

**ATTACHMENT A – EXAMPLE SIGN-IN/CHECKLIST  
DISTRICT 6 HEADQUARTERS-NORTH PLATTE, BUILDING #60101  
RFP #R315-25, JANITORIAL SERVICES**

Signature: \_\_\_\_\_

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

√ Check Days As Duties Are Completed.

1.	<b>Core Duties Completed Nightly, Five (5) Times A Week, Monday-Friday, Excluding State Holidays, between the hours of 5:00 P.M. and 5:00 A.M. (Unless Otherwise Indicated)</b>	Mon.	Tues.	Wed.	Thurs.	Fri.
a.	Dust all horizontal surfaces/countertops/tables as well as file cabinets, book cases, chairs, accessible window sills, and ledges, etc. with clean dust cloth and cleaning agent. Janitorial staff is not expected to remove articles from window sills or work surfaces before dusting or cleaning; this will be done by NDOT personnel if they desire to have the area dusted or cleaned. Do not dust desk/tables if the top is not cleared of papers/work.					
b.	Thoroughly sweep and damp mop with clean water all hard surface floor areas including along all walls, under furniture, and the vestibule. Damp mop all hard surface flooring with appropriate cleaner to remove any spills, road tar and track marks. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue or any evidence of soil, stains, film, or debris. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.					
c.	Vacuum all entrance rugs and carpeted areas. Spot clean any stains.					
d.	Empty all waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace the liners. Trash liners provided by NDOT.					
e.	Clean all sinks including the sink in janitor supply room and empty mop buckets of any standing water/cleaner.					
f.	Clean drinking fountain with stainless steel cleaner. Remove any mineral build up.					
g.	Maintain janitorial supply room in a clean, neat and orderly fashion.					
<b>Rest Rooms Duties:</b>						
h.	Clean rest rooms, including all fixtures, soap and paper towel dispensers, stools and stall partitions, tile walls, shelving, mirrors, urinals, sinks and wall areas around the sinks and urinals with appropriate cleaner. Ensure all water splashes are removed and cleaned from the walls and mirrors.					
i.	Clean the urinals and the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks as needed.					
j.	Sweep and wet mop rest room floors with appropriate cleaner and clean fresh water. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue, or evidence of soil, stains, film or debris. There shall be no splash marks or mop streaks on the walls or baseboards or mop strands remaining in the area. Scrub the floor around the toilets and urinals with appropriate cleaner and clean fresh water.					
k.	Refill the toilet paper holders, paper towel and hand soap dispensers as needed. Paper products and hand soap shall be furnished by NDOT and stored in the janitorial supply room.					

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

√ **Check Days As Duties Are Completed.**

<b>2. Weekly Core Duties Completed One (1) Time A Week; On The Same Day Every Week, Excluding State Holidays, Between The Hours Of 5:00 P.M. AND 5:00 A.M. (Unless Otherwise Indicated).</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>
a. Remove cobwebs from the ceilings, walls, floors, under and around furniture, dust picture frames and light fixtures.					
b. Clean interior entrance windows, windowsills, and glass door in vestibule area with glass cleaner.					
<b>3. Core Duties Completed Monthly (Unless Otherwise Indicated).</b>					
a. Clean wall surface around light switches.					
b. Clean baseboards, cabinets, all door frames, door jams, hinges and mini blinds.					
c. Clean dust and build-up on ceiling fans.					

<b>4. Duties Completed Semi-Annually; April And September (Unless Otherwise Indicated)</b>	
a. Dust and clean any buildup around vents and ceiling tiles.	
b. Dust, clean and remove bugs and dust collection from overhead light fixtures.	
c. Clean/wash interior and exterior windows, storm windows, windowsills and glass doors.	

<b>5. Duties Completed Annually During The First Week In April (Unless Otherwise Indicated)</b>	
a. Hot water extraction carpet cleaning.	

**Comments:** \_\_\_\_\_  
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