

## SPECIFICATIONS

### Janitorial Duties

Clare County Road Commission  
Harrison, Michigan

**GENERAL** – The following are minimum specifications for janitorial services at the Clare County Road Commission, 3900 E. Mannsiding Rd., Harrison, MI 48625, Telephone 989.539.2151, Fax 989.539.7751, E-mail: ccrcc@clarecrc.com. Services shall include all labor, equipment and materials unless otherwise specified.

**AREAS COVERED** – Services apply to the office area including:

- Entry Way
- Board Room
- Clerical Office (Main office area)
- Engineer-Tech's Office
- File/Copy Room
- Foreman's Office
- Hallways
- Kitchen
- Manager's Office
- Restrooms (Main office, Shop)
- Shop Lunch Room

**EQUIPMENT AND MATERIALS** – The Road Commission will furnish trash bags, mop and mop bucket. Contractor shall furnish cleaning products, supplies, vacuum sweeper and any other necessary equipment, products and supplies.

**SERVICES PROVIDED** – Contractor shall perform the following services. Cleaning day shall be coordinated with the Road Commission (must be after business hours).

#### **WEEKLY**

1. Empty wastebaskets and place bags in garage. Put new bags in wastebaskets.
2. Remove any rugs or runners from tile floors and clean separately. Sweep and mop tile floors with suitable cleaner. Replace rugs and runners after tile floor is dry.
3. Vacuum all carpet.
4. Dust and clean all flat surfaces such as desks, counters, file cabinets, window sills, blinds, etc.
5. Clean and disinfect bathroom toilet, urinals and sinks; clean mirrors.
6. Clean and disinfect kitchen counters, sinks, stovetop, appliances and dirty dishes.
7. Clean main entry glass door and windows inside and out.
8. Due to the nature of our business, other cleaning tasks may be needed to insure a well cleaned facility. The above list may not be inclusive.

#### **SEMI-ANNUALLY**

1. Clean all windows inside and out.
2. Clean and polish all wood surfaces such as desks, doors, chairs, blinds, etc.
3. Clean/Shampoo carpets. (Board Room and Main Clerical Office only)
4. Clean and disinfect inside of all cabinets. (Shop Lunch Room only)
5. Due to the nature of our business, other cleaning tasks may be needed to insure a well cleaned facility. The above list may not be inclusive.