SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.5.1.3b Service Level Frequency Description

SECTION J-LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.5.1.3b Service Level Frequency Description

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

LEGEND *(from most to least frequent)*	
D	Daily – Monday through Thursday; Friday upon request from DOE
2W	Two times per week
W	One Time per week
M	One time per month
2M	Two times per month
2Y	Two times per year
3Y	Three times per year
Y	Once per year