfaces to hand height (70”)
* Damp clean baseboards
* Damp clean window ledges
* Spray buff compositions floors

# Monthly

* High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
* Remove dust and cobwebs from ceiling areas
* Dust blinds

# Annually

* Refinish all floors

**TEACHER WORK AREA AND DUPLICATION ROOMS**

# Daily (five days per week)

* Empty wastebaskets and replace liners
* Dust furniture, including desks, chairs, tables, lamps, etc.
* Dust interior window ledges
* Dust telephones
* Spot clean all windows and glass partitions to hand height
* Damp clean counter tops
* Damp clean vending machines
* Dust mop all composition floors (with chemically treated dust mop)
* Spot mop composition floors with all purpose cleaners
* Vacuum carpet
* Spot clean carpet to remove all stains, spills, and soiled spots
* Vacuum walk-off mats
* Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

# Weekly

* Low dust all horizontal surfaces to hand height (70”)
* Damp clean baseboards

#  Monthly

* High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
* Remove dust and cobwebs from ceiling areas

# Annually

* Damp clean all washable furniture
* Clean carpet to remove all stains, spills and soiled spots
* Refinish all floors

**LIBRARY**

# Daily (five days per week)

* Empty wastebaskets and replace liners
* Dust furniture, including desks, chairs, tables, lamps, etc.
* Dust interior window ledges
* Spot clean all window glass and glass partitions to hand height
* Spot clean desk tops
* Dust mop all composition floors with chemically treated dust mop
* Spot mop composition floors with all-purpose cleaner
* Vacuum carpet
* Spot clean carpet to remove all stains, spills and soiled spots
* Vacuum walk-off mats
* Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

# Weekly

* Replace all plastic liners in waste receptacles
* Low dust horizontal surfaces to hand height (70”)
* Dust all book shelves (books to remain in place)
* Damp clean baseboards
* Damp clean window ledges

# Monthly

* High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
* Remove dust and cobwebs from ceiling areas

# Annually

* Refinish all floors

**CAFETERIA AREAS**

# Daily (five days per week)

* Spot clean interior glass to hand height (70”) after school hours
* Remove trash from cafeteria area
* Clean during lunch periods (wipe down tables, empty trash, and clean up spills)
* Sweep and mop

# Semi-Annually

* Refinish all composition floors
* High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
* Remove dust and cobwebs from ceiling areas

**COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)**

# Daily (five days per week)

* Spot clean interior and exterior glass partitions and doors
* Clean and sanitize water fountains
* Dust interior window ledges
* Dust mop composition floors with chemically treated dust mop
* Spot mop composition floors with all-purpose cleaner
* Vacuum carpet
* Spot clean carpet to remove all stains, spills and soiled spots
* Vacuum walk-off mats
* Clean under entrance mats daily, inside and out
* Sweep underneath stairs
* Spray and buff all composition floor (or as needed)

# Weekly

* Damp clean baseboards
* Damp clean window ledges
* Dust furniture and fixtures

# Monthly

* High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
* Remove dust and cobwebs from ceiling areas
* Clean all hall walls (more often if needed)

# Semi-Annually

* Refinish all composition floors
* Clean carpet to remove all stains, spills, and soiled spots

**RESTROOMS/DRESSING ROOMS/SCHOOL CLINICS**

# Daily

* Check restrooms throughout the school day
* Empty wastebaskets/dispensers and replace liners
* Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
* Clean and polish chrome fittings
* Clean and sanitize toilet seats
* Clean and polish glass and mirrors
* Wash and sanitize exterior of containers
* Remove spots, stains and splashes from wall area and counter tops
* Clean metal partitions
* Sweep floors
* Mop floors with germicidal disinfectant at least daily and as often as needed
* Fill expendable supplies in restroom dispensers
* Wash and sanitize metal partitions
* Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

# Weekly

* + Low dust horizontal surfaces to hand height (70”)
	+ Damp clean baseboards
	+ Clean wall thoroughly with cleaning and sanitizing solution
	+ Wash and sanitize interior of wastebaskets

# Monthly

* + High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
	+ Remove dust and cobwebs from ceiling areas
	+ Machine scrub floors with germicidal disinfectant

**MULTI-PURPOSE/GYMNASIUM**

# Daily (Five days per week)

* + Empty wastebaskets
	+ Remove fingerprints from doors, frames, light switched, kick plates, push plates, handles, railings, etc.
	+ Dust mop floors with chemically treated mop per manufacturer’s specifications or vacuum all carpeted areas
	+ Spot mop composition floors
	+ Spot clean carpeted areas and remove any stains, spills or soiled spots

# Weekly

* + Replace all plastic can liners in waste receptacles
	+ Low dust horizontal surfaces to hand height (70”)
	+ Sweep baseboards
	+ Clean bleachers, remove all trash, sweep, mop and clean floor underneath

#  Monthly

* + High dust above hand height (70”) all horizontal surfaces including shelves and molding
	+ Remove dust and cobwebs from ceiling areas

\*Note: Scrub composition floors as needed

# Annual

* + Clean, Screen, and refinish all gym floors

**GROUNDS MAINTENANCE (INCLUDING ALL LAWNS, ALL SPORTS FIELDS, ALL PLAYGROUNDS, ALL LOADING DOCKS, FIELD HOUSES, ETC.)**

# Daily

* + Remove trash and debris from grounds
	+ Empty trash containers
	+ Sweep entrances, doorways, walkways, steps and curbs
	+ Remove any graffiti from outside walls and sidewalks

**SPECIAL EVENTS DURING REGULAR CLEANING OPERATION HOURS (BALLGAMES, PLAYS, CONCERTS, PTA MEETINGS, BOARD MEETINGS, ETC.)**

* + Maintain clean restrooms, common areas, trash cans and area around concession stands
	+ Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
	+ Pick up trash outside of building at least one (1) time per day
	+ Clean and mop any accident that may occur during the day
	+ Respond to clean up request by Representative
	+ Clean electrical rooms and storage closets

# Management of Energy Consumption

* + Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
	+ Cleaning personnel are not to change or override established heating and cooling temperatures in schools

#  Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 1 of each year)

* + Completely strip or scrub tile and refinish composition floors applying wax on all hallways, cafeterias, and high traffic areas and wax in all classrooms
	+ Wash all windows and glass partitions on the inside and outside

**MISCELLANEOUS**

* + Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots

# Notification of needed repairs

* + Cleaning personnel and/or supervisor to advise Representative of all needed repairs at the end of each day or sooner if appropriate

# Securing Buildings

* + Day porter will unlock building(s) each day. Cleaning supervisor or a designated cleaning employee will secure building(s) at the end of the day

**Light Maintenance**

Vendor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies, equipment and/or tools will be provided by the Fulton County Board of Education. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.

1. Replace burnt light bulbs. New bulbs shall be provided by the school district.
2. Replace damaged ceiling tiles when required. Tiles shall be provided by the school district.
3. Cut off water supply until maintenance employees can respond.
4. Assist maintenance employees in monitoring mechanical and boiler rooms for mechanical problems.
5. Clean all HVAC return and supply air grills in all classrooms, cafeteria, and common areas on a monthly basis.