

**Requirements for Cleaning Courthouse
To Start Contract April 5, 2023**

1. Required Cleaning Activities.

Contractor will provide, at the Grant County Courthouse, the following cleaning services:

A. Daily – Bathroom

- Empty trash cans
- Check and replenish toilet paper, paper towels, and hand soap. Clean sinks, counter tops and mirrors
- Clean toilets
- Wipe windowsills
- Mop floors

B. Daily – All Areas

- Empty trash cans
- Clean water fountains
- Sweep/vacuum office entry ways, mail room, hallways, & stairs
- Vacuum all door rugs
- Clean glass on all entrance doors and adjoining windows

C. Weekly – Bathrooms

- Dust all doors, clean/polish brass door handles
- Clean stall partitions and walls

D. Weekly – All Areas

- Dust all furniture including desks, chairs, counter tops, cabinets, shelves, and windowsills
- Vacuum/sweep floors in offices and vaults
- Clean office door windows and windows separating offices

E. Monthly – All Areas

- Clean ceiling fans

- Vacuum cloth office chairs
- Dust base boards and office doors

F. Annually – All Areas

- Wash inside windows
- Strip and wax floors

G. As Needed

- Change florescent lights
- Sweep West and North outside steps and South entrance walks
- Wax and/or buff floors

2. Miscellaneous Terms and Conditions.

- A. County will provide paper towels, toilet paper, florescent lights, hand soap, and room fresheners. Contractor will provide cleaning supplies, trash can liners, tools, and equipment
- B. The parties agree that the relationship of the Contractor to the County will be that of an independent contractor. The Contractor shall have liability insurance and workman's comp insurance and shall provide a copy of the policies to the county on an annual basis.
- C. It is agreed that the Contractor will be responsible for ordering florescent lights, paper towels, toilet paper, hand soap, and room fresheners.
- D. Contractor is responsible for contacting electrician to replace ballasts in lights and contacting company for repairs or replacement of paper towel dispensers.
- E. Contractor is responsible for contacting plumber if contractor observes a plumbing problem.