

CONTRACT FOR JANITORIAL SERVICES

This Contract for Janitorial Services (“Contract”), dated the 1st day of July 2024 (the “Effective Date”) is made between THE CITY OF MOUNT JULIET, a Tennessee location, with its primary offices at 2425 N. Mt. Juliet, Mt. Juliet, TN 37122 (“Mt. Juliet”) and JOWERS CLEANING SERVICE, a Tennessee Sole Proprietorship with its principal place of business at 210 Elliot Power Drive, Lexington, TN 38351 (“Contractor”). Together, MT. JULIET and JOWERS are the “Parties.”

1. Services

Contractor agrees to perform the maintenance services set forth in the attached Janitorial Service Requirements in a good and workmanlike manner and in accordance with the details enclosed herein. These services may be updated as agreed upon by both parties in writing.

2. Locations

Contractor will provide the identified Janitorial Services as outlined at the following locations:

- Mt. Juliet City Hall at 2425 N. Mt. Juliet Rd
- Public Works at 115 Clemmons Rd Bldg (left side of building)
- Fire Administration/Building & Codes at 115 Clemmons Rd Bldg (right Side of building)
- Police Station at 1019 Charlie Daniels Parkway
- Police Annex 73 East Hill St
- Additional locations as may be added upon the confirmation and agreement of both parties. (Additional locations to those listed above may affect the pricing.)

3. Term

The term of this Contract shall commence on the Effective Date (July 1, 2024) and continue until (i) termination of Contractor’s agreement with the Customer upon the end of the initial term (June 30, 2025); (ii) upon completion of renewal options (up to 3) at the end of the additional term(s) June 30, 2026, 2027 or 2028 respectively; (iii) Customer becomes dissatisfied with the Maintenance Services being performed by Contractor and requests a change in personnel; or (iv) or as otherwise provided herein.

4. Equipment and Materials

Unless set forth in a separate Schedule, Contractor (Jowers Cleaning Service) shall furnish all necessary equipment and materials required to perform Janitorial Services except for equipment and supplies that the City of Mt. Juliet provides. Contractor (Jowers Cleaning Service) is responsible for the maintenance of all equipment and shall reimburse the City of Mt. Juliet or any of its Customers for damage to any Equipment where such damage is caused by negligence of anyone in the employment of Jowers Cleaning Services.

The City of Mt. Juliet will provide a vacuum cleaner, dusting supplies, brooms, mops, and buckets at each location.

Cleaning products will be provided by the City of Mt. Juliet. The process for accessing and

replenishing these supplies as outlined by the RFP are as follows:

- (i) All cleaning products must be logged out when removed from inventory.
- (ii) The City Receptionist and Facility Manager at the Police Department must be notified when additional inventory is required.
- (iii) Receipts for additional inventory must be recorded and added to the inventory record.
- (iv) Cleaning supply inventory will be stored at the following locations:
 - a. City Hall men's and women's restrooms
 - b. Police headquarters janitorial closet
 - c. The Bay Area at 115 Clemmons Road
- (v) Extra toilet paper and paper towels may be stored at each facility listed previously.
- (vi) Open containers and refill containers may be stored at individual buildings.

5. General Provisions about Maintenance Services

- a. **Schedule of Work.** Jowers Cleaning Services shall perform Janitorial Services on the days and during the hours designated by the City of Mt. Juliet during the hours specified in the attached schedule. Janitorial Services will be provided at times that minimize inconvenience to City of Mt. Juliet personnel and their constituents or that would otherwise interfere with the City of Mt. Juliet's business operations.
- b. **Regular Weekly Services.** The schedule below shall apply to regular weekly and weekend cleanings at each facility.

| Facility | Sq Ft P/Bldg | Number of Services p/wk | Days of Service | Hours of Service |
|----------------------|-----------------|-------------------------------|--------------------|---------------------|
| City Hall | 14,762 | 2 | Wed/Fri | TBD |
| Police Building | 14,342 | 3 | T/Th/Sa | TBD |
| Police Annex | 1,500 | 3 | T/Th/Sa | TBD |
| Public Works Shop | 4,000 | 2 | Wed/Fri | TBD |
| Fire Station | 4,000 | 2 | Wed/Fri | TBD |

c. **Expenses.** Jowers Cleaning Service is solely responsible for any expenses it incurs in anticipation and performance of this Contract, including, but not limited to, labor, equipment, materials, supplies, travel, per diem, and production costs as well as any obligations incurred by or to anyone performing working on Jower's behalf.

d. **Standards.** Janitorial Services shall be performed as set forth in this agreement in accordance with prevailing standards for good practices in the janitorial services' industry and with all applicable laws and regulations for such services. Failure by Jowers Cleaning Service to perform in accordance with these specifications and standards shall be considered a material breach of this Contract

e. **Time of the Essence.** Time is of the essence for any Janitorial Services set out within this agreement including schedules, timelines, milestones, or completion dates. Failure by the Contractor (Jowers Cleaning Services) to perform according to such schedules and deadlines shall be a material breach of this Contract.

6. **Compensation.** Contractor (Jowers Cleaning Services) shall be compensated for Maintenance Services as described below and in the specific Customer Schedules:

a. **Monthly Fees.** The agreed upon rate of compensation each month for the outlined janitorial services to be performed shall be \$8,000.00 payable within 30 days of the receipt of an invoice from Jowers Cleaning Services.

b. **Additional Services.** Should the City of Mt. Juliet, TN request additional services outside those outlined in the scope of work, payment for those services would be **in addition to** the \$8,000.00 monthly compensation for the tasks outlined herein at a price agreed upon in writing prior to the performance of said services. Such services may include, but not be limited to, high dusting, specialty floor care, or post-disaster or construction clean-up. Payment for the costs of any Additional Services outside those identified in the Scope of Work will be detailed in a Change Order executed by Jowers and signed by representatives from both Jowers Cleaning Services and the City of Mt. Juliet.

c. **Invoices.** For each month that Services are performed, Jowers Cleaning Service will submit an invoice with supporting documentation, including work logs or other details of Janitorial Services performed. **Any amounts not properly invoiced within ninety (90) days after the applicable Janitorial Services were performed will be deemed waived by Contractor.**

d. **Payments.** Payment from the City of Mt. Juliet, TN to Contractor (Jowers Cleaning Service) is due thirty (30) days from the date of receipt of Contractor's invoice and any supporting documentation. The City of Mt. Juliet reserves the right to test and inspect the quality of the Janitorial Services provided by Contractor (Jowers Cleaning Services). The City of Mt. Juliet may withhold disputed amounts pending resolution of the dispute, which the Parties agree to address promptly and in good faith.

7. **Records.** During the term of this Contract and for at least five (5) years thereafter, Jowers Cleaning Service will maintain accurate records covering all Janitorial Services under this Contract, including, but not limited to, invoices and payment records, records of assigned personnel, incident reports, any quality control and approval records, insurance policies, and any local, state, or federally mandated records (“Records”).

8. **Audits.** For the purpose of audits, Jowers Cleaning Service will provide the City of Mt. Juliet reasonable access to: (i) Contractor’s facilities where Records are stored; (ii) systems and assets used by Contractor to provide Services; and (iii) Contractor personnel and agents (including to such entity’s personnel, facilities, Records, systems, controls, processes and procedures), who provide Janitorial Services.

9. **Taxes, Tariffs or Government Charges.** Contractor (Jowers Cleaning Service) shall be solely responsible for reporting, withholding, and paying any and all employment-related taxes, payments, and/or withholdings, including, but not limited to, federal, state, and local income taxes, social security, Medicare, unemployment or disability deductions, withholdings, and/or payments. If Contractor is required by law to collect any sales or use taxes or charges based upon sale, provision or use of Janitorial Services, Contractor shall separately state such taxes in its invoices, or otherwise give reasonable written notice thereof. If the City of Mt. Juliet is exempt from specific taxes they shall provide a copy of such exemption to the Contractor (Jowers Cleaning Services). Jowers will not be held responsible for any taxes identified as exempt which prove otherwise.

10. **Liens.** Contractor shall not file any liens, claims of lien, or any other similar encumbrances against the property of the City of Mt. Juliet, TN, any employee of the City of Mt. Juliet, TN, or any of the City of Mt. Juliet’s patrons.

11. **Compliance.** Contractor shall immediately notify the City of Mt. Juliet, TN in writing if Contractor (a) receives any notice challenging the compliance of Janitorial Services, with laws or regulations, or any order or request for any withdrawal, discontinuance, removal or recall relating thereto, by a government or governmental agency, a regulatory body, an authorizing body having responsibility for any licensing, approvals or certifications, any court, or the like; or (b) becomes aware, through any means, of an investigation, health hazard or risk, hazardous materials risk, risk to any property or to the environment, or other risks or deficiencies involving Janitorial Services.

12. **Warranties and Indemnities.** Contractor represents and warrants that:

a. Contractor has the right and authority to enter into and perform this Contract, including all required State licensure for the jurisdictions in which Janitorial Services are performed.

b. Contractor is adequately capitalized and has sufficient reserves to pay its employees, suppliers, subcontractors, and other third parties in the ordinary course of its business without regard to or reliance upon payments to be made hereunder by the City of Mt. Juliet, TN.

c. Contractor is capable of providing Janitorial Services as required in accordance with this Contract.

d. Contractor is adequately insured and will promptly provide proof of such insurance to the

City of Mt. Juliet, TN and will comply with any and all requests to evidence said adequate insurance.

e. Contractor (Jowers Cleaning Services) shall ensure that personnel assigned to provide Services are competent and have commercially reasonable skills, experience, and training in order to meet Contractor's obligations under this Contract.

f. Contractor (Jowers Cleaning Services) operates in compliance with all local, state, and federal statutes, regulations, and guidelines regarding employees or personnel. Contractor shall be responsible for acquiring proof of citizenship and or other documentation for any employees that are non-U.S. citizens.

g. Contractor (Jowers Cleaning Services) it shall interview, screen, check references, and perform a national criminal background check on any and all employees hired to perform any of the Janitorial Services set out herein and set out within the Scope of Work. The City of Mt. Juliet, TN agrees to cover costs associated with background checks. If any Contractor employee's background check results are unacceptable for any reason, Contractor agrees to remove said employee(s) immediately from engaging in any Janitorial Services as set out herein or in the Scope of Work.

h. Contractor warrants that it is not utilizing and will not utilize child or illegal immigrant labor, that it is not paying and will not pay below minimum wage, and that it is not maintaining and will not maintain unsafe working conditions. Contractor specifically authorizes the City of Mt. Juliet, TN or any designated representative of the City of Mt. Juliet, to audit and investigate child or illegal immigrant labor issues, issues of payments below minimum wage, or issues of unsafe working conditions or IRS compliance issues.

13. **Supervision.** Contractor shall employ a Supervisor who will maintain a regular, systematic inspection of the Customer's location to ensure Janitorial Services are performed in a good and workmanlike manner at all times. Such Supervisor will be able to speak, read, and write English and communicate with City of Mt. Juliet, TN personnel. He or she will be available to train and work with Contractor's employees as needed to ensure proper supervision and training in the performance of Janitorial Services.

14. **Communication.** Contractor understands and agrees that communication is a vital part of the relationship between the Parties. Contractor agrees to respond within two (2) hours when City of Mt. Juliet personnel request information regarding the performance of Janitorial Services. Contractor, its management, and/or supervisors shall immediately communicate any issues regarding Janitorial Services immediately and provide a plan of action for mitigation.

15. **Insurance.** Contractor shall, for the term of this Contract (and for any periods extended by agreement among the Parties), carry and maintain in full force and effect, insurance, from such company or companies as are acceptable to the City of Mt. Juliet, TN, insuring Contractor for the following types and in the following amounts:

Commercial General Liability

\$1,000,000.00 each occurrence;

\$2,000,000.00 aggregate

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|-----------------------------|---------------------------------------|
| Bodily Injury | \$1,000,000.00 each occurrence |
| Property Damage | \$1,000,000.00 each occurrence |
| Workers Compensation | Full statutory limits |
| Crime Insurance | \$50,000.00 |

a. The Commercial General Liability policy shall not have an Endorsement or other change to the standard Insurance Services Office (“ISO”) General Liability policy form that amends, alters, or revises the definition of “insured contract.” Commercial General Liability policy will contain an additional insured endorsement that provides coverage for the City of Mt. Juliet, TN. The additional insured coverage shall be primary and non-contributory without right of contribution from any other insurance available to any additional insured. A copy of the additional insured endorsement must be provided/attached in addition to any certificate of insurance provided by Contractor. The Commercial General Liability policy must also contain a waiver of subrogation endorsement. A copy of the waiver of subrogation endorsement must be attached to any certificate of insurance provided by Contractor.

b. Contractor must carry Worker’s Compensation Insurance in the State of Tennessee where employees will be working regardless of any exemption status.

c. The Crime policy will list “the City of Mt. Juliet, TN” as a loss payee.

d. In the event the Contractor or Contractor’s personnel steal from the City of Mt. Juliet, TN, or an employee of the City of Mt. Juliet, TN, or otherwise commits an act of dishonesty, including, without limitation, theft of cash, merchandise, equipment or personal property, the City of Mt. Juliet, TN may initiate an investigation. If such investigation reveals that the Contractor or Contractor’s employee(s) (or subcontractors) were involved in acts resulting in losses, the Contractor will be responsible for all losses incurred as a result of its personnel’s actions, in addition to any other remedies available under law, including without limitation, restitution, reimbursement for all verified losses incurred (including, without limitation, verification by video evidence, admission statement(s), invoice review, etc.), for investigative costs, for time and material costs of the City of Mt. Juliet, TN’s Customer’s asset protection department, and for all reasonable attorneys’ fees incurred as a result of such acts. Additionally, the employee or subcontractor involved in the theft or other act shall be immediately removed from performing any Services for Contractor under this Agreement (and shall not be permitted in any other City of Mt. Juliet, TN locations or premises). In the event a crime policy cannot be obtained, the Contractor accepts full responsibility.

e. Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered to the City of Mt. Juliet, TN 30 days prior to the notice of cancellation or nonrenewal, or at least 10 days’ notice of cancellation due to non-payment in accordance with the policy provisions.

f. If Contractor fails or neglects to secure the insurance described above, or fails to furnish within thirty days the requisite insurance certificates or certified copies of policies, or if the said

policy or policies are terminated, altered or changed in a manner not acceptable to the City of Mt. Juliet, TN, then the City may (i) cancel and terminate this Contract without penalty and without notice; or (ii) at its discretion, purchase insurance for Contractor and Contractor shall be held liable for the entire expense, which shall be deducted from Subcontractor as service fees.

16. **Indemnity.** Contractor shall indemnify and hold harmless the City of Mt. Juliet, TN, and any employee of the City for which contractor is performing Janitorial Services, from any liability resulting from any actions of Contractor as follows:

a. Contractor shall defend, indemnify, and hold harmless the City of Mt. Juliet, TN, and its legal representatives, parent(s), successors, affiliated companies, stores, assigns, agents, directors, officers and employees, from any and all loss, liability and expense, and all claims therefore, including reasonable attorneys' fees by reason of (i) Contractor's breach of this Contract; (ii) any incident involving discharge of floor chemicals by Contractor or the performance of Janitorial Services by Contractor as set out herein; and/or (iii) bodily injury, including death, and property damage sustained by any person or entity whatsoever arising out of or in connection with any presence or activity of Contractor, its agents, assistants, employees or laborers, on or about any City of Mt. Juliet, TN location(s).

b. Contractor shall unconditionally defend, indemnify, and hold harmless the City of Mt. Juliet, TN and its legal representatives, parent, successors, affiliated companies, stores, assigns, agents, directors, officers and employees, from any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, arising out of or relating to Contractor's past, present, or future compliance or noncompliance with any legal requirement for doing businesses as provider of Janitorial Services to the City of Mt. Juliet, TN, its patients and employees in the United States, including, but not limited to, compliance with federal and state labor and employment laws.

c. Should it become necessary for the City of Mt. Juliet to incur any costs or expenses, whether direct or indirect, in connection with any claim or demand for which indemnification is required by Contractor under this Contract, or in connection with any attempt to recover losses incurred for such claims or demands, or in connection with the enforcement of this Contract, including but not limited to costs incurred on behalf of any Customer, Contractor agrees to reimburse in full the City of Mt. Juliet, TN and/or any Customer for such costs and expenses. Such costs or expenses shall include, but not be limited to, attorney's fees, investigator's fees, insurance deductibles, insurance claims processing fees, settlement payments, collection costs, etc.

17. **Limitations of Liability.** IN NO EVENT SHALL JOWERS CLEANING SERVICE BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, ANY LOSS OF PROFITS, REVENUES, OR GOODWILL, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER THEORY, REGARDLESS OF FORESEEABILITY OR WHETHER THE CITY OF MT. JULIET, TN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OCCURRING.

18. **Notices.** Notices required or authorized herein shall be deemed delivered when deposited, postage prepaid, via US Mail, registered or certified, to the Contractor at the principal address herein.

19. **Force Majeure.** If the obligations of either party to this Contract are subject to any delays or non-performance due to a Force Majeure Event (as defined below), there is no liability for failure to perform provided that such party provides the other party with immediate notification of such delay or non-performance and uses all commercially reasonable efforts to mitigate the effects of the Force Majeure Event and resume performance as quickly as possible. If Contractor is unable to provide Janitorial Services for any thirty (30) day period due to a Force Majeure Event, the City of Mt. Juliet, TN will have the right in its discretion to terminate this Contract without liability for the termination, and/or to purchase additional or substitute services from a third party. For the purpose of this Contract, a Force Majeure Event shall include fire, flood, explosion, war, embargo, government requirement, civil or military requirement, act of God, act or omission of carriers, or similar causes beyond the control of a party.

20. **Waiver.** No change shall bind either party unless in writing signed by authorized representatives. This Contract may not be amended or waived orally, by course of trade or usage, or by any writing not so signed by the parties. Either of the parties' failure or omission to insist upon, exercise or enforce any terms, conditions or provisions of this Contract will not be deemed a waiver thereof. No waiver shall be interpreted to prevent the exercise or enforcement of any of Contractor's rights or remedies as to any subsequent or other default or violation by Contractor.

21. **Confidentiality and Trade Secrets.** The Parties agree that the terms of this Contract are strictly confidential and covenant not to display, publish, disseminate, or disclose any terms of this Contract to any person or entity, other than an attorney or governmental authority in response to a lawful request for information.

a. Upon termination of this Contract, for whatever reason, any documents, customer records, customer lists, notebooks, and similar repositories of or containing Confidential Information, whether prepared by Contractor or others, shall be destroyed.

b. In the event that a court of competent jurisdiction should declare any provision of this Contract to be unenforceable or void as unreasonable with respect to the time or geographical area or scope, the provisions remain in effect for whatever time or geographical area that the court declares to be reasonable.

22. **Remedies for Breach of Contract by Contractor.** In the event of Contractor's breach of this Contract, Contractor shall be liable for compensatory damages as well as special consequential damages including, but not limited to, lost profits. Both parties recognize that in the event of a breach of the restrictive covenants contained in this Contract, it would be difficult to determine the damages that would be suffered by either party. The Parties therefore agree that a breach of such covenant by Contractor shall entitle either party to seek and obtain injunctive relief to prevent further breach of such covenant.

23. **Termination.**

a. Either party may terminate this Contract for any reason upon sixty-days (60) written Notice to the other party.

b. This Contract terminates automatically if Contractor: (i) discontinues its business operations, (ii) becomes insolvent or otherwise fails to pay its personnel, employees, or laborers in accordance with agreed terms or as required under this Contract, (iii) suffers the filing of a lien

or other encumbrance upon the property of the other party and such lien is not released within 30 days of filing, (iv) becomes a subject of or party to any legal, quasi-legal, or administrative investigation or proceeding relating to its hiring, employment, environmental or safety practices, or (v) files a voluntary bankruptcy proceeding or becomes a party to an involuntary bankruptcy proceeding that is not dismissed within 60 days of the filing of such proceeding.

24. **Removal of Equipment and Materials.** Contractor agrees to remove all equipment and materials it owns from the premises of any City of Mt. Juliet, TN facility within twenty-four (24) hours of the time this Contract is canceled or terminated.

25. **Governing Law and Jurisdiction and Interpretation of Terms.** The Parties agree that this Contract has been entered into in Jackson and Mt. Juliet, TN, and both parties agree that the terms and conditions set out herein shall be governed by and construed in accordance with the laws of the State of Tennessee. In addition, the Parties agree that a court located within the state of Tennessee shall have jurisdiction over the subject matter of any dispute between the City of Mt. Juliet, TN and Contractor and such court shall be entitled to resolve any disputes that arise hereunder. The Parties expressly submit themselves to the personal jurisdiction of any such court in Jackson, TN.

26. **Severability.** If any provision in this Contract is found to be invalid or unenforceable, it will be deemed severed, and the remaining provisions will stay in full force and effect; provided, however, that if any covenant herein is so held to be invalid or unenforceable due to being too broad or restrictive, then it shall be deemed modified to make it valid and enforceable.

27. **Entire Contract.** This Contract is the Parties' entire agreement regarding its subject matter. All prior and other agreements understandings and communications, written and oral, and any terms printed on receipts, shipping orders, invoices, or similar documents, regarding this subject matter are completely superseded by this Contract.

28. **Executed Originals.** The Parties agree that digitally signed, scanned or faxed copies of this Contract and any Exhibit attached hereto shall be deemed to have the same legal force and effect as the original signed version.

JOWERS CLEANING SERVICE,
A Tennessee Sole Proprietorship

THE CITY OF MOUNT JULIET, TN
A Tennessee City

Signed: _____

Signed: _____

Printed Name: Brandon Jowers

Printed Name: _____

Date: May 28, 2024

Date: _____

Attachment A

Scope of Work (Specifications) and Requirements

In exchange for the sum of eight thousand dollars and zero cents (\$8,000.00) per month, Jowers Cleaning Services will provide the following janitorial services for the City of Mount Juliet, Tennessee facilities outlined herein.

| Area(s) | Frequency | Task(s) |
|---|---|---|
| Restrooms Locker rooms Common Halls | Each cleaning (Tues, Wed, Thurs, Fri, Sat – depending on facility) | 1) Clean, disinfect and rinse sinks. 2) Clean and sanitize chrome fixtures. 3) Empty trash. 4) Clean and disinfect urinals, toilet bases, rims, seats, inside and outside of fixture. 5) Sanitize vanity tops, switch plates, door plates, doorknobs, soap, and towel dispenser exteriors. 6) Clean, spot wash, and sanitize walls and partitions as necessary. 7) Mop and disinfect bathroom floors (including showers at Public Works and the Police Station). 8) Change mop water before moving to a new area. 9) Clean mirrors. 10) Refill paper products and soap. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | 1) Wipe around ceiling areas, wall decorations, screens, pictures, and chair rails to remove dust and cobwebs. 2) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | 1) Wipe down baseboards. 2) Vacuum or sweep and mop common hallways (non-public). |

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| Public Lobbies | Each cleaning (Tues, Wed, Thurs, Fri, Sat – depending on facility) | <ol style="list-style-type: none"> 1) Remove debris and empty trash. 2) Vacuum or sweep & mop floors, including mats. (Police Headquarters building will require wet floor warning signs.) 3) Clean glass windows. (DO NOT use ammonia on frosted glass.) 4) Sanitize switch plates, door plates, and doorknobs. 5) Sanitize customer service window shelves and desks. 6) Water live plants. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | <ol style="list-style-type: none"> 1) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove dust and cobwebs. 2) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | <ol style="list-style-type: none"> 1) Wipe down baseboards. 2) Sanitize Customer Seating Areas. |
| Breakrooms | Each cleaning (Tues, Wed, Thurs, Fri, Sat – depending on facility) | <ol style="list-style-type: none"> 1) Empty trash. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | <ol style="list-style-type: none"> 1) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove dust and cobwebs. 2) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | <ol style="list-style-type: none"> 1) Vacuum or Sweep and Mop floors. 2) Clean and sanitize sink fixtures. 3) Clean and sanitize countertops, exterior appliance cabinets. 4) Wipe down baseboards. 5) NOTE: Individual users are responsible for |

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| | | the interiors of microwaves, stoves, ovens, toasters, coffee makers, pots, plates, cups. Leftover dishes may be left in the sinks. Refrigerators are the responsibility of the users. |
| City Hall Stairwell | Each Cleaning | NO TASKS REPEATED AT EACH CLEANING, FOLLOW GUIDELINES BELOW. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | 1) Vacuum or Sweep and Mop floor including mats. |
| | Weekend Cleaning (Fri or Sat depending on facility) | 1) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove dust and cobwebs. 2) Wipe down baseboards. |
| Conference Rooms (including training rooms, briefing room, interview rooms, shared workspaces and courtrooms) | Each cleaning (Tues, Wed, Thurs, Fri, Sat – depending on facility) | 3) Remove debris from area. 4) Empty trash including recycle bins to outside recycle bins (Police Building does not have) 5) Sanitize water fountains, switch plates, door plates and doorknobs. 6) Water live plants. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | 1) Clean and sanitize work areas. 2) Vacuum or sweep and mop floors. 3) Dust chairs and seating areas. 4) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | 1) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove dust and cobwebs. 2) Wipe down baseboards. 3) Clean and sanitize small sink. |
| Commissioner's Chambers | Each cleaning | NO TASKS REPEATED AT EACH CLEANING, FOLLOW GUIDES BELOW. |
| | Mid-week cleaning (Tues, Wed | 1) Empty trash. 2) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove |

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| | or Thurs depending on facility) | dust and cobwebs. 3) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | 1) Empty trash. 2) Clean and sanitize work areas on dais. 3) Vacuum the meeting room floors and dais. 4) Vacuum entry hallways. 5) Clean glass doors. 6) Sanitize water fountain, switch plates, door plates, and doorknobs. 7) Water live plants. 8) Wipe down baseboards. 9) Sanitize customer seating areas. |
| Individual Work Areas | Each cleaning (Tues, Wed, Thurs, Fri, Sat – depending on facility) | 1) Empty trash. (Some offices are locked and trash will be outside the door.) 2) Sanitize switch plates, door plates, and doorknobs. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | 1) Dust blinds, windowsills, and unobstructed shelving. |
| | Weekend Cleaning (Fri or Sat depending on facility) | 1) Vacuum or sweep and mop offices. 2) Wipe around ceiling areas, wall decorations, screens, pictures and chair rails to remove dust and cobwebs. |
| Outside Smoking Areas and Entrances | Each Cleaning | NO TASKS REPEATED AT EACH CLEANING, FOLLOW GUIDES BELOW. |
| | Mid-week cleaning (Tues, Wed or Thurs depending on facility) | 1) Empty trash. 2) Remove tobacco product debris from sand containers. 3) Inspect ash containers to determine if sand should be replaced. |
| | Weekend Cleaning (Fri | 1) Empty trash. 2) Remove tobacco product debris from sand |

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| | or Sat depending on facility) | containers. |
| On Demand Services | 3 to 4 times per year for each building (devise monthly schedule so that tasks are performed on a quarterly basis in each facility) | <ol style="list-style-type: none"> 1) Shampoo carpets 2) Clean Interior and Exterior of Windows (no ladders) 3) Damp wipe all blinds. |

Start date: 7/1/2024