

# **Crawford County Commission on Aging & Senior Center Janitorial Bid Specifications**

## Items to be Completed Daily

- Clean, sanitize and mop bathrooms.
- Ensure all supplies completely stocked in bathrooms.
- Sanitize drinking fountain and wash mirror above.
- Sanitize exposed tables, desktops, ledges, counters and door knobs (excludes dining room). Includes desks and cubicle counters, reception counter, orange counter in entrance of recreation room, computer stalls, 2 tables in recreation room.
- Sweep all carpeted areas which includes commercial mats, moving furniture as needed.
- Spot Clean Carpets as needed.
- Empty all trash containers (excludes kitchen) including each desk space, laundry room, bathrooms, dining room, recreation room under popcorn machine, can outside kitchen in lobby and entry outside trash. Please divide into 2 separate trash bags and put in grocery cart in Rec Room. Wash wall behind trash can in lobby under dish pan shelf.

## Items to be Completed Weekly

- Mopping (see below)
- Wash specified windows including the front door/entryway, dining room doors and recreation room door.
- Wash walls and baseboards in bathrooms.

## Items to be Completed Monthly

- Wash dining room table pedestals and chairs.
- Feather dust all areas.

## Floor Mopping

Should use separate mop for bathrooms, kitchen and recreation room. Kitchen has their own mop labelled. Roll bucket into kitchen and use faucet from sink in middle island. Mop water should be flushed down the toilet.

Bathrooms (3) – Mopped Daily

Recreation Room – Mopped Thursday Night

Kitchen – Mopped Friday Night

Work must be done during non-business hours following each work day before midnight. Normal days of operation are Monday thru Wednesday 8am-6pm, Thursday 8am-7pm and Friday 8am-5pm with some exceptions.

Bid should include cost of monthly service only. Supplies and equipment are negotiable upon acceptance of bid. Site visits can be scheduled by emailing Alice Snyder, Director at [director@crawfordcoa.org](mailto:director@crawfordcoa.org).

**Bids are to be mailed/faxed/mailed to the Director at  
308 Lawndale St., Grayling, MI 49738  
fax 989-348-8342  
email [director@crawfordcoa.org](mailto:director@crawfordcoa.org)  
by Tuesday, December 13, 2016 at 5:00pm.**