

SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.5.4b Service Level Frequency Description

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ATTACHMENT J-8.C.3.5.4b Service Level Frequency Description

Work Item		Service Level			
		A	B	C	D
SPACE CLEANING	Emptying Waste Containers (Food Containing and Restroom Containers)	D	D	D	D
	Emptying Waste Containers (Interior Trash Disposal; office rubbish)	D	D	2W	2W
	Low Area Cleaning (Room Cleaning)	W	W	M	4Y
	Recyclable Collection	W	W	M	2W
	Special Cleaning (Clean Fountains/Sinks/Kitchen/Coffee Mess)	D	D	W	M
	Interior Window Cleaning (Clean Interior Glass)	4Y	2Y	Y	Y
	Exterior Window Cleaning	Y	Y	Y	Y
	HVAC Diffusers	Y	Y	Y	Y
FLOORS	Sweeping/Dust Mopping (Dust Mop/Sweep Floor)	W	2M	M	3Y
	Vacuum Carpets and Rugs (Vacuum Carpet)	W	2M	M	3Y
	Cleaning Walk-off Mats	W	2M	M	3Y
	Waxing and Buffing (Floor Finish)	M	6Y	2Y	Y
	Stripping and Re-waxing (Strip/Seal/Refinish Tile Floor)	4Y	3Y	2Y	Y
	Carpet and Rug Deep Cleaning (Shampoo Carpet)	4Y	3Y	2Y	Y
RESTROOM, BREAKROOM	Restroom Services	D	2W	W	2M
	Restroom Cleaning (Clean Restrooms)	D	2W	W	2M
	Supplies (Service Restrooms)	D	2W	W	2M
	Damp Mopping (Wet Mop)	D	2W	W	2M

LEGEND

- D** Daily
- 2W** Two times per week
- W** One Time per week
- 3Y** Three times per year
- 2Y** Two times per year
- Y** One time per year
- M** One time per month
- 6Y** Six times per year
- 4Y** Four times per year
- 2M** Two times per month
- AR** As Required (At least once per year)