



## SPACE CLEANING PLAN

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Effective Date: \_\_\_\_\_

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## REVISION SUMMARY

Rev. No.	Description of Change	Pages	Date
0	<b>Initial Release</b> – DE-EM0003733, Paducah Infrastructure Support Services Contract.	All	12/01/15
1	Reconcile DOE comments.	2, 3, 4, and 5	12/01/15
2	Revision to Section J, Attachments J-8 C.3.5.4a and J-8 C.3.5.4b.	Attachment A	07/18/16
2	Deletion of Janitorial Checksheets	Attachment B	07/18/16
2	Periodic Review. No changes made	None	07/18/18
3	Formatted into new template, previous no. SSI.OM-004. Removed use of inactivated ISSC-QA-PL-002, <i>Contract Performance Quality Assurance Surveillance Plan</i> .	5, 7, and 9	07/18/19
4	Revised Attachment A to incorporate changes from the issuance of Mod 112.	Attachment A	08/01/19

## ACRONYM LIST

DOE	U.S. Department of Energy
D&R	Deactivation & Remediation
DUF <sub>6</sub>	Depleted Uranium Hexafluoride
EPP	Environmental Friendly Products
ISS	Infrastructure Support Services
PGDP	Paducah Gaseous Diffusion Plant
QASP	Quality Assurance Surveillance Plan
SST	Swift & Staley Team

## **1.0 INTRODUCTION**

Swift & Staley Inc. (hereinafter referred to as Swift & Staley Team [SST]) will provide custodial maintenance and sanitary waste disposition for all Paducah Gaseous Diffusion Plant (PGDP) site facilities, with the exception of the Depleted Uranium Hexafluoride (DUF<sub>6</sub>) Conversion facility, in accordance with the performance work statement in DE-EM0003733, Paducah Infrastructure Support Services (ISS) Contract. Custodial maintenance includes space cleaning, floor care, mopping, vacuuming, sweeping, dust mopping, waxing, buffing, shampooing, and collection and disposition of sanitary waste. These activities will be accomplished at frequencies per the contract and this plan.

### **1.1 Scope/Purpose**

This plan provides an overall outline of the SST custodial maintenance and sanitary waste disposition strategy. The purpose of this plan is to provide information to U.S. Department of Energy (DOE) and site contractors on cleaning activities to ensure spaces are clean, sanitary, and sightly. This plan describes cleaning techniques and service level frequencies.

This plan addresses Level I custodial maintenance and scheduled cleaning services. Level II is unscheduled cleaning services. These services will be performed and negotiated with DOE on a case-by-case basis.

## **2.0 SPACE CLEANING PROGRAM REQUIREMENTS**

SST will provide custodial maintenance and sanitary waste disposition per the performance work statement in the Paducah ISS Contract. Cleaning techniques and products will be used to protect surfaces and finishes. Environmentally Preferable Products (EPP) will be purchased and used to the greatest extent possible. EPP cleaning products have a reduced negative effect on workers and the environment. Warning signs and barricades will be posted in areas of floor care operations to ensure personnel safety. Deviations from this space cleaning plan will be reported in the weekly maintenance report.

### **2.1 Performance Standards**

Custodial maintenance and sanitary waste disposal performance standards, minimum acceptable quality levels, and surveillance methods are described in the DOE Quality Assurance Surveillance Plan (QASP).

### **2.2 Special Conditions**

The Paducah ISSC includes new areas not previously serviced by SST, and more stringent and specific cleaning requirements than in the previous infrastructure contract. In addition, the DOE QASP includes Performance Standards with subjective terms (e.g., sightly). The new contract is firm-fixed price, which impacts the cost considerations of

using EPP. SST notes the following special conditions relative to the commitments in this Plan:

- SST will continue to support the existing EPP Program to the greatest extent practicable. However, SST understands that “greatest extent practicable” does not mean that SST must use these products if they are not effective and/or are significantly more expensive than other products, where Executive Orders or DOE Directives do not mandate their use.
- SST will perform cleaning of plant areas as specified in the contract to ensure they are clean, sanitary, and sightly. Corrective maintenance will be conducted as Level II work in accordance with the contract.

### **3.0 EQUIPMENT AND CLEANING PRODUCTS**

Where applicable, government furnished equipment will be used to meet the performance standards for cleaning. Additional equipment will be purchased or rented, as required, to ensure standards are met. EPP products will be purchased and used to the greatest extent possible and when practicable.

## **4.0 SPACE CLEANING FACILITIES AND REQUIREMENTS**

### **4.1 Facilities**

Attachment J-8.C.3.5.4a, “Listing of Facilities and Service Level”, of the Paducah ISS Contract contains the list of facilities for which SST is responsible for custodial maintenance, and the service level required for each facility. This attachment will be followed for this plan. SST recognizes that the deactivation status of the PGDP may result in the necessary relocation of personnel to meet operational requirements for the Deactivation & Remediation (D&R) Contractor. When deviations to Attachment J-8.C.3.5.4a become apparent, SST will negotiate changes with DOE and the D&R Contractor before changing cleaning schedules or levels.

### **4.2 Space Cleaning Service Level A & B**

Attachment A, *Service Level Frequency Description*, of this plan lists the service level frequency and description for services. SST will update Attachment A whenever the contract requirements change and will include any updates in the annual review and update of this Plan.

### **4.3 Waste Containers**

Waste containers will be emptied and plastic liners replaced, as needed. Liners with food waste or leaking liquid will be replaced with a new liner. Containers will be cleaned and disinfected as needed to ensure containers are sanitary and free of odors.

Sanitary waste will be collected and disposed in one of the dumpsters located at the site.

#### **4.4 High Area Cleaning**

Surfaces between seven feet and 14 feet will be cleaned, to be free of dirt, dust, and cobwebs, at a frequency as specified in Attachment A. Where glass is present, both sides will be cleaned. No affixed items (e.g., vents, tiles, or fixtures) will be removed. SST will provide area surveys and monitoring for personnel protection in areas where contamination is a concern. SST will work with the designated Facility Manager prior to conducting high-area cleaning in potentially contaminated areas. These concerns will be handled on a case-by-case basis.

#### **4.5 Low Area Cleaning**

Surfaces from floor level to seven feet will be cleaned and will include all furniture and fixtures (e.g., partitions, radiators, equipment, handrails in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, and light fixtures) at a frequency specified in Attachment A.

#### **4.6 Door Tracks**

Tracks will be cleaned free of dirt, debris, grime, and dust.

#### **4.7 Interior Window and Glass Cleaning, and Window Treatments**

Windows and glass surfaces will be cleaned. Window treatments including blinds, draperies, curtains, shades, and other accessories and appurtenances will be cleaned to ensure treatments are free of dust and spots.

#### **4.8 Floor Care (Carpets, Rugs, Tile, and Solid Surfaces)**

Area rugs and other floor coverings will be removed prior to floor care service. Bare floors, base moldings and grout will be clean and free of debris, including dirt, water streaks, mop marks, gum, tar, and any other foreign matter. Damp mopping will be the only method on uncarpeted floors containing asphalt material.

SST will move furniture and other office equipment prior to cleaning carpets and rugs. Carpets and rugs will be vacuumed to remove loose dirt, dust, and debris. Deep cleaning (shampooing) with water extraction, chemical extraction, steam cleaning, or a deep cleaning process will be used to properly clean carpet and rugs. After the carpet has dried, all furniture or other equipment will be returned to its original position. SST will not move personal items. If personal items prevent the movement of office furniture or equipment to allow cleaning, then only the cleared areas will be cleaned.

Any cleaning of flooring that may contain Asbestos Containing Building Material, such as vinyl asbestos tile, will comply with the Worker Safety and Health Program.

## **4.9 Waxing and Buffing Floor Care**

Floors will be cleaned and buffed to remove traffic marks, heavy soil, etc. A blend of detergents and polymers will be used to emulsify the surface and repair traffic areas. In the event that cleaning and buffing is not sufficient, floors will be stripped, waxed, and buffed using a liquid wax system containing no less than 18% solids.

## **4.10 Breakroom Areas**

Breakrooms will be stocked with supplies (e.g., soap, paper towels). SST will clean and sanitize the breakroom area. SST will disinfect and sanitize all fixtures, sinks, drinking fountains, washbasins, and coffee areas to ensure dust, spots, mold, and other build-up is not present. Cleaning equipment used to clean other areas such as water closets, urinals, floors, and walls will not be used to clean sinks, countertops, and/or drinking fountains.

## **4.11 Restroom Services**

Restroom fixtures, water closets, urinals, lavatories, and sinks will be washed inside and outside using a disinfectant to ensure areas are free of stains and odors. Stains will be removed from urinals and other fixtures to the best extent possible. Floors will be swept or dust-mopped free of dirt then wet mopped with disinfectant. Floor drains will be cleaned and flushed with a disinfectant. Partitions, walls, and doors will be cleaned and free of dirt and removable stains. Mirrors will be cleaned, and streak free. All metal fixtures and hardware will be wiped, cleaned, and free from streaks. Shower stall rooms and locker/dressing rooms will also be cleaned and disinfected.

Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) will not be used to clean lavatories or sinks.

Servicing of restrooms also will include inspecting and replenishing supply dispensers. This includes paper towels, toilet paper, toilet seat protectors, air fresheners, and soap.

## **5.0 SCHEDULE**

Custodial maintenance and sanitary waste disposition will be completed per Attachment A. SST will adjust shifts as needed to ensure activities such as stripping and waxing do not impact other contractors on-site.

## **5.1 Work Control**

Work packages will be developed for all scheduled Level 1 space cleaning activities. Unscheduled Custodial Maintenance services requests will be processed as Level II Maintenance Requests, once approval has been granted by the DOE.

## **6.0 SELF-ASSESSMENT FOR COMPLIANCE WITH QUALITY ASSURANCE SURVEILLANCE PLAN**

SST management and Quality Assurance personnel perform weekly Management by Walking Around and also perform monthly walk-downs to ensure performance standards and acceptable quality levels are met.

## **7.0 REFERENCES**

- DE-EM0003733, *Paducah Infrastructure Support Services Contract, Attachment J-8.C.3.5.4a, Listing of Facilities and Service Level*
- DE-EM0003733, *Paducah Infrastructure Support Services Contract, Attachment J-8.C.3.5.4b, Service Level Frequency Description*
- ISSC-PM-IN-001, *Management by Walking Around*

## **8.0 ATTACHMENTS**

Attachment A, *Service Level Frequency Description*

**ATTACHMENT A – SERVICE LEVEL FREQUENCY DESCRIPTION**

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

**LEGEND** *(from most to least frequent)*

<b>D</b>	Daily - Monday through Thursday; Friday upon request from DOE.
<b>3W</b>	Three times per week
<b>2W</b>	Two times per week
<b>W</b>	One Time per week
<b>2M</b>	Two times per month
<b>M</b>	One time per month
<b>2Y</b>	Two times per year
<b>Y</b>	One time per year
<b>N/A</b>	Not applicable