

Location: City Hall Annex				
Address: 105 Miracle Strip Parkway SW				
Point of Contact: Amie Nelson-Wolf				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: Five (5) Days per Week				
Cleaning Specifications:				
Office Areas and Conference Rooms	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed	1			
Dust clean areas of furniture including desks, chairs, tables	1			
Dust all exposed filing cabinets, bookcases, and shelves		2		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		2		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions	1			
Clean entire glass doors inside and out	1			
Clean interior windows	1			
Dust Blinds			1	
Remove dust and cobwebs from upper surfaces, including damp wipe of air vents			1	
Dust mop resilient and hard floors or vacuum carpet floors in traffic lanes only	1			
Damp mop resilient and hard floors or vacuum carpet wall to wall		1		
Vacuum carpeted areas	1			
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass	1			
Damp mop hard surface floors	1			
Dust furniture and wall trim	1			
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats	1			
Corridors	Daily	Weekly	Monthly	Annually
Dust mop	1			
Spot mop	1			
Damp mop hard surface floors		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum wall to wall	1			
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks	1			
Clean all glass and mirrors	1			
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container	1			
Spot clean walls, doors, and partitions	1			
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.	1			
Sweep and damp mop hard floors with antiseptic cleaner	1			
Clean walls, doors, and partitions		1		
Break Areas	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs	1			
Clean counters	1			
Empty all trash containers and disposals. Spot clean exterior and interior of containers	1			
Clean and sanitize drinking fountains	1			
Dust mop hard floors	1			
Dust mop/disinfect hard surface floors	1			
Clean sink	1			

Location: City Hall Complex				
Address: 107 Miracle Strip Parkway SW				
Point of Contact: Kim Barnes				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: Five (5) Days per Week				
Cleaning Specifications:				
Office Areas and Conference Rooms	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed	1			
Dust clean areas of furniture including desks, chairs, tables		1		
Dust all exposed filing cabinets, bookcases, and shelves		1		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		1		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions	1			
Clean entire glass doors inside and out	1			
Dust Blinds			1	
Remove dust and cobwebs from upper surfaces		1		
Dust mop resilient and hard floors or vacuum carpet floors in traffic lanes only	1			
Damp mop resilient and hard floors or vacuum carpet wall to wall		1		
Vacuum carpeted areas		1		
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass	1			
Damp mop hard surface floors		1		
Dust furniture and wall trim		1		
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats	1			
Corridors	Daily	Weekly	Monthly	Annually
Dust mop	1			
Spot mop	1			
Damp mop hard surface floors		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum wall to wall		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks	1			
Clean all glass and mirrors	1			
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container	1			
Spot clean walls, doors, and partitions	1			
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.	1			
Sweep and damp mop hard floors with antiseptic cleaner	1			
Clean walls, doors, and partitions		1		
Break Areas	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs	1			
Clean counters	1			
Empty all trash containers and disposals. Spot clean exterior and interior of containers	1			
Clean and sanitize drinking fountains	1			
Dust mop hard floors	1			
Dust mop/disinfect hard surface floors	1			
Clean interior glass				1

Location: City Hall Public Restrooms				
Address: 107 Miracle Strip Parkway SW				
Point of Contact: Kim Barnes				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: Five (5) Days per Week				
Cleaning Specifications:				
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass	1			
Damp mop hard surface floors		1		
Dust furniture and wall trim		1		
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks	1			
Clean all glass and mirrors	1			
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container	1			
Spot clean walls, doors, and partitions	1			
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.	1			
Sweep and damp mop hard floors with antiseptic cleaner	1			
Clean walls, doors, and partitions		1		

Location: City Council Chambers				
Address: 107 Miracle Strip Parkway SW				
Point of Contact: Kim Barnes				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: One (1) Day per Month				
Cleaning Specifications:				
Council Chambers	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed			2	
Dust clean areas of furniture including desks, chairs, tables			2	
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.			2	
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions			1	
Remove dust and cobwebs from upper surfaces			1	
Vacuum carpeted areas			1	

Location: Auditorium				
Address: 109 Miracle Strip Parkway SW				
Point of Contact: Tiffany Corcoran				
Point of Contact Supervisor: Garry Adams				
Services Provided: One (1) Day per Week, Special Cleanings as Needed				
Cleaning Specifications:				
Audience and Stage	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed		1		
Clean entire glass doors inside and out		1		
Remove dust and cobwebs from upper surfaces		1		
Dust mop stage floor and stairs to stage		1		
Sweep and damp mop hard floors throughout audience seats and in front of stage		1		
Vacuum carpeted areas		1		
Pick up all trash/debris throughout all rows and audience seats		1		
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass		1		
Dust furniture and wall trim		1		
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum wall to wall		1		
Empty wastebaskets/replace liners as needed		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks		1		
Clean all glass and mirrors		1		
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container		1		
Spot clean walls, doors, and partitions		1		
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Clean walls, doors, and partitions		1		
Backstage Dressing Areas	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs		1		
Clean counters and all mirrors		1		
Empty all trash containers and disposals. Spot clean exterior and interior of containers		1		
Clean and sanitize drinking fountains		1		
Sweep and damp mop/disinfect hard surface floors		1		

Location: Indian Temple Mound Museum				
Address: 139 Miracle Strip Parkway SE				
Point of Contact: Gail Meyer				
Point of Contact Supervisor: Garry Adams				
Services Provided: One (1) Day per Week				
Cleaning Specifications:				
Office Areas, Kitchen Area, and Library	Daily	Weekly	Monthly	Annually
Empty waste and recycling/replace liners as needed, spot clean/sanitize containers inside and out		1		
Dust and damp clean areas of furniture including desks, chairs, tables		1		
Dust all exposed baseboards and wall trim			1	
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		1		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges		1		
Clean counters and sinks		1		
Clean entire glass doors inside and out		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Vacuum carpeted areas		1		
Vacuum entrance mats		1		
Vacuum air vents and door vents			1	
Refill dispensers to normal limits: soap, tissue, towels, etc.		1		
Storage Areas	Daily	Weekly	Monthly	Annually
Sweep floors		1		
Entrance Lobby and Hall	Daily	Weekly	Monthly	Annually
Clean glass doors, inside and out		1		
Sweep and damp mop hard floors with antiseptic cleaner, including the floor areas around showcases		1		
Dust baseboards and wall trim			1	
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats		1		
Clean and sanitize drinking fountains		1		
Clean walls, doors, and partitions		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks		1		
Clean all glass and mirrors and light switches		1		
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container		1		
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Clean walls, doors, and partitions		1		
Clean diaper changing area		1		
Dust baseboards and wall trim			1	
Vacuum airvents and door vents			1	
Wipe off handicap handrails, remove rust with cleaner		1		

Gallery and Education Room	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		1		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges		1		
Clean walls, doors, and partitions		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum carpeted areas		1		
Vacuum entrance mats		1		
Vacuum air vents and door vents			1	
Dust baseboards and wall trim			1	

Location: Camp Walton School House Museum				
Address: 139 Miracle Strip Parkway SE				
Point of Contact: Gail Meyer				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: One (1) Day per Week				
Cleaning Specifications:				
Camp Walton School House Museum	Daily	Weekly	Monthly	Annually
Empty waste and recycling/replace liners as needed, spot clean/sanitize containers inside and out		1		
Spot clean doors and partitions		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum carpeted areas		1		
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Clean all glass and mirrors and light switches		1		
Vacuum entrance mats		1		
Clean counters and sinks		1		
Clean glass doors, inside and out		1		
Dust all exposed baseboards and wall trim			1	
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.		1		
Sweep wooden floor under front room desks at schoolhouse, in bathroom, and on stage		1		
Sweep front porch and walkway between between historic buildings		1		
Vacuum baseboards		1		
Vacuum large wall chalkboard frames			1	
Vacuum windowsills		1		

Location: Garnier Post Office Museum				
Address: 139 Miracle Strip Parkway SE				
Point of Contact: Gail Meyer				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: One (1) Day per Week				
Cleaning Specifications:				
Garnier Post Office Museum	Daily	Weekly	Monthly	Annually
Spot clean doors and partitions		1		
Remove dust and cobwebs from upper surfaces		1		
Sweep hard floors		1		
Clean all glass and light switches		1		
Vacuum entrance mats and shake out rugs		1		
Dust all exposed baseboards and wall trim			1	
Sweep walkway between between histroic buildings		1		
Clean ceiling fan blades			1	
Vacuum windowsills		1		

Location: Civil War Exhibits				
Address: 139 Miracle Strip Parkway SE				
Point of Contact: Gail Meyer				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: One (1) Day per Week				
Cleaning Specifications:				
Civil War Exhibits	Daily	Weekly	Monthly	Annually
Spot clean doors and partitions		1		
Remove dust and cobwebs from upper surfaces		1		
Sweep hard floors		1		
Clean all glass and light switches		1		
Dust all exposed baseboards and wall trim			1	
Sweep walkway between between histroic buildings		1		
Clean ceiling fan blandes			1	
Vacuum window sills		1		

Location: Field Office Complex				
Address: 7 Hollywood Boulevard NW				
Point of Contact: Lea Lawrence				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: Three (3) Days per Week				
Cleaning Specifications:				
Office Areas and Conference Rooms	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed	1			
Dust clean areas of furniture including desks, chairs, tables		1		
Dust all exposed filing cabinets, bookcases, and shelves		1		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		1		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions	1			
Clean entire glass doors inside and out	1			
Dust Blinds			1	
Remove dust and cobwebs from upper surfaces		1		
Dust mop resilient and hard floors or vacuum carpet floors in traffic lanes only	1			
Damp mop resilient and hard floors or vacuum carpet wall to wall		1		
Vacuum carpeted areas		1		
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass	1			
Damp mop hard surface floors		2		
Dust furniture and wall trim		1		
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats	1			
Corridors	Daily	Weekly	Monthly	Annually
Dust mop	1			
Spot mop	1			
Damp mop hard surface floors		2		
Remove dust and cobwebs from upper surfaces		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks	1			
Clean all glass and mirrors	1			
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container	1			
Spot clean walls, doors, and partitions	1			
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.	1			
Sweep and damp mop hard floors with antiseptic cleaner	1			
Clean walls, doors, and partitions		1		

Break Areas	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs	1			
Clean counters	1			
Empty all trash containers and disposals. Spot clean exterior and interior of containers	1			
Clean and sanitize drinking fountains	1			
Dust mop hard floors	1			
Dust mop/disinfect hard surface floors	1			
Clean interior glass				1

Location: Fleet Building				
Address: 15 Hollywood Boulevard NW				
Point of Contact: Therese Esteves				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: One (1) Day per Week				
Cleaning Specifications:				
Office Areas	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed		1		
Dust clean areas of furniture including desks, chairs, tables		1		
Dust all exposed filing cabinets, bookcases, and shelves		1		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		1		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions		1		
Clean entire glass doors inside and out		1		
Remove dust and cobwebs from upper surfaces		1		
Damp mop resilient and hard floors or vacuum carpet wall to wall		1		
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass		1		
Damp mop hard surface floors		1		
Dust furniture and wall trim		1		
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats		1		
Corridors	Daily	Weekly	Monthly	Annually
Dust mop		1		
Damp mop hard surface floors		1		
Remove dust and cobwebs from upper surfaces		1		
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks		1		
Clean all glass and mirrors		1		
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container		1		
Spot clean walls, doors, and partitions		1		
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.		1		
Sweep and damp mop hard floors with antiseptic cleaner		1		
Clean walls, doors, and partitions		1		

Location: Police Department				
Address: 7 Hollywood Boulevard NE				
Point of Contact: Heather Murphy				
Point of Contact Supervisor: Garry Adams				
Paper Products: Provided by City of Fort Walton Beach				
Services Provided: Five (5) Days per Week				
Cleaning Specifications:				
Office Areas and Conference Rooms	Daily	Weekly	Monthly	Annually
Empty wastebaskets and recycling/replace liners as needed	1			
Dust clean areas of furniture including desks, chairs, tables	1			
Dust all exposed filing cabinets, bookcases, and shelves		2		
Low dust all horizontal surfaces to hand height (36") including sills, ledges, moldings, shelves, etc.		2		
High dust all horizontal surfaces (to 72") including shelves, moldings, ledges			1	
Spot clean doors and partitions	1			
Clean entire glass doors inside and out	1			
Dust Blinds			1	
Remove dust and cobwebs from upper surfaces, including damp wipe of air vents		1		
Dust mop resilient and hard floors or vacuum carpet floors in traffic lanes only	1			
Damp mop resilient and hard floors or vacuum carpet wall to wall		1		
Vacuum carpeted areas	1			
Entrance and Lobbies	Daily	Weekly	Monthly	Annually
Clean all glass	1			
Damp mop hard surface floors	1			
Dust furniture and wall trim	1			
Clean doorknobs, rails, push-plates, kick-plates, and other trim		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum entrance mats	1			
Corridors	Daily	Weekly	Monthly	Annually
Dust mop	1			
Spot mop	1			
Damp mop hard surface floors		1		
Remove dust and cobwebs from upper surfaces		1		
Vacuum wall to wall	1			

Stairways/Elevators	Daily	Weekly	Monthly	Annually
Dust mop/sweep		1		
Spot clean walls		1		
Dust handrails, window sills, and ledges			1	
Spot mop stairs and landings		1		
Completely damp mop stairs and landings			1	
Spot vacuum carpeted areas/rugs	1			
Restrooms	Daily	Weekly	Monthly	Annually
Clean, sanitize, and polish all restroom fixtures including toilet bowls, urinals, and sinks	1			
Clean all glass and mirrors	1			
Empty all trash cans and disposals, insert liners as needed, spot clean and sanitize container	1			
Spot clean walls, doors, and partitions	1			
Refill dispensers to normal limits: soap, tissue, towels, liners, seat covers, etc.	1			
Sweep and damp mop hard floors with antiseptic cleaner	1			
Clean walls, doors, and partitions		1		
Break Areas	Daily	Weekly	Monthly	Annually
Damp clean and sanitize table tops, seats, and back of chairs	1			
Clean counters	1			
Empty all trash containers and disposals. Spot clean exterior and interior of containers	1			
Clean and sanitize drinking fountains	1			
Dust mop hard floors	1			
Dust mop/disinfect hard surface floors	1			
Clean interior glass				1