

ATTACHMENT C

SCOPE OF SERVICES

1. **ROUTINE MAINTENANCE SERVICES** - The services to be provided are at the four (4) facilities. The names and locations to be maintained are as follows:

1. City Hall, Police Department, 525 Henrietta Street
2. Corporation Yard, 300 Alhambra Avenue
3. City of Martinez Library, 740 Court Street
4. City Water Treatment Facility, 3000 Pacheco Boulevard

Duties to be performed at the City of Martinez
City Hall/Police Department
5 Days a week service Monday- Friday.

SCOPE OF WORK

AREAS: OFFICES-RECEPTION- Lobby Areas Cubicles Conference Rooms Break Rooms Kitchen Areas	AREAS: RESTROOMS Full Service: Restroom Cleaning	AREAS: ALL Supplemental Service
<ul style="list-style-type: none">• EMPTY ALL TRASH - REPLACE LINERS AS NEEDED• DUST INTERIOR SURFACES• VACUUM CARPETED AREAS• SWEEP/VACUUM HARD SURFACE FLOORS• MOP HARD SURFACE FLOORS• CLEAN SWITCHES, DOOR FRAMES, DOORKNOBS, DOOR GLASS & HANDLES• CLEAN AND SANITIZE ALL HARD SURFACES IN BREAK ROOM AREAS	<ul style="list-style-type: none">• RESTOCK SUPPLIES: TOILET PAPER, SEAT COVERS, PAPER TOWELS, SANITARY SUPPLIES, SOAP• SWEEP AND MOP FLOORS USING DISINFECTANT DETERGENT• EMPTY ALL TRASH - REPLACE LINERS AS NEEDED• CLEAN MIRRORS AND POLISH FIXTURES• CLEAN AND DISINFECT ALL SINKS, TOILETS AND URINALS	<ul style="list-style-type: none">• REPORT ALL ITEMS REQUIRING ADDITIONAL CLEANING OR MAINTENANCE BEYOND SCOPE OF WORK TO CLIENT

**Duties to be performed for City of Martinez Corporation Yard and Water Treatment Plant
5 Days a week service Monday-Friday.**

SCOPE OF WORK

AREAS: OFFICES-RECEPTION- Lobby Areas Cubicles Conference Rooms Break Rooms Kitchen Areas	AREAS: RESTROOMS Full Service: Restroom Cleaning	AREAS: ALL Supplemental Service
<ul style="list-style-type: none"> • EMPTY ALL TRASH - REPLACE LINERS AS NEEDED • DUST INTERIOR SURFACES • VACUUM CARPETED AREAS • SWEEP/VACUUM HARD SURFACE FLOORS • MOP HARD SURFACE FLOORS • CLEAN SWITCHES, DOOR FRAMES, DOORKNOBS, DOOR GLASS & HANDLES • CLEAN AND SANITIZE ALL HARD SURFACES IN BREAK ROOM AREAS 	<ul style="list-style-type: none"> • RESTOCK SUPPLIES: TOILET PAPER, SEAT COVERS, PAPER TOWELS, SANITARY SUPPLIES, SOAP • SWEEP AND MOP FLOORS USING DISINFECTANT DETERGENT • EMPTY ALL TRASH - REPLACE LINERS AS NEEDED • CLEAN MIRRORS AND POLISH FIXTURES • CLEAN AND DISINFECT ALL SINKS, TOILETS AND URINALS 	<ul style="list-style-type: none"> • REPORT ALL ITEMS REQUIRING ADDITIONAL CLEANING OR MAINTENANCE BEYOND SCOPE OF WORK TO CLIENT

Duties to be performed for City of Martinez LIBRARY BUILDING
4 Days a week service Tuesday- Friday.

SCOPE OF WORK

AREAS: OFFICES-RECEPTION- Lobby Areas Cubicles Conference Rooms Break Rooms Kitchen Areas	AREAS: RESTROOMS Full Service: Restroom Cleaning	AREAS: ALL Supplemental Service
<ul style="list-style-type: none"> • EMPTY ALL TRASH - REPLACE LINERS AS NEEDED • DUST INTERIOR SURFACES • VACUUM CARPETED AREAS • SWEEP/VACUUM HARD SURFACE FLOORS • MOP HARD SURFACE FLOORS • CLEAN SWITCHES, DOOR FRAMES, DOORKNOBS, • DOOR GLASS & HANDLES • CLEAN AND SANITIZE ALL HARD SURFACES IN BREAK ROOM AREAS 	<ul style="list-style-type: none"> • RESTOCK SUPPLIES: TOILET PAPER, SEAT COVERS, PAPER TOWELS, SANITARY SUPPLIES, SOAP • SWEEP AND MOP FLOORS USING DISINFECTANT DETERGENT • EMPTY ALL TRASH - REPLACE LINERS AS NEEDED • CLEAN MIRRORS AND POLISH FIXTURES • CLEAN AND DISINFECT ALL SINKS, TOILETS AND URINALS 	<ul style="list-style-type: none"> • REPORT ALL ITEMS REQUIRING ADDITIONAL CLEANING OR MAINTENANCE BEYOND SCOPE OF WORK TO CLIENT