

**ATTACHMENT B1 – CHECK LIST**  
**District 7 McCook Headquarters Office**  
**RFP #123946-Z6, Janitorial Cleaning Services**

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

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

1. CORE DUTIES COMPLETED NIGHTLY, MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):		√ Check As Duties Are Completed.
a.	Vacuum all carpet areas and spot clean carpet as needed.	
b.	Thoroughly sweep and damp mop with clean water all hard surface floor areas. 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 the walls, baseboards, etc., or mop strands remaining in the area.	
c.	Clean entry doors, including any glass to remove smudges and fingerprints.	
d.	Empty all waste receptacles and change liners as needed. Trash liners shall be furnished by the Department and will be kept in the NDOT storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.	
e.	Remove trash and dispose of in the outside dumpster.	
f.	Empty recycle containers and paper shredder and place recyclables in the proper collection bins located outside the building.	
g.	Thoroughly 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.	
h.	Clean the urinals inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks as needed.	
i.	Refill toilet paper holder, paper towel and soap dispensers. Toilet paper, paper towels and hand soap shall be furnished by the Department and shall be stored in the NDOT storage room. Vendor shall be responsible for notifying the Department's contact person in writing when supplies are low.	
j.	Clean kitchen sinks (located on both levels) with lime remover and stainless-steel cleaner.	
k.	Clean countertops in both kitchenettes.	
l.	Maintain NDOT storage room in a neat and orderly fashion.	

<b>2. CORE DUTIES COMPLETED ONCE WEEKLY, ON THE SAME DAY OF THE WEEK, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):</b>		<b>√ Check Off As Duties Are Completed.</b>
<b>a.</b>	Dust all horizontal surfaces/countertops/tables as well as file cabinets, bookcases, chairs, accessible windowsills, and ledges, etc. with clean dust cloth and cleaning agent. Janitorial staff is not expected to remove articles from windowsills 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>3. CORE DUTIES COMPLETED ONCE MONTHLY, ON THE SAME DAY OF THE MONTH, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):</b>		<b>√ Check Off As Duties Are Completed.</b>
<b>a.</b>	Vacuum upholstered chairs	
<b>b.</b>	Thoroughly vacuum along the baseboards, cabinets, and doorframes.	
<b>c.</b>	Remove cobwebs from ceiling and walls.	
<b>d.</b>	Dust picture frames	
<b>e.</b>	Clean light switch plates, and the wall surfaces around the light switch plates to remove fingerprints and smudges.	
<b>f.</b>	Clean door surfaces to remove fingerprints and smudges.	
<b>4. CORE DUTIES COMPLETED SEMI-ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):</b>		<b>√ Check Off As Duties Are Completed.</b>
<b>a.</b>	Strip wax and refinish all tile floors.	
<b>5. CORE DUTIES COMPLETED ANNUALLY, AS SCHEDULED WITH DESIGNATED NDOT PERSONNEL, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):</b>		<b>√ Check Off As Duties Are Completed.</b>
<b>a.</b>	Wash interior and exterior windows.	

Comments:

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