

**Requirements for Cleaning Law Enforcement Center
To Start Contract December 1, 2021**

1. Required Cleaning Activities.

Contractor will provide, at the Grant County Law Enforcement Center, 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 fountain
- Sweep/vacuum office entry ways, 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 walls

D. Weekly – All Areas

- Vacuum/sweep floors hallway & basement
- Clean office door windows and windows separating offices
- Vacuum cloth chairs in lobby
- Dust base boards and office doors

- E. Annually – All Areas
- Wash inside windows
 - Strip and wax floors

- F. As Needed
- Sweep 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.