

ADDENDUM #1

(posted November 2, 2018) – *changes in red*

**Schedule of Janitorial Services
Town of Summerville Municipal Complex**

NOTE:

- The Town will provide cleaning supplies, paper products, and floor maintenance equipment.
- The vendor must complete a monthly walk-thru with the Town to discuss performance during the Town’s normal operating hours.
- The (4) elevators are located in old Town Hall, the Administrative Offices building, the parking garage, and the retail building.
- The (2) outdoor public restrooms in the retail building **and the retail building stairwell** are included in this solicitation.

Private Offices, Lobbies, Hallways, Elevators	DAILY	WEEKLY	MONTHLY
Sweep all floors, hallways, staircases, and stairwells	X		
Dust all office desks and furniture as accessible		X	
Wet mop all hard floors, hallways, staircases, and stairwells	X		
Vacuum carpets in offices, hallways, and lobbies	X		
Spot clean carpets as needed	X		
Dust window sills and blinds as needed			X
Clean and sanitize all handrails	X		
Clean and sanitize all exterior door handles	X		
Disinfect all water fountains	X		
Clean glass doors and windowpanes	X		
Clean and vacuum tracks and floors in (4) elevators	X		
Wipe down walls in (4) elevators		X	
Buff and wax floors			X
Empty and replace liners in all trash receptacles	X		
Inventory janitorial supplies and advise Town as needed	X		
Restrooms			
Clean and disinfect all sinks, toilets and urinals inside and out	X		
Check/replace hand towels, toilet tissue and soap	X		
Empty and replace liners in all trash receptacles	X		
Wet mop all floors	X		
Clean mirrors	X		
Buff and wax floors			X
Wipe down all doors and windowpanes	X		
Breakrooms			
Wipe down countertops, sinks, tables and chairs	X		
Dust window sills			X
Sweep floors	X		
Wet mop kitchen and breakroom floors (move tables/chairs)	X		
Empty and replace liners in all trash receptacles	X		
Buff and wax floors			X
Wash/deodorize trash cans in breakrooms		X	

Building	Square Footage	Bathrooms
Old Town Hall	11,000	5
Administrative Offices Building	18,285	9
Human Resources Area	1,677	1
Retail Building (public restrooms & elevator only)	128	2
Hard floor surfaces	15,564	