

**ATTACHMENT B  
CUSTODIAL SERVICES**

**A. GENERAL:**

1. All work performed under this section is subject to the General Requirements and Contract Documents to Bidders which form a part of these specifications, and the Contractor shall be held responsible for and governed by all the requirements there under. All equipment and supplies to be provided by the contractor.

**B. SCOPE:**

Work consists of cleaning, sanitizing and maintaining all public restrooms, employee restrooms, break room, administrative building, and maintenance building and at Beaufort National Cemetery.

**NCA Standards and Measures:**

**Facilities**

- a) Standard 1.1: Restrooms are clean, functional, sanitary, appropriately supplies (e.g., soap, paper towels/hand dryer and toilet paper) and are accessible.

- (1) Measure 1.1a: 100% percent of all cemetery restrooms that are inspected daily and determined to be clean and supplied in accordance with a Restroom Checklist.

**C. GENERAL REQUIREMENTS:**

**1. Floors**

- a) Sweep and mop all floor surfaces (moving tables, chairs, waste cans, mats, etc.) and remove stains as needed.
- b) Floors shall be mopped daily or as directed by the COR/Director with a disinfecting cleaning solution, stripped and waxed, if appropriate twice a year.
- c) Vacuum all carpet and rug areas (including mats/carpet runners); ensuring the removal of debris; moving light furniture and floor items as needed.
- d) At timeframe requested by the COR, all carpet, rug and entrance mats shall be vacuumed, shampooed and free of debris semi-annually, at least one

week (5 days) prior to Memorial Day Services on the last Monday in May, and at least one week (5 days) prior to Veterans Day in November.

**2. Doors/Walls/Partitions**

- a) Clean glass doors (with clean cleaner), inside and outside surfaces (1 glass doors in Maintenance Bldg).
- b) All glass surfaces shall be cleaned with an appropriate glass cleaner so the surface is free of grease, dirt and smudge marks daily.
- c) Dust and spot clean doors, doorframes, walls and partitions, ensuring all corners are free of dust and cobwebs.
- d) Dust and spot clean all window ledges, windowsills and baseboards.

**3. Restrooms/Lunchrooms**

- a) Sweep outside entrance of Admin building ensuring area is free of debris.
- b) Clean restrooms with germicide disinfectant to include toilets/urinals, sinks, partitions, floors and walls.
- c) Clean and polish all glass, mirrored and stainless steel areas with appropriate cleansers.
- d) All glass surfaces shall be cleaned with an appropriate glass cleaner so the surface is free of grease, dirt and smudge marks daily.
- e) Any feminine hygiene disposal units shall be emptied, cleaned and sanitized in a method approved for cleaning and disposing of blood borne pathogens daily.
- f) Furnish and fill all soap dispensers, paper towels and toilet paper. An adequate supply of toilet paper, paper towels and soap shall be maintained on a daily basis so that there is always a roll on the dispensers and one back-up roll available for all restrooms.
- g) Pour all mop and/or cleaning water down the designated floor drains. Sinks shall not be used as a drain. Clean and seal floor drains.

**4. General**

- a) Empty, clean and line all waste cans, including trash receptacles inside the buildings and outside at building entrances.
- b) Clean, polish and sanitize all drinking fountains.
- c) All sinks and countertops shall be cleaned, sanitized and wiped to remove all excess standing water daily.
- d) Empty and damp wipe ashtrays at entrances and exits of buildings. The receptacle should be free of litter associated with cigarette smoking, as well as any other debris such as gum, candy wrappers, etc.

- e) Clean and damp wipe chairs, wall clocks, wall pictures and counter tops.
- f) Clean and polish light switches, door handles and push plates through the facility.
- g) Clean (vacuum or dust) vents, louvers, light fixtures (inside & outside of the facilities), mini blinds and windowsills. A treated cloth should be used when necessary.
- h) Dust and polish all wood surfaces and countertops.
- i) All supplies, materials and equipment will be kept in an organized manner in the janitorial closets.
- j) The Contractor and Contractor's employees shall follow the cemetery smoking policy.
- k) All debris resulting from the cemetery janitorial services shall be disposed of in Government provided dumpster designated by the COR.
- l) The Contractor shall be responsible for any damage to Government and/or personal property. All damage by the Contractor shall be repaired or replaced by the Contractor at no additional cost to the Government.