



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# State of West Virginia Delivery Order

Order Date: 11-03-2022

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0511 2744 BFA2300000003 2	<b>Procurement Folder:</b>	1121505
<b>Document Name:</b>	CO1 BFA REGION 3, WVARF JANITORIAL	<b>Reason for Modification:</b>	CO1 To change CRP Service Provider for Gilmer Co from Precision Services Inc. (CL 10) to The Op Shop (CL 16), Inc and Braxton Co. from Precision Services Inc. (CL 14) to Goodwill Industries of Kanawha Valley, Inc. (CL 17) per the attached agreements.
<b>Document Description:</b>	BFA REGION 3, WVARF JANITORIAL		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WWRFJAN23 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204796			<b>Requestor Name:</b>	Lesley E Walizer
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE				<b>Requestor Phone:</b>	(304) 356-4545
CHARLESTON WV 25302-1702				<b>Requestor Email:</b>	lesley.e.walizer@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	304-205-7970	<b>Extension:</b>	208		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
REGIONAL COMPTROLLER: 304-230-0168 HEALTH AND HUMAN RESOURCES BFA - Region I - North / Regional Office 69 - 16TH STREET WHEELING WV 26003 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

<b>Total Order Amount:</b>	<b>\$340,462.99</b>
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Purchasing Division's File Copy

ENTERED

JLH 11/15/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atkins* - 11/15/2022  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson* 11-15-22  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CO1 To change CRP Service Provider for Gilmer Co from Precision Services Inc. (CL 10) to The Op Shop (CL 16), Inc and Braxton Co. from Precision Services Inc. (CL 14) to Goodwill Industries of Kanawha Valley, Inc. (CL 17) per the attached agreements.

Gilmer Co.  
Precision Services Inc - (CL 10)  
\$17.69 hourly x 615 Hours = \$10,879.35  
to  
The Op Shop Inc. - (CL 16)  
\$19.33 hourly x 615 hours = \$11,887.95  
Increase of \$1,008.60

Braxton Co.  
Precision Services Inc. - (CL 14)  
\$17.69 hourly x 1148 hours = \$20,308.12  
to  
Goodwill Industries of Kanawha Valley, Inc. (CL 17)  
\$15.75 hourly x 1148 hours = \$18,081.00  
Decrease of 2,227.12

Overall Decrease of \$1,218.52

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1312.00000	HOUR	\$17.1000	\$22,435.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Philippi, Barbour Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph Co Sheltered Workshop Inc dba Seneca Designs.  
Hourly rate will be \$17.10.  
Total number of hours will be provided will be 1312 and the annual fee \$22,435.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	3608.00000	HOUR	\$22.2200	\$80,169.76
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Berkeley Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 3608 and the annual fee \$80,169.76.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	820.00000	HOUR	\$22.2200	\$18,220.40
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Grant Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$22.22

Total number of hours will be provided will be 820 and the annual fee \$18,220.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	984.00000	HOUR	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Hampshire Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$22.22

Total number of hours will be provided will be 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	984.00000	HOUR	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Hardy Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$22.22

Total number of hours will be provided will be 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1828.60000	HOUR	\$17.4000	\$31,817.64
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Lewis Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center Inc

Hourly rate will be \$17.40

Total number of hours will be provided will be 1828.60 and the annual fee \$31,817.64.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	984.00000	HOUR	\$22.2200	\$21,864.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Mineral Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 984 and the annual fee \$21,864.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	492.00000	HOUR	\$22.2200	\$10,932.24
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Morgan Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc  
Hourly rate will be \$22.22  
Total number of hours will be provided will be 492 and the annual fee \$10,932.24.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	0.00000	HOUR	\$17.6900	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Gilmer Co

**Extended Description:**

CO1 To change CRP Service Provider for Gilmer Co from Precision Services Inc. to The Op Shop (CL 16).

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Precision Services, Inc.  
Hourly rate will be \$17.69  
Total number of hours will be provided will be 615 and the annual fee \$10,879.35.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1886.00000	HOUR	\$17.1000	\$32,250.60
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Elkins, Randolph Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc  
Hourly rate will be \$17.10  
Total number of hours will be provided will be 1886 and the annual fee \$32,250.60.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	210.00000	HOUR	\$17.1000	\$3,591.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, Parsons, Tucker Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc  
 Hourly rate will be \$17.10  
 Total number of hours will be provided will be 210 and the annual fee \$3,591.00.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1148.00000	HOUR	\$22.2200	\$25,508.56
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23, CharlesTown, Jefferson C

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center & Workshop, Inc.  
 Hourly rate will be \$22.22  
 Total number of hours will be provided will be 1148 and the annual fee \$25,508.56.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	0.00000	HOUR	\$17.6900	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23  
 Braxton Co

**Extended Description:**

CO1 To change CRP Service Provider for Braxton Co. from Precision Services Inc. to Goodwill Industries of Kanawha Valley, Inc (CL 17).

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Precision Services  
 Hourly rate will be \$17.69  
 Total number of hours will be provided will be 1148 and the annual fee \$20,308.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	1148.00000	HOUR	\$17.4000	\$19,975.20
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23  
 Upshur Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center Inc.  
 Hourly rate will be \$17.40  
 Total number of hours will be provided will be 1148 and the annual fee \$19,975.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	615.00000	HOUR	\$19.3300	\$11,887.95
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23 Gilmer Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: The Op Shop, Inc.

Hourly rate will be \$19.33

Total number of hours will be provided will be 615 and the annual fee \$11,887.95.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	1148.00000	HOUR	\$15.7500	\$18,081.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-06-30				

**Commodity Line Description:** Janitorial Service: 11/1/22-6/30/23  
Braxton Co

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of Kanawha Valley, Inc

Hourly rate will be \$15.75

Total number of hours will be provided will be 1148 and the annual fee \$18,081.00.



Walizer, Lesley E <lesley.e.walizer@wv.gov>

**WVARF Update: New CRPs for Precision Services Contracts**

1 message

Andrea Higginbotham <ahigginbotham@wvarf.org>  
To: "Walizer, Lesley E" <lesley.e.walizer@wv.gov>  
Cc: "Stickel, David K" <David.K.Stickel@wv.gov>

Fri, Oct 28, 2022 at 2:38 PM

Good afternoon,

Please see the attached, updated, service agreement for janitorial services for the DOH offices that Precision Services gave up. Thank you for your patience as we worked through this unique situation. The below new CRPs will start cleaning on November 1, 2022. You should not see a lapse in service, but be advised that due to the nature of the quick turnaround, there may be a few nuances that we will need to work through. If you have any questions, please let me know. Feel free to reach out to the contacts also listed on the service agreement for both WVARF and the CRP.

07.DHR.043.23 – DHHR R3 Braxton County – New CRP is Goodwill of Kanawha Valley

25.DHR.005.23 – DHHR R3 Gilmer County – New CRP is The Op Shop

Thanks,

Andrea

**Andrea Higginbotham**

**Contract Administrator**

**WVARF, Inc.**

Direct: (681) 661-0145

Work Hours: 8a-4p

**Mission:** WVARF act to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising.

**2 attachments**

07.DHR.043.23\_SA.pdf  
340K

25.DHR.005.23\_SA.pdf  
340K

*Robert Price*  
Agree



**Service Agreement**  
**25.DHR.005.23**

**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915**

*To give every individual with varying abilities the opportunity to have gainful employment*

**SERVICE AGREEMENT**

**Contractor:** West Virginia Association of Rehabilitation Facilities, Inc. (WV ARF)

**Work Performed By\*:** The Op Shop, Inc.

**Work Performed:** Janitorial

**Site:** **DHHR R3 Gilmer County** **Billing:** **DHHR R3 Gilmer County**

1493 SR5 East	69 16th Street
Glenville, WV 26351	Wheeling, WV 26003
Joyce Underwood	david.k.stickel@wv.gov
304-462-0412	304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

<b>Total Agreement Pricing**:</b>	<b>615.00</b>	<b>Total Hours</b>
	<b>\$11,887.95</b>	<b>Total Cost</b>

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached *Terms of Agreement* and *Workloading* documentation sheets that provide a detailed breakdown of the scope of work.

\*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:

Tara Martinez  
 Tara Martinez  
 WVARF, Inc. CEO

10/28/2022  
 Date

Lesley Walizer  
 Customer Signature

RFA Director of Purchasing  
 Customer Title

Lesley Walizer  
 Customer Print Name

10-31-2022  
 Date

Robert Price  
 Agree





## ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time
<b>Hard Surface Floors</b>				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896 ft <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571 ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333 ft <sup>2</sup> /hr
<b>Carpeted Floors</b>				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000 ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000 ft <sup>2</sup> /hr
<b>Trash Removal</b>				
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1 min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Refine Basket	0.50
<b>Furniture, Cabinets, Countertops</b>				
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714 ft <sup>2</sup> /hr
<b>Heating &amp; A/C Registers</b>				
5a	Dust	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
5b	Wash registers	546	Wash	0.50 min/each
<b>Restrooms</b>				
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27 min/9 fixtures
6b	Clean & Disinfect sinks			
6c	Clean mirrors, shelving & dispensers			
6d	Sweep Floors			
6e	Mop floors with disinfectant			
6f	Clean walls adjacent to fixtures			
6g	Clean restroom walls			
6h	Stock disposals			
<b>Walls &amp; Woodwork</b>				
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215 ft <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215 ft <sup>2</sup> /hr
<b>Drinking Fountain</b>				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50 min/each
<b>Glass Door/Window Washing</b>				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft <sup>2</sup> /hr
<b>Other Operations</b>				
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000 ft <sup>2</sup> /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft <sup>2</sup> /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft <sup>2</sup> /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000 ft <sup>2</sup> /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0 min/flight
12b	Elevators	589	Elevator	10 min/each



**Service Agreement**  
**07.DHR.043.23**

**West Virginia Association of Rehabilitation Facilities, Inc.**

**PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915**

*To give every individual with varying abilities the opportunity to have gainful employment*

**SERVICE AGREEMENT**

**Contractor:** West Virginia Association of Rehabilitation Facilities, Inc. (WV ARF)

**Work Performed By\*:** Goodwill Industries of Kanawha Valley, Inc.

**Work Performed:** Janitorial

**Site:** DHHR R3 Braxton County

**Billing:** DHHR R3 Braxton County

3708 Sutton Lane  
Sutton, WV 26601  
Sue Davis  
304-765-7344

69 16th Street  
Wheeling, WV 26003  
david.k.stickel@wv.gov  
304-230-0168

**Period of Agreement:** 11/1/2022 to 6/30/2023

**Total Agreement Pricing\*\*:** 1148.00 **Total Hours**  
\$18,081.00 **Total Cost**

- Please reference the attached *Pricing* documentation sheet that provides a detailed, monthly, breakdown of the pricing and billing.
- Please reference the attached *Terms of Agreement* and *Workloading* documentation sheets that provide a detailed breakdown of the scope of work.

\*Work to be performed by the listed CRP or a comparable CRP as determined by WVARF  
\*\*If choosing to pay by P-Card, a 3% P-Card fee will be added to the invoice.

DocuSigned by:  
  
Tara Martinez  
WVARF, Inc. CEO

10/28/2022  
Date

Customer Signature

BFA Director of Purchasing  
Customer Title

Lesley Walizer  
Customer Print Name

10-31-2022  
Date

Agree



## ISSA 612 STANDARD TIMES

Scope of Work #	Scope of Work Description	ISSA #	ISSA Description	ISSA Time
<b>Hard Surface Floors</b>				
1a	Sweep and/or dust mop	486	Sweep w/ 24" Push Broom	3896 ft <sup>2</sup> /hr
1b	Damp mop	369	Damp Mop w/ 12oz Mop Head using Single Bucket & Wringer	3571 ft <sup>2</sup> /hr
1c	Spray buff	385	Buff	8333 ft <sup>2</sup> /hr
<b>Carpeted Floors</b>				
2a	Spot Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft <sup>2</sup> /hr
2b	Thorough Vacuum	295	Vacuum w/ 12" Upright Vacuum	2239 ft <sup>2</sup> /hr
2c	Spot clean (track in or spillage)	294	Spot Sweep w/ 10" Upright Vacuum	12000 ft <sup>2</sup> /hr
2e	Thorough Vacuum Walk-Off Mats	91	Mats	2000 ft <sup>2</sup> /hr
<b>Trash Removal</b>				
3a	Empty Waste Basket	177	Empty Trash/Wipe Clean	1 min/2ft <sup>2</sup> each
3b	Replace Liner	178-177	Reline Basket	0.50
<b>Furniture, Cabinets, Countertops</b>				
4a	Spot dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
4b	Thorough dust horizontal & vertical surfaces	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
4d	Vacuum upholstered furniture	81	Vacuum Upholstered Furniture	714 ft <sup>2</sup> /hr
<b>Heating &amp; A/C Registers</b>				
5a	Dust	69	Dust w/ treated cloth	5000 ft <sup>2</sup> /hr
5b	Wash registers	546	Wash	0.50 min/each
<b>Restrooms</b>				
6a	Clean & Disinfect commodes & urinals	229	Restrooms	27 min/9 fixtures
6b	Clean & Disinfect sinks			
6c	Clean mirrors, shelving & dispensers			
6d	Sweep Floors			
6e	Mop floors with disinfectant			
6f	Clean walls adjacent to fixtures			
6g	Clean restroom walls			
6h	Stock disposals			
<b>Walls &amp; Woodwork</b>				
7a	Remove fingerprints & dirt from doors, frames, & switch plates	67	Damp wipe surface	3215 ft <sup>2</sup> /hr
7b	Clean baseboards	67	Damp wipe surface	3215 ft <sup>2</sup> /hr
<b>Drinking Fountain</b>				
8a	Clean & disinfect all surfaces	183	Clean fountain	0.50 min/each
<b>Glass Door/Window Washing</b>				
10a-b	Exterior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft <sup>2</sup> /hr
10c-d	Interior Glass Doors/Panels	84	Clean using Trigger Sprayers & Cloth (2Sides) 3 minutes each	840 ft <sup>2</sup> /hr
10e	Interior Windows	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft <sup>2</sup> /hr
10f	Exterior Windows (1st floor only)	563	Interior & Exterior: Wash w/ Trigger Sprayer & Cloth	526 ft <sup>2</sup> /hr
<b>Other Operations</b>				
11a	Wash Light fixtures	540	Damp wipe with trigger sprayer and cloth using ladder	3000 ft <sup>2</sup> /hr
11b	Police immediate entrance area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft <sup>2</sup> /hr
11c	Police sidewalks & parking area	179	Pick Up Loose Debris w/ Pan & Porter Broom/Scrape Gum	3333 ft <sup>2</sup> /hr
11d	Carry trash to pickup point	590	Remove Trash to Designated Area	60000 ft <sup>2</sup> /hr
12a	Stair Flights	588	Dust mop/vacuum stairs and landing w/ 24" dust mop and pick up debris	8.0 min/flight
12b	Elevators	589	Elevator	10 min/each