

Requirements for Cleaning the Health Department

To Start Contract April 1, 2022

1. Required Cleaning Activities

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

A. Daily

- Empty trash cans
- Check and replenish toilet paper, paper towels and hand soap
- Clean toilets, sinks, counter tops and mirrors
- Wipe windowsills
- Mop floors
- Sweep/Vacuum entry way and hallways
- Clean glass on entrance doors and windows

B. Weekly

- Empty trash cans
- Sweep/vacuum office entry way and hallways
- Clean glass on all entrance doors and adjoining windows
- Dust all furniture including desks, chairs, counter tops, cabinets, shelves and windowsills

C. Monthly

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

D. Annually

- Wash all walls in department
- Strip and wax floors

E. As Needed

- Change florescent lights
- Wax and/or buff floors
- Clean walls to remove scuff marks, dirt, etc.
- Spot clean carpets

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 compensation 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 notifying health office staff for florescent lights, paper towels, toilet paper, hand soap and room fresheners.
- D. Contractor is responsible for notifying health office staff that an electrician is needed to replace ballasts in lights and contacting company for repairs or replacement of paper towel dispensers.
- E. Contractor is responsible for notifying health office staff, that a plumber is needed, if contractor observes a plumbing problem.