ATTACHMENT B – CHECK LIST
JANITORIAL SERVICES, NEBRASKA CITY SCALE & WEIGHT STATION
RFP 128639 Z6

√ Check Days As Duties Are Completed.

1.	**Core Duties Completed Daily, Two (2) Times A Week Monday & Thursday, 8:00 A.M. to 4:00 P.M.**	**Mon.**	**Thurs.**
a.	Dust all surfaces, but not limited to tables, desks, file cabinets, bookcases, chairs, windowsills, counter tops and counter base ledges with furniture polish.		
b.	Clean computer screens, TV screens, and keyboards.		
c.	Empty all waste receptacles including the waste receptacles in the rest rooms and damp wipe and change liners.		
d.	Remove trash from building to dumpsters.		
e.	Scrub all dirty trash bins.		
f.	Spot clean all door surfaces, door handles, external and internal door partition glass, glass topped desks and tables to remove smudges and fingerprints.		
g.	Clean light switch plates, and the wall surfaces around the light switch plates to remove fingerprints and smudges.		
h.	Clean all road tar, grease, and/or scuffs from all floors, including mud, dirt and debris.		
i.	Dust mop and damp mop (with clean water and appropriate cleaner) all hard surface floors in the building, including all the public area of the building (driver area in front of the counter).		
j.	Clean all sinks and counter tops.		
k.	Clean restrooms, including all fixtures, soap and paper towel dispensers, stools, mirrors, sinks and wall areas around the sinks with germicidal cleaner.		
l.	Clean the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant.		
m.	Sweep and wet mop rest room floors with an appropriate cleaner.		
n.	Scrub the floor around the toilets with appropriate cleaner.		
o.	Replenish the toilet paper holders, paper towel holders and hand soap dispenser. Toilet paper, paper towels and hand soap shall be furnished by the Contractor.		
p.	Maintain storage room in a clean, neat and orderly fashion.		

Signature: _____ Date: _____

ATTACHMENT B – CHECK LIST
JANITORIAL SERVICES, NEBRASKA CITY SCALE & WEIGHT STATION
RFP 128639 Z6

2.	Core Duties Completed Once a Week	Date Duty is Completed
a.	Remove cobwebs from the ceiling, walls and doorways.	
b.	Clean telephones to remove ink stains, handprints, etc.	

Signature: _____ Date: _____

ATTACHMENT B – CHECK LIST
JANITORIAL SERVICES, NEBRASKA CITY SCALE & WEIGHT STATION
RFP 128639 Z6

3.	Additional Duties Completed Once Every Three (3) Months During the First Week in January, April, July, and October	Date Duty is Completed
a.	Mechanically scrub floors and wet mop to remove dislodged debris.	
b.	Remove dirt, and scuff mark build up from baseboards	
c.	Wash interior and exterior windows, including entry way.	
d.	Clean all wall surfaces to remove fingerprints, smudges, and other contaminants.	
e.	Remove bugs and debris from light fixtures.	

Signature: _____ Date: _____

ATTACHMENT B – CHECK LIST
JANITORIAL SERVICES, NEBRASKA CITY SCALE & WEIGHT STATION
RFP 128639 Z6

4.	Additional Duties Completed As Needed Due to Weather Conditions	Date Duty is Completed
a.	Mechanically scrub floors and wet mop to remove dislodged debris.	
b.	Remove dirt, and scuff mark build up from baseboards	
c.	Clean all wall surfaces to remove fingerprints, smudges, and other contaminants.	

Signature: _____ Date: _____