

Exhibit A Statement of Work & Pricing Summary

Customer: City of Woodland
 Location: Various Locations
 Start Date: 01-02-2024

Janitorial Specifications

<i>ENTRY AREAS</i>	Times Weekly	Times Monthly	Times Yearly
• Sweep entry area.	2		
• Spot clean entry glass.	2		
• Sweep and mop entry tile.	2		
• Vacuum entry carpets and mats.	2		
<i>LOBBY/Common Areas</i>	Times Weekly	Times Monthly	Times Yearly
• Empty all trash receptacles, replace liners.	2		
• Vacuum all carpeted areas and mats.	2		
• Sweep and mop all hard surface floors.	2		
• Clean, polish, and sanitize drinking fountains.	2		
• Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed.	2		
• Dust all horizontal surfaces to 6' high.	2		
• Dust all air vents.		1	
• Edge vacuum carpets.		1	
<i>OFFICE SPACES – IF ACCESSIBLE</i>	Times Weekly	Times Monthly	Times Yearly
• Empty all trash receptacles, replace liners, as needed or if accessible.	2		
• Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed.	2		
• Dust all horizontal surfaces to 6' high.	2		
• Vacuum all carpeted areas.	2		
• Sweep and mop hard surface floors.	1		
• Clean horizontal and vertical surfaces removing fingerprints, smudges, and stains.	2		
• Dust all high reach areas above 6' (including indirect lighting).		1	
• Dust all air vents.		1	
• Edge vacuum carpets.		1	
<i>COUNSEL CHAMBERS (2,400 Sq. Ft)</i>	Times Weekly	Times Monthly	Times Yearly
• Spot Vacuum		2	
<i>HOLDING CELLS (2)</i>	Times Weekly	Times Monthly	Times Yearly
• Clean and sanitize Toilet, Bench. As needed	2		
• Restock all dispensers from stock furnished by the Building as needed.	2		
• Sweep and spot mop all hard surface floors, as needed.	2		

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<i>BREAKOUT ROOM/MEETING ROOM</i>	Times Weekly	Times Monthly	Times Yearly
• Vacuum		1	

<i>RESTROOMS</i>	Times Weekly	Times Monthly	Times Yearly
• Empty trash receptacles, replace liners.	2		
• Sanitize and polish sinks, toilet bowls, and urinals.	2		
• Clean and polish pipe fittings.	2		
• Clean and sanitize top and bottom of toilet seats.	2		
• Clean glass and mirrors.	2		
• Sweep and mop floors with disinfectant cleaner.	2		
• Disinfect toilet partitions and urinal partitions.	2		
• Remove spots, stains, and splashes from walls.	2		
• Remove finger marks from light switches, doors, and frames.	2		
• Remove finger marks from kick plates and push plates.	2		
• Refill all dispensers with stock furnished by the building.	2		
• Dust horizontal surfaces to 6 feet high.	2		
• Dust all air vents.		1	

<i>LUNCHROOM/BREAKROOM</i>	Times Weekly	Times Monthly	Times Yearly
• Empty all trash receptacles, replace liners.	2		
• Clean and sanitize sinks, tabletops, and counter tops.	2		
• Restock all dispensers from stock furnished by the Building.	2		
• Sweep and spot mop all hard surface floors, as needed.	2		
• Vacuum all carpeted areas.	2		

<i>OTHER SERVICES</i>	Times Weekly	Times Monthly	Times Yearly
• Turn off all lights and lock all entry doors.	2		
• Maintain nightly logbook.	2		
• Keep custodial closet clean and orderly.	2		
• No work to be done (Interview Rooms/Work out room)	0		
• No Shredding to be removed, or disposed.	0		