

Scope of Service

Contract Services

Areas to be Serviced:

Classrooms, Offices, Corridors, Gym, Cafeteria, Kitchen, Lobby, Library, Restrooms

Exhibit A

Prepared for:

Sterling Community School

251 Sterling Road

Sterling, CT 06377

EXTENT OF SERVICE

FREQUENCY OF SERVICE

I. Classrooms	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	As Directed
1. Empty all trash bins	X								
2. Dust mop, including soil under area rugs	X								
3. Vacuum all area rugs	X								
4. Dust all horizontal surfaces (except student desks)						X			
5. Spot clean glass		X							
6. Spot clean walls							X		
7. Damp mop tile floors	X								
8. Wet clean chalkboard tray							X		
9. High/low dust				X					
10. Restock paper supplies & soaps	X								
11. Clean sinks & counters, polish bright work & dispensers	X								
12. Clean in classrooms per spec (see Restrooms)	X								
13. Glaze Restore & High-Speed Burnish Vinyl Cut Tiles						X			
II. Stairwells & Elevator									
1. Empty large recycling receptacles				X					
2. Dust mop or vacuum stairs and landings of central stairs	X								
3. Dust mop or vacuum stairs and landings of end stair wells		X							
4. Dust mop or vacuum elevator		X							
5. Spot clean glass			X						
6. Spot clean walls							X		
7. Damp mop stairs & landings in central stair well	X								

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FREQUENCY OF SERVICE

II. Stairwells & Elevator (cont)	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	As Directed
8. Damp mop stairs & landings in end stair wells & elevator			X						
9. Breakdown cardboard & remove to recycling dumpster		X							
10. Clean area behind bleachers				X					
11. Dust/wipe ledges and rails				X					
12. High/low dust				X					
13. Polish stainless steel in elevator			X						
III. Offices, Lobby, & Lounges									
1. Empty all trash bins	X								
2. Dust all horizontal surfaces			X						
1. Spray entire interior of building with COVID disinfectant	X								
2. Spot clean desktops (coffee, soft drink, etc)				X					
3. Spot clean glass doors & partitions	X								
4. Vacuum carpets or dust & damp mop entire floor surface	X								
5. Spot clean spills & spots on carpet & floors	X								
6. Clean & sanitize drinking fountains	X								
7. Clean & sanitize sinks & counter areas	X								
8. Restock paper products & soaps	X								
9. Wipe clean & sanitize exposed areas of tables	X								
10. Wipe clean & sanitize exteriors of appliances	X								
11. Glaze Restore & High-Speed Burnish VCT						X			

(Continued...)

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IV. RESTROOMS & LOCKER ROOMS	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	As Directed
1. Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins, etc.	X								
2. Clean all glass & mirrors	X								
3. Empty all containers & disposals, insert liners as required, spot clean & sanitize containers	X								
4. Empty & sanitize interior of sanitary container	X								
5. Spot clean all walls, doors, & partitions		X							
6. Refill all dispensers to normal limits- soap, tissue, paper towels, cups, etc. Supplies furnished by SCS	X								
7. Dust all horizontal surfaces including sills, moldings, ledges, shelves, frames, ducts, etc.				X					
8. Sweep, damp mop & sanitize hard floors	X								
9. Machine scrub, extract & neutral (clean water) rinse tile & epoxy floors							X		
10. Intentionally left blank									
V. CORRIDORS, GYMNASIUM, CAFETERIA & KITCHEN									
1. Empty all trash bins and replace liners	X								
2. Clean & sanitize drinking fountains	X								
3. Dust horizontal surfaces				X					
4. Spot clean walls & door glass				X					
5. Dust mop entire gymnasium floor surface		X							
6. Dust mop resilient floor surface in Gymnasium			X						
7. Clean & sanitize all table tops and horizontal surfaces in cafeteria & kitchen	X								

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FREQUENCY OF SERVICE

V. CORRIDORS, GYMNASIUM, CAFETERIA & KITCHEN (cont)	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	As Directed
8. Dust mop & Damp mop entire cafeteria & kitchen	X								
9. Dry mop/vacuum & damp mop/automop corridors	X								
10. Spot mop gymnasium due to spills AS NEEDED									
11. Dust ledges, lockers, furniture, fixtures in corridors						X			
12. Spot clean walls, drops, glass & lockers as needed				X					
13. Vacuum bleachers				X					
14. Machine scrub, extract (wet vac) & neutral rinse gymnasium floor							X		
VI. Floors and Carpets	Daily	3X Per Wk	2X Per Wk	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually	Annually
1. Spot Damp Mop	X								
2. Restore & high-speed burnish corridors				X					
3. Restore & high-speed burnish classrooms						X			
4. Restore & high-speed burnish cafeteria							X		
5. Machine scrub floors & recoat w/2 coats of finish in corridors								X	
6. Machine scrub floors & recoat w/2 coats of finish in classrooms									X
7. Machine scrub floors & recoat w/2 coats of finish in cafeteria								X	
8. Strip, clean, refinish & machine polish corridors									X
9. Strip, clean, refinish & machine polish classrooms									X
10. Strip, clean, refinish & machine polish cafeteria									X
11. Machine scrub kitchen floor, extract & neutral rinse								X	

(Continued...)

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FREQUENCY OF SERVICE

VI. FLOORS & CARPETS (cont)	Daily	3X Per Wk	2X Per Wk	Weekly	Bi- Weekly	Monthly	Quarterly	Semi- Annually	Annually
12. Machine scrub gymnasium floor	5X Per Year								
13. Prevacuum & dry extract entrance w/HOST system	12X Per Year								
14. Prevacuum & dry/water extract school office carpeting								X	
15. Prevacuum & hot water clean all other carpets									X
16. Hot water extract library stools									X
17. Hot water extract all classroom area carpets									X
18. Machine scrub tile lobby, grout, extract & neutral rinse								X	
19. Machine scrub stairwells, extract & neutral rinse									X
20. Notify building contact of any observed irregularities (i.e. defective plumbing, door issues, inventory issues) as needed	As needed								
21. Turn off all lights except those to be left on. Close windows & lock all doors at end of day	X								
22. Supervisor site visit						X			
23. Provide a full time Day Custodian to be directed by SCS staff to perform on call day porter duties, facility, grounds, & equipment maintenance tasks	X								
24. Provide a part-time Day Helper to maintain cafeteria & restrooms during the day	X								
25. On call response & after hours emergencies 24/7	As needed								
26. Provide all grounds keeping, landscaping, snow removal, sand removal, mulch spreading, facility upkeep & additional equipment to complete such tasks	As needed								
27. Inspect facility for possible maintenance issues						X			
28. Coordinate, schedule & monitor facility maintenance related work. Solicit estimates for maintenance related work.	As needed								

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EXTENT OF SERVICE	FREQUENCY OF SERVICE
VII. Summer Services	
1. Strip & refinish all corridor & classroom floors	
2. Machine shampoo all carpeted areas	
3. Wash walls & lockers	
4. Wash all desks and chairs	
5. Clean all chairs & tables in the cafeteria & library	
6. Clean all furniture in lounges & offices	
7. Wash all washroom walls, stalls, & fixtures	
8. Clean all mats & runners	
9. Wash all wastebaskets	
10. All grounds keeping, landscaping, sand removal, mulch spreading, facility upkeep	
11. Wash all windows & doors, inside & out	

Scope of Service

Exhibit B

Contract Services

Prepared for:

Areas to be Serviced:

Sterling Community School

Entire Facility and Grounds

251 Sterling Road

Sterling, CT 06377

EXTENT OF SERVICE

FREQUENCY OF SERVICE

I. Physical Building Interior/Exterior	Daily	3X Per Wk	2X Per Wk	Weekly	As Needed	Monthly	Quarterly	Semi- Annually	As Directed
1. Maintain employee on premises during operational hours	X								
2. Designated Lunchroom Attendee for 4 hour shift during lunch & kitchen/cafeteria/stage cleanup	X								
3. Day custodian to be first on alarm/facility concern call list	24/7								
4. Designated Evening Summer Project/Supervisor	X								
5. Disarm security system, unlock entire facility every morning; completely lock & arm system at the end of the evening	X								
6. Inspect fire extinguishers monthly						X			
7. Replace light bulbs and ballasts inside/outside & maintain proper inventory of various bulbs					X				
8. Maintain all maintenance logs, schedule any vendor services & monitor successful completion					X				
9. Maintain MSDS sheets, conduct safety inspections & report safety concerns					X				
10. Perform light plumbing duties, clean clogged traps, adjust/repair flushers, leaky faucets, & drains					X				
11. Repair/adjust windows, doors & door locks ensuring proper operation					X				
12. Monitor & report possible facility concerns					X				
13. Order heating oil and other building supplies					X				
14. Adjust climate control in rooms as needed; conserve energy during unoccupied times	X								
15. Repair & paint walls during school breaks					X				
16. Replace HVAC filters, broken/damaged floor, carpet & ceiling tiles								X	
17. Solicit, organize & compile facility related contractor bids. Schedule, monitor & report upon completion					X				

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Entire Facility and Grounds

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EXTENT OF SERVICE

FREQUENCY OF SERVICE

I. Physical Building Interior/Exterior (cont.)	Daily	3X Per Wk	2X Per Wk	Weekly	As Needed	Monthly	Quarterly	Semi-Annually	As Directed
18. Inspect/report, & remove/repair all vandalism and graffiti					X				
19. Organize, store, stock, deliver & replenish office/teaching supplies					X				
II. Groundskeeping & Landscaping									
1. Provide landscaping tractor including plow for snow removal & bucket for landscaping duties	X								
2. Provide snow removal & distribute ice melt for all asphalt/concrete surfaces at no additional cost					X				
3. Complete exterior building inspection, maintenance & organize contractor process when needed						X			
4. Complete snow removal & ice melt to ensure timely opening of school & maintain walkways during operation					X				
5. Facilitate the acquisition, delivery, distribution and maintenance of mulch per standards for playgrounds & other areas					X				
6. Inspect, monitor, and remove trash/debris from grounds & exterior trash bins				X					
7. Plant, flowers, shrubs etc. per Superintendent and water, maintain, & prune as needed					X				
8. Facilitate spring sand removal from all asphalt/concrete areas					X				
9. Paint parking lot stripes as they fade					X				
10. Provide all lawn mowing, trimming, & athletic field maintenance				X					
11. Maintain all landscaping equipment in accordance with maintenance schedules to ensure proper & safe operation.					X				