

**ATTACHMENT B2 – CHECK LIST**  
**District 7 Holdrege Maintenance & Construction Office**  
**RFP # 123946-Z6, Janitorial Cleaning Services**

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

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

1.	<b>CORE DUTIES COMPLETED TWICE WEEKLY, ON THE SAME DAYS OF THE WEEK, BETWEEN THE HOURS OF 5:00 P.M. AND 6:30 A.M. (UNLESS OTHERWISE INDICATED):</b>	√ Check As Duties Are Completed.
a.	Vacuum all carpet areas and rugs, and spot clean carpet as needed. <b>Exception: The carpet in the conference room shall be vacuumed on a monthly basis.</b>	
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's 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 paper shredder and dispose of the bag in the outside dumpster.	
g.	Dust all horizontal surfaces/countertops/tables as well as file cabinets, bookcases, chairs, access 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 ledges.	
h.	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.	
i.	Refill the toilet paper holders and paper towel and soap dispensers. Paper products 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 the sink and countertop in the crew room (use lime remover and stainless-steel cleaner as needed). <b>Exception: the sink and countertop in the conference room shall be cleaned on a monthly basis.</b>	
k.	Maintain NDOT storage room in a neat and orderly fashion.	

<b>2. CORE MONTHLY 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>	Vacuum carpet in conference room.	
<b>c.</b>	Clean the sink, countertop (use lime remover and stainless-steel cleaner as needed) and tables in conference room.	
<b>d.</b>	Thoroughly vacuum along the baseboards, cabinets, and doorframes.	
<b>e.</b>	Remove cobwebs from ceiling and walls.	
<b>f.</b>	Dust picture frames and ceiling fans.	
<b>g.</b>	Clean light switch plates, and the wall surfaces around the light switch plates to remove fingerprints and smudges.	
<b>h.</b>	Clean door surfaces to remove fingerprints and smudges.	
<b>3. CORE MONTHLY DUTIES COMPLETED ONCE 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.	
<b>b.</b>	Strip wax and refinish linoleum tile floors as directed by the Department.	

**Comments:**

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