

Cleaning Specifications (All items are weekly unless noted)

1. Cleaning should be done in one session on weekends, beginning after 5:00 PM Friday. If the cleaning is not finished on the weekend, you must contact the SWIPCO Administrative Assistant on Monday to reschedule a cleaning time.
2. Dust all non-desk furniture, including but not limited to, filing cabinets, chairs, tables, clocks, pictures, windowsills, lights, etc. in the offices unless asked not to do so by office occupant.
3. Light switches and door handles should be cleaned and sanitized.
4. Empty all wastebaskets in the offices, bathrooms, break room, conference room, etc. and place in trash cans in the shop. Put new liners in the wastebaskets.
5. Vacuum all carpeted areas and mats.
6. Remove spots on carpets. (as needed)
7. Clean inside of windows. (as needed)
8. Clean cobwebs from ceiling and walls. (a minimum of once monthly but more as needed)
9. Mop chair mats in all offices. (as needed)
10. Clean sink and countertop in coffee area.
11. Clean area under sink. (as needed)
12. Clean water dispenser.
13. Sweep and mop tiled areas. Replace the mats/rugs after mopping.
14. Clean the entrance glass doors.
15. Doors, frames, and walls should be spot cleaned. (as needed)
16. Dust lights.
17. Dust accessible vents, fans.
18. Clean inside of the microwave.
19. Mop and clean restrooms (all 4) with disinfectant, germ killing cleanser. This includes mirrors, urinals, toilets, toilet handles, sinks, and faucets.
20. Clean the walls by the sinks and urinals/toilets.
21. Clean the shower in the shop bathroom.
22. Dust/clean the cupboard in the women's bathroom.
23. Refill paper towels and toilet paper in bathrooms.
24. Dust off the emergency kits (3).
25. All unusual occurrences, damages, etc. should be reported to the administrative assistant immediately and with a full explanation if known.
26. SWIPCO will provide paper towels, trash bags, and vacuum.
27. Contractor shall provide hospital grade disinfectant, foaming disinfectant, and window cleaning supplies.
28. Any additional cleaning items deemed necessary by SWIPCO. Additional fees may be negotiated for these items at your request.
29. Cleaning shall be billed based on a per month basis. Should additional cleaning be requested, this shall be at a pre-approved prior to carrying out.
30. 10 Wednesdays a year (typically the 4th Wednesday, with schedule provided) prior to board meetings a quick cleaning will be required, which includes making sure that the board room is clean, restrooms are clean, and trash in the common areas is removed.
31. Only essential, pre-approved cleaning personnel allowed in building during cleaning. One key card will be provided for access.
32. No subcontracting without pre-approval.
33. Contract is good for a term of 2 years from the start date with the option for up to 2 negotiated renewals; unless agreement proves unsatisfactory, then it may be terminated by a 30 day written notice of either party.

Contractor eligibility: Contractor must provide to SWIPCO prior to commencing work proof of business liability insurance in an amount not less than \$500,000 and shall maintain SWIPCO as a loss payee for the duration of the contract. Contractor must provide to SWIPCO photo identification of any person who will do work under this contract. Because of the unsupervised nature of this work, SWIPCO reserves the right to bar entry to any person having been convicted of a serious crime, particularly those involving violence or theft. By entering into a contract,

the contractor consents to their work being under general video surveillance. SWIPCO encourages firms who are listed with the Iowa Department of Transportation as Disadvantaged Business Entities to apply.