

# The Interior Environment Programed Maintenance System

Monitoring and Management of Cleaning Services

### 3 Phases



- Phase 1 Discovery
  - Unfortunately on Hold for Now
- Phase 2 Development
  - Still in Rough Draft Form
  - Collaboration to Complete Fundamental Documents
  - Templates are Set for Remaining Buildings
- Phase 3 –
   Implementation
  - To be Completed
  - Inspection Program Data Input
  - Quality Assurance Program
    - Monitor/Manage Schedule
    - Quality Inspections
    - Quality Reports

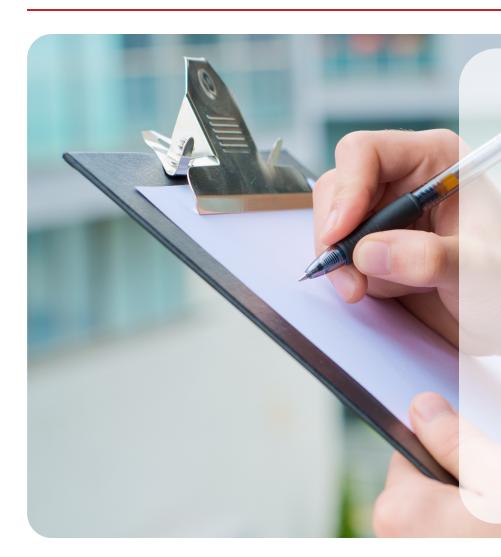


## Phase 1 – Discovery

Observe and Analyze Current Cleaning Program

## Analyze Current Janitorial Program





- Review Current
   Contract and
   Scope of Services
- Investigate Recent Documentation
- Evaluate Services and Task Lists
- Interview Liaisons
- Examine Pricing

## Perform Building Audits



- Tour Each Building
- Audit Cleanliness
- Calculate Score
- Establish
   Baseline
- DetermineDevelopmentalProgression



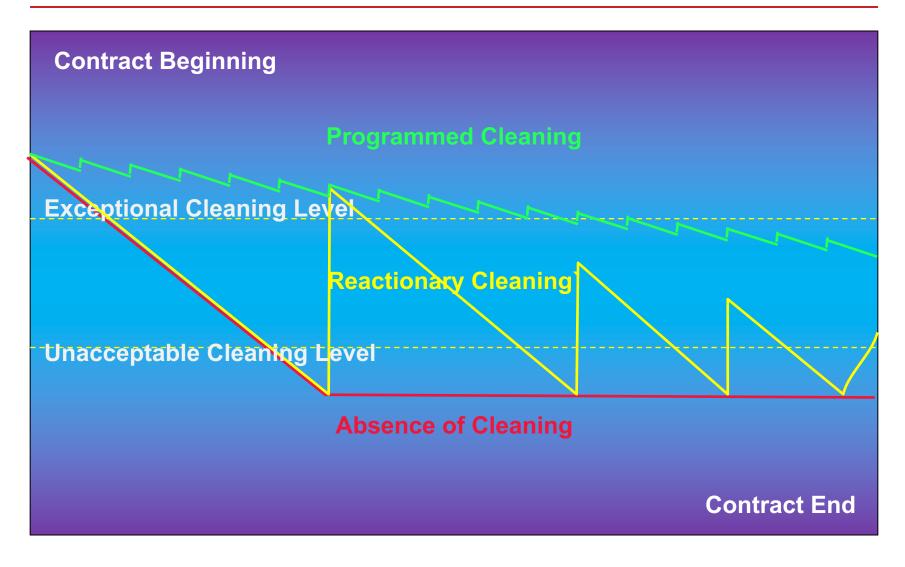


## Phase 2 – Development

Create Janitorial Programed Maintenance System

## **Defining Cleaning Systems**





## Programed Maintenance System



- Establish Higher Expectations
- Determine Clear Definitions and Terminology
- Set Expectations and Cleaning Standards
- Complete Detail of Scope of Services
- Develop Building Profiles for Accuracy
- Create Quality Assurance Program



## **Embracing Higher Industry Standards**



### ISSA

 Cleaning Industry's Largest Global Association

### • ISSA - CMI

- Cleaning Management Institute
- Certifies Janitorial Services Management

### IICRC

- Institute of Inspection, Cleaning, and Restoration Certification
- Certifies Technicians

## Janitorial Requirements Document





- For All Buildings
- Definitions and Terminology
- Performance
   Standards
- Statement of Work
- Scope of Services
- Contractor's Quality Control Program

## **Establishing Expectations**



### **Definitions of Terminology**

many Facility staff as possible.

"Common Areas" means those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- Entries, vestibules, exits, access to buildings, etc.
- Lobbies, foyers, atriums, reception, waiting areas, etc.
- · Elevator lobbies and elevators.
- · Corridors, hallways, halls and aisles, etc.
- Cafeterias, lunchrooms, kitchens, kitchenettes, etc.
- · Breakroom, coffee station, vending area, etc.
- Conference, meeting, assembly, training, classrooms, etc.
- Restrooms, washrooms, bathrooms, toilets, diaper changing, nursing stations, etc.
- · Locker rooms, shower rooms and showers.
- Auditorium, hall, theater, etc.
- · Stairs, stairways, staircases, escalators, etc.

"Disinfect" means the method and product used is enough to kill bacteria, viruses and fungi and prevent or slow their return. Products used to disinfect must provide appropriate disinfection protection approved by the Center for Disease Control (CDC) for disinfection of the Influenza A virus. A list of disinfectants approved for Influenza A can be found at <a href="http://.epa.gov/oppad001/influenza-disinfectants.html">http://.epa.gov/oppad001/influenza-disinfectants.html</a>.

"Detail/Edge Vacuu/n" means to thoroughly vacuum the entire area wall to wall including detailing corners and edges, along walls and partitions, and baseboards.

"Dry Soil Removal" means removal of dry particulate from a flooring surface (i.e., sweeping, dust mopping, microfiber and cloth systems, and vacuuming).

"Dusting" means removing the dust from all vertical and horizontal surfaces. All furnishings (desks, chairs, tables, etc.), fixtures (telephones, computers, etc.), and structural surfaces including sills, ledges, shelving, etc.) must be free of dust, Documents must not be moved to accomplish dusting.

"Entrances" means all areas that access a building. Entrances include the exterior sidewalk adjacent to the entrance, trash receptacles in or around the entrance, doors, door and window glass, entry mats and vestibules.

### **Performance Standards**

**Chrome Surface Cleaning** – Cleaned chrome surfaces shall be free of all soils, marks, surface spots, fingerprints, smudges, and streaks and exhibit a clean uniform shining appearance.

Concrete Floor Areas – in common areas shall be free of all dirt and dust, litter and debris. Concrete floors in office areas may be spot cleaned as required. Concrete floors in Non-applicable areas may be required and cleaned on request only.

**Composting – Organic materials** – Composting bins shall be collected and deposited in the composting dumpster stations daily or routinely whenever the building is cleaned. Composting bins will be cleaned and free of all organic material after dumping.

**Damp Mopping** – a damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task.

**Detail and Edge Vacuum** – an area that has been detail and edge vacuumed will be free of all surface soil from wall to wall including corners and edges, along walls and partitions, and baseboards.

**Disinfecting** – disinfected surfaces shall be free of material containing living bacteria, viruses, or other contaminations that can cause infections. When germicidal solutions are applied, surfaces should remain "wet" for a minimum of 10 minutes or per manufacturer's recommendation.

**Dispenser Batteries** – when batteries are low or spent, the janitor is to notify their supervisor who will replace and recycle them. The supervisor will inform the Contract Administrator when battery supply is low to resupply battery inventory.

**Dispenser Cleaning and Service** – dispensers will be disinfected, have a clean uniform shining appearance free of all soil, marks, smudges, streaks and will have an adequate supply of the applicable dispensed products.

**Drinking Fountains** – drinking fountains and bottle filling stations shall be free of streaks, stains, spots, smudges, scale, and other removable soil, and present a uniformly bright appearance, Clean and disinfect all polished metal surfaces including the orifices and drain. Care shall be taken to prevent overspray or damage to other surrounding finishes or walls. Surrounding walls, floors, and other surfaces shall be kept clean and free of streaks water spots and stains.

## Janitorial Requirements

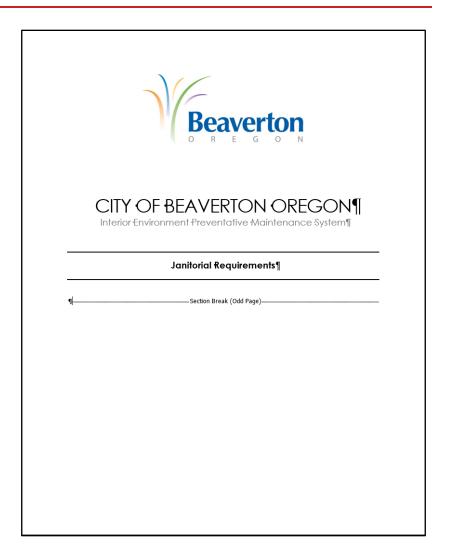


### Common Definitions

- Words or Terms
- Objects
- Processes
- Areas
- Service Procedures

### Common Standards

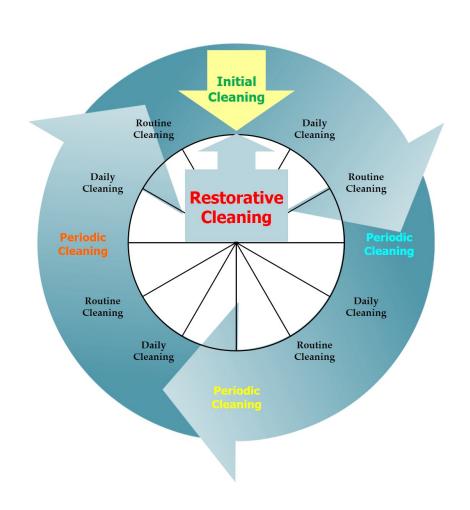
- General Janitorial
- Waste Disposal
- Policing (Day Porter)
- Specific Area Cleaning
- Hard Floor Maintenance
- Carpet Cleaning
- Window Cleaning



## Defining the Scope of Services



- Communication Logbook
- Cleaning Cycle and Frequencies
- Janitorial Details
- Hard Floor Details
- Carpet Cleaning Details
- Quality Control Program
  - Regular Inspections
  - Employee Training/Certification
- Quality Assurance
  - · Monitoring and Measuring



## Specific Building Profile Document



- General Information
- Building Measurements
  - Itemized Square Footages
- Janitorial Services
  - Floor Plan (Common, Offices and N/A)
  - Itemized Details (Room #'s, Sq. Ft. and Rating)
- Floor Maintenance
  - Floor Plan (Flooring ID)
  - Details (Room #'s, Sq. Ft. and Classification)
- Carpet Care
  - Floor Plan (Traffic Conditions)
  - Details (Room #'s, Sq. Ft. and Traffic Conditions)
- Window Cleaning





### Tyson Recreation Center (TRC) Profile

Tyson Recreation Center rents space for public and private events. Equipment includes play structures, gym mats, balls, sound system, TV/DVD, tables and chairs. Play equipment is designed for children 5 and under, but the facility can accommodate other age groups. A staff person will be available to help you set up, monitor your event and check your cleanup. Tables and chairs are available for food and driaks in the East Room. Reservation must be at least seven days in advance and limited to a maximum of 50 people. Reservations for renting Outdoors In and Tyson must be done in person at either Outdoors In. Tyson, or Parks Administration.

### General Information

Hours of Operation:	
Monday - Friday	8:30 AM - 12:00 PM
Security:	Keyv. Alarm
Building Characteristics:	Youth Center
Trash/Recycle:	
Janitor Closet:	
Water Access:	

## **Quality Assurance Program**



- Proactive Approach for Accountability
- Ensures Services Requested are Achieved
- Confirms Service Performance
- Requires
   Contractor's Quality
   Control Reports
- Requires Inspections



### City of Hillsboro

Quality Assurance Program

### Quality Assurance Program

By signing the City of Hillsboro contract for providing services, the building service contractor agrees to abide by the City of Hillsboro Quality Assurance Program. The validation that services meet or exceed the expectations of the contract are the responsibility of the building service contractor through their "quality control" program. The City of Hillsboro Quality Assurance Program is a process to verify that services have been provided in accordance with the program.

#### Purpose

The objective of the City of Hillsboro Quality Assurance Program is to ensure that the quality of services requested will be achieved. The primary purpose of the program is to prevent service performance from declining to an unacceptable level. It is a process for the County to manage the quality of services and verify delivery. The program establishes a preventative system as a proactive measure for maintaining or improving operational proficiencies.

#### The Plan

The delivery requirements are outlined in the City of Hillsboro Interior Environment Preventative Maintenance System. The plan includes Definition of Terminology, Performance Standards, Statement of Work, Scope of Services and Quality Assurance Plan. These components are delivered to the building service contractor as a reference to clarify expectations of end results.

### Implementing the Plan

The building service provider will develop and execute a service delivery program that ensures the expectations are met or exceeded and will include the following.

- Hazard Analysis and Safety Plan
- · Safety Data Sheets (SDS) and Personal Protective Equipment (PPE)
- · Equipment; Identification and Preventative Maintenance System (PMS) Log
- · Quality Control Program
- · Inspection Protocol and Frequency
- Employee Training and Certification Programs
- · Hard Floor Maintenance and Carpet Cleaning Certifications

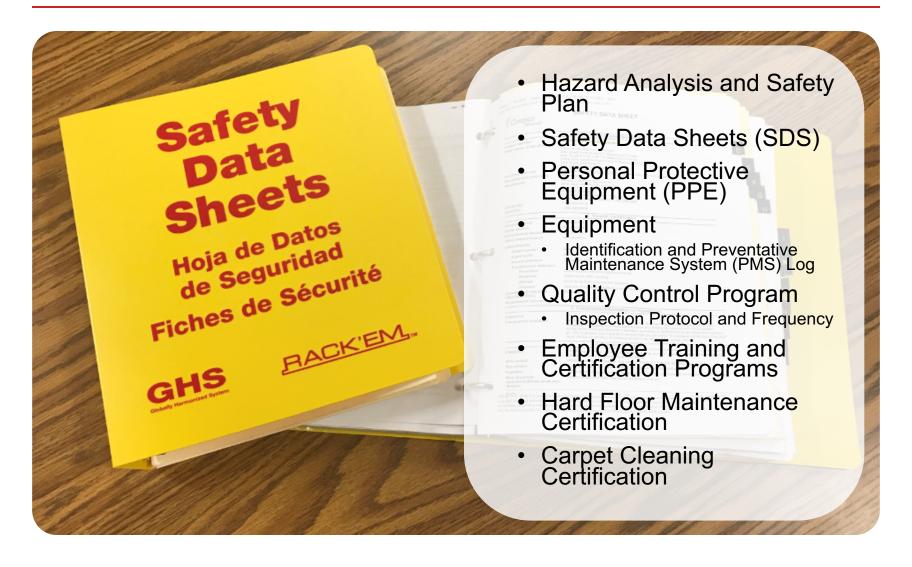
### Confirming Service Performance

The building service provider will create a quality control program that monitors the effectiveness and efficiency of the service delivery. Regular inspection of services and documentation will be required from building service contractor to validate services are being provided in accordance with the established contract.

1

## Required Janitorial Documentation





## Quality Assurance Surveillance





### Formal Janitorial Inspection Report

	Tyson Rec Center					Date:	
Address:	1880 NE Griffin Oaks						
City:	Hillsboro	State	OR	Zip:	97124	Score:	0%
Common	Areas						Score
Entrance/	/Foyer						0%
Lobby/Wa	aiting Area						0%
Reception	n Area						0%
Hallways,	Corridors, Passageways a	nd Aisles					0%
Elevators							0%
	m, Kitchen, Kitchenettes,		ations ar	nd Vendi	ing Areas		0%
	ns, Locker Rooms, Lavatori						0%
	ce Room, Meeting Room,	Training Room, Class F	loom				0%
Stairwells	•						0%
Janitor Cl	oset						0%
Score							0%
Offices							Score
Executive							0%
General C	Offices						0%
Cubicles							0%
Copy Roo							0%
File Room							0%
Storage R							0%
Warehou	se						0%
Score							0%
Commen	ts:						
Inspector	Signature:			Dat	te:		
			_	_			

### Reactionary Inspection

 As a Result of Complaint or Condition

### Planned Inspections

- Informal Cursory
  - Ensures Basic Services are Performed
- Formal Detailed
  - Systematically Examine and Calculate Inspection Score
- Intended for Contract Evaluation



## Phase 3 – Implementation

Implement, Manage and Monitor the Janitorial Program

## **Contractor Communication Requirements**

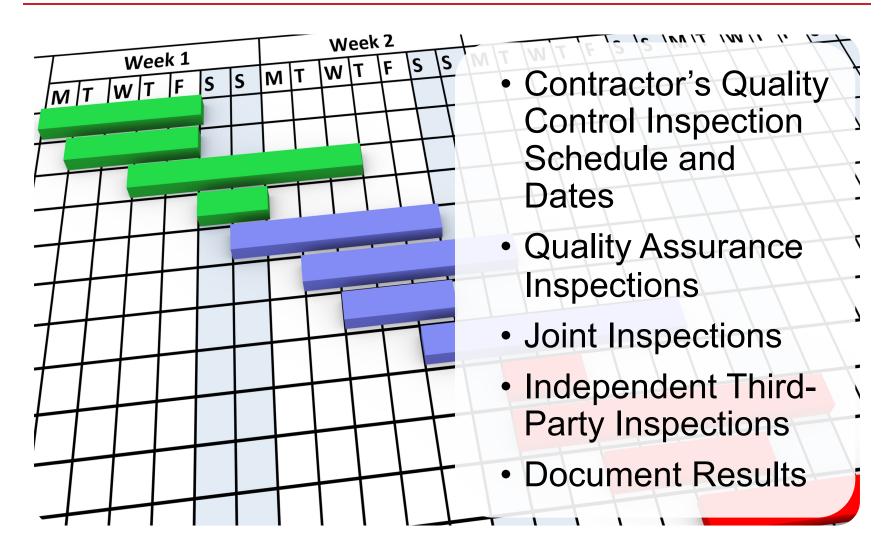


- Rapid Response to Daily Emergencies
- Supervisor's Daily Meetings
- Supervisor's Weekly Reports
- Detailed Inspection Reports as they Occur
- Managers Monthly Report



## Monitoring the Janitorial Program





### Sustainable Results



- Establish Expectation of End Results
- Build Program for Building Requirements
- Implement Program
- Initial Clean to Reach Acceptable Appearance
- Manage and Monitor Cleaning Results
- Make Adjustments

## Janitorial Requirements

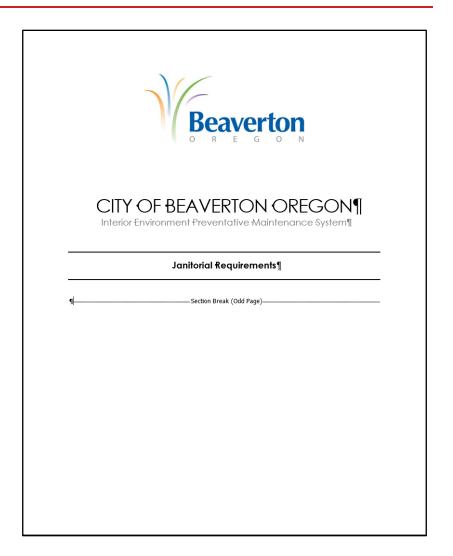


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### Common Standards

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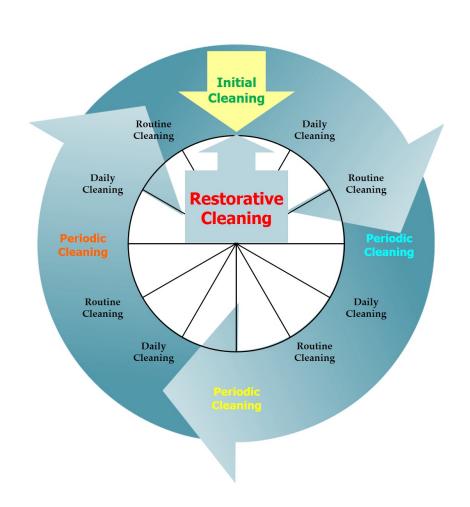
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## Defining the Scope of Services



- Communication Logbook
- Cleaning Cycle and Frequencies
- Janitorial Details
- Hard Floor Details
- Carpet Cleaning Details
- Quality Control Program
  - Regular Inspections
  - Employee Training/Certification
- Quality Assurance
  - · Monitoring and Measuring



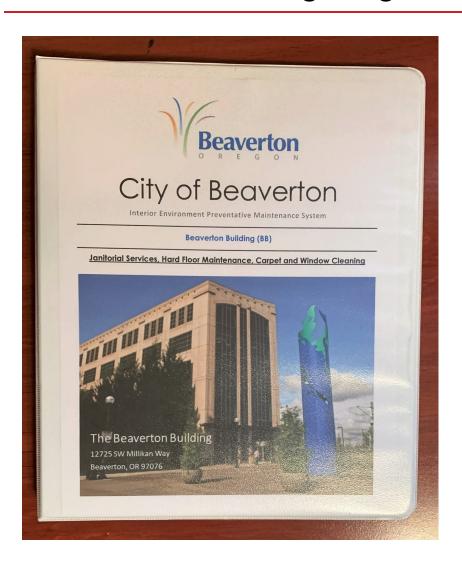


## Phase 3 – Implement the Program

Checks and Balances

## Janitorial Building Logbook





### Logbook Contents

- City Holidays & Closures
- Liaison Special Request Sheet
- Sign In and Out Sheets
  - Janitorial & Supervisor
  - Day Porters
  - Floor Maintenance
- Building Task Sheets
  - Janitorial
  - Hard Floor Maintenance
  - Carpet Cleaning
  - Window Cleaning
- Building Profile
- Janitorial Requirements
- Safety Policies and Procedures

## Day Porters and Floor Maintenance







Building:	Sign In Shee

	Day	y Po	orter 1		Da	y P	orter 2		Da	y P	orter 3	
Date		_		_						_		_
	In	_	Out	L	In		Out	L	ln	L	Out	L
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F:\file path\ Day Porter - Sign In

### Floor Maintenance

Sign In Sheet

	Technician	n 1 (Name)	Technicia	n 2 (Name)	Provide Brief Description
Date					(Area; Service Procedure)
	In	Out	In	Out	Include Additional Technicians on Back
			l		

F:\file path\ Floor Maintenance - Sign In

Building:

## Task Sheets – Pages 1 & 2





 Location
 BB
 Contacts

 Beaverton Building
 Gary Thompson
 (503) 526-2563

 32575 SW Millikan Way
 Gary Thompson
 (971) 246-0197

 Beaverton
 OR
 97076
 Emergency

#### Janitorial Notes:

Sign in and out in the "Janitorial Sign In/Out Sheet".

Read and respond to requests on "Bldg. Representative Service Request" sheet and initial when complete.

Inform supervisor of building related issues. Keep janitor closet neat and orderly

Do not disrupt or move anything on top of files or desktops and work surfaces.

Cloths used for cleaning toilets & urinals MUST BE KEPT SEPARATE and NEVER used on other surfaces including toilet seats.

	Daily Janitorial Services	S	M	T	w	T	F	S
1	Clean External Access; Trash, Vestibules and Entrances		X	X	X	X	X	
2	Clean Entry Door Glass (Inside and Out) at All Entrances		X	X	X	X	X	
3	Clean Lobbies, Foyers, Atriums, Reception and Waiting Areas		X	Х	Χ	X	X	
4	Clean Elevator Lobbies and Elevators		X	X	Х	X	X	
5	Clean Corridors and Hallways		X	X	Х	X	X	
6	Empty Trash and Replace Liners (Common Areas)		X	Х	Х	X	Х	
7	General Dusting (Within Average Reach)			X		X		
3	General Spot Cleaning (VerticAl Surfaces)			Х		X		
9	Clean Cafeteria, Lunch, Break, Coffee, Kitchens and Kitchenettes		X	X	X	X	X	
0	Clean Conference, Meeting, Training and ClassRooms		X	Х	Х	X	X	
1	Clean and Restock Restrooms		X	Х	X	X	Х	
2	Clean Locker Rooms, Shower Rooms and Showers		X	Х	X	X	X	
3	Clean Drinking Fountains		X	Х	X	X	Х	
4	Vacuum Carpet: Traffic Areas (Spot Vacuum)							
5	Vacuum Carpet: All Areas (Full Vacuum)		X	Х	Х	X	Х	
6	Carpet Spot and Spill Removal			X		X		
7	Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
8	Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X	Х	Х	X	Х	
9	Clean Stairs (vacuum or sweep and mop; wipe handrails).				Х			
0	Clean Janitorial Closets						х	

Daily/Routine Janitorial	5	М	T	w	T	F	S
Empty Trash and Replace Liners (Offices and Cubicles)		Х	Х	Х	X	X	
Clean and service outside trash cans.		X	X	X	X	X	
Spot clean restroom walls, doors & partitions (focus urinal area)		X	X	Χ	X	X	
Wipe all spills off walls, floors, and other surfaces.			Х		X		
Vacuum all office carpets			X		X		
Low dust all horizontal surfaces less than 72".				Х			
Hard Floors; Dust Mop and Wet Mop (Cubicles & Offices)		X					
Remove Black Marking & Scuff Marks from Hard Surface Floors		X					
	Empty Trash and Replace Liners (Offices and Cubicles) Clean and service outside trash cans. Spot clean restroom walls, doors & partitions (focus urinal area) Wipe all spills off walls, floors, and other surfaces. Vacuum all office carpets Low dust all horizontal surfaces less than 72°. Hard Floors; Dust Mop and Wet Mop (Cubicles & Offices)	Empty Trash and Replace Liners (Offices and Cubicles) Clean and service outside trash cans. Spot clean restroom walls, doors & partitions (focus urinal area) Wipe all spills off walls, floors, and other surfaces. Vacuum all office carpets Low dust all horizontal surfaces less than 72". Hard Floors; Dust Mop and Wet Mop (Cubicles & Offices)	Empty Trash and Replace Liners (Offices and Cubicles) X Clean and service outside trash cans. X Spot clean restroom walls, doors & partitions (focus urinal area) X Wipe all spills off walls, floors, and other surfaces. Vacuum all office carpets Low dust all horizontal surfaces less than 72". Hard Floors; Dust Mop and Wet Mop (Cubicles & Offices) X	Empty Trash and Replace Liners (Offices and Cubicles) X X Clean and service outside trash cans. X X Spot clean restroom walls, doors & partitions (focus urinal area) X X Wipe all spills off walls, floors, and other surfaces. X Vacuum all office carpets Low dust all horizontal surfaces less than 72". Hard Floors; Dust Mop and Wet Mop (Cubicles & Offices) X	Empty Trash and Replace Liners (Offices and Cubicles)         X         X         X           Clean and service outside trash cans.         X         <	Empty Trash and Replace Liners (Offices and Cubicles)         X	Empty Trash and Replace Liners (Offices and Cubicles)         X



Location	Contacts												
Beaverton Building	Gary Thomp	son							(97	1) 2	46-0	197	
Additional Janitorial Services	S		м	1	Г	١	N		Т		F	- (	S
Detail and Edge Vacuum All Carpeted Areas		$\overline{}$		Т							X		_
Remove black marks (walls & corners) from vacuum cords.				Г							X		
Clean and sanitize restroom partitions and walls.											X		
				П						Г			_
				_	_	_	_	_	_	_	_	_	_
Periodic Services (Number Represents the Week of the Mont	h)	J	F	М	Α	M	J	J	Α	5	0	N	I
High dusting (above average reach; 72 inches).		X	X	X	X	X	×	Х	X	Х	X	X	7
Clean and polish metalwork (name plates, trim, handles, etc.).		X	X	Х	Х	Х	Х	Х	Х	Х	Х	Х	)
Dust and clean all supply and return air grills and diffusers.		X	X	X	X	Х	×	Х	X	Х	X	X	)
Wipe clean baseboards (cove base) in public areas.		X	X	Х	Х	Х	Х	Х	X	Х	X	X	)
Thorough deep cleaning of all restrooms (including painted wa	lls).		X			Х			X			X	Γ
Dust suspended ceiling lighting fixtures. Dust and spot clean co	wers.	X						Х		Г			Г

### Hard Surface Floor Care Notes:

Submit detailed monthly schedule on the 15th of the month prior to the upcoming service month.

Notify contact of upcoming cleaning one (1) week prior to service visit.

Dust and clean all mini blinds to remove all visible grime and dust.

careful consideration should be taken when moving objects

Concrete (N/A), raised (computer floor) and terrazzo (Starbucks) floors to be done on request only.

Hard Surface	Flooring	J	F	М	Α	M	J	J	Α	5	0	N	E
Class 1:	Ceramic Tile			Г									Γ
Routine													Γ
Periodic	Scrub and Rinse (soft bristled scrubbing brush)			Х						Х			
Restorative	Heavy Scrub and Rinse (focus on grout & detailing)			П			Х	П					Γ
Class 2:	Concrete (Non-Applicable Areas)			Г									Γ
Routine				Г									Γ
Periodic	Scrub and Rinse (on request only)												Γ
Restorative	Heavy Scrub and Rinse (on request only)			П									Γ
Class 3:	Linoleum (Marmoleum)												Γ
Routine													Ĺ
Periodic	Scrub and Rinse (Manf. Recommended Maintenance)			Г			Х	П		Х			Г
Restorative	Scrub and Rinse (Manf. Recommended Maintenance)			Х									Γ
Class 4:	Painted Concrete (Restrooms)												I
Routine													Γ
Periodic	Scrub and Rinse	X	Х	Х	Х	Х	Х	Х	X		Х	Х	T
Restorative	Heavy Scrub and Rinse (focus on detailing).			Г				П		Х			Г

Beaverton Building Page 1 of 4 COB - Task Sheet.xisx Beaverton Building Page 2 of 4 COB - Task Sheet.xisx

## Task Sheets – Pages 3 & 4







Location		Contacts											
12575 SW Mil	illikan Way	Gary Thompson							(97	1) 24	6-0	197	
				- 1 -				١.		-	_		
Hard Surface   Class 5:	Polished Concrete		J	F	М	A M	IJ	J	Α	5	0	N	4
Routine	Polished Concrete		+	+	+	+	╀	+	Н	Н	$\dashv$	+	$\dashv$
Periodic	Machine Scrub and Rinse		+	+	X	+	X	+	Н	X	$\dashv$	+	4
Restorative	Heavy Scrub and Rinse (focus on detailing.		+	+	^	+	+^	+	Н	^	$\dashv$	+	,
Class 6:	Stained Concrete		+	+	+	+	+	+	Н		$\dashv$	+	
Routine	Stanica Control		+	+	+	+	+	+	Н	Н	$\dashv$	+	١
Periodic	Scrub and Rinse (soft pad/brush).		+	+	Y	+	¥	+	Н	¥	$\dashv$	+	۲
Restorative	Medium Scrub and Rinse (soft pad/brush).		+	+	^	+	Ť	+	Н	^	$\dashv$	+	
Class 7:	Vinyl Composition Tile (VCT)		+	+	+	+	+	+	Н		$\dashv$	+	Η
Routine	Vinyi composition the (VCI)		+	+	+	+	+	+	Н	Н	$\dashv$	+	۲
Periodic	Scrub and Recoat (on request only).		+	+	+	+	+	+	+	Н	$\dashv$	$\rightarrow$	+
Restorative	Strip and Refinish (on request only).		+	+	+	+	╁	+	+	Н	$\dashv$	-	+
Restorative	.surp and remissi (on request only).		_	_	_		_	_	ш		_	_	_
Notify contact	led monthly schedule on the 15th of the month p ct of upcoming cleaning one (1) week prior to ser	vice visit.	ming	ser	vice	mon	th.						
	arpets prior to performing any interim or restora												_
Careful consid	deration should be taken when moving objects; f	ollow appropriat	te pr	oto	col								_
Report any da	amages immediately.												
Traffic	Service Description			Moi	nth	Num	nber	Rep	rese	nts l	Nee	k)	
Heavy			J	F	M	A M	1 J	J	Α	5	0	N	)
Interim	Low Moisture Cleaning					X					Х		
Restorative	Hot Water Extraction		X	Т		Т	Т	X					
Moderate			J	FΙ	М	A M	ı J	J	Α	5	0	N	,
Interim	Low Moisture Cleaning		Х	т		x	Т	Т			х	_	٦
Restorative	Hot Water Extraction		$\top$	╅	$\top$	$\top$	+	Х	П	П		_	٦
Light	•		J	FI	м	A M	1 J	J	Α	5	0	N	)
Interim	Low Moisture Cleaning		Х	T	1	$\top$	T	Т			$\neg$	_	٦
Restorative	Hot Water Extraction		1	╅	+	$\top$	T	X	П	П	$\neg$	╅	
	-	-	_	_	_	-	•	-	_	_	_		
Additional Sp	pecialty Carpet Cleaning		J	ΕĪΙ	М	A M	ı J	IJ	Α	5	0	N	)
	or Lobby, Council Chamber, & Conference Room.			x	_	x x	-		Х	х	х	х	(
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1	+			Ť	+	-	-	-		
			$\pm$	+	$^{+}$	+	+	+	Н		$\neg$	$\dashv$	
			+	+	+	+	╈	+	$\vdash$	Н	$\dashv$	-	-
			+	+	+	+	+	+	Н	Н	$\dashv$	+	+
			-	_	-	_	_	+	ш	ш	_	_	_
Consiste Cons	nine Besision Benelo Chaire and			- I .			т.	٠.		-	_		
Specialty Serv	vices - Partitians, Panels, Chairs, ect.		J	FI	M	A M	1 J	J	Α	5	0	N	_
			+	+	+	+	╀	+	$\perp$		$\dashv$	-	
			-	4	_	+	╄	+	$\perp$	Н	_	-	_
			_	4	_		┸	┸			_	_	
			_	4	_	$\perp$	┸	┸	Ш			_	
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							-						

## **Building Profile Document**



- General Information
- Janitorial Services
  - Square Footage Summary
  - Service Tasks & Frequencies
  - Floor Plans
  - Itemized Sq. Ft. Table
- Hard Floor Maintenance
  - Square Footage Summary
  - Service Tasks & Frequencies
  - Floor Plans
  - Itemized Sq. Ft. Table
- Carpet Cleaning
  - Square Footage Summary
  - Service Tasks & Frequencies
  - Floor Plans
  - Itemized Sq. Ft. Table
- Window Cleaning





### Beaverton Building (BB) Profile

The Beaverton Building is located near the intersection of SW Millikan Way and SW Rose Biggi Avenue. It is conveniently located near the Beaverton Central Max Station and has ample parking nearby. The Beaverton Building contains many of the City's Departments crucial to management and operation of the city.

#### General Information

Hours of Operation:	
Monday - Friday	8:00 AM - 5:00 PM
Security:	Mag Card, hard Key
Building Characteristics:	
Trash/Recycle:	
Janitor Closet:	Centrally Located on Each Floor
Water Access:	

1

### **Janitorial Services**



### Beaverton Building (BB)

#### Janitorial Services

Janitorial services areas are categorized as common, offices, additional and non-applicable.

#### Janitorial Square Footage Summary

Traffic Areas	1st	2nd	3rd	4th	5th	Totals
Common	8,089	2,331	9,244	3,460	4,991	28,114
Offices	6,668	17,009	10,103	16,311	14,813	64,904
Totals	14,757	19,340	19,347	19,771	19,804	93,018
N/A	5,443	566	562	370	386	7,327
Totals	20,199	19,906	19,909	20,141	20,190	100,346

#### Common Areas

Are those areas that have the potential of being trafficked and used by most people that enter the building. These areas are generally exposed to high to moderate traffic conditions.

- · Entries, Vestibules, Exits, Accesses, etc.
- · Lobbies, Foyers, Atriums, Reception, Waiting Areas, etc.
- · Corridors, Hallways, Passageways, Aisles, etc.
- · Lunchroom, Kitchen, Kitchenette, Breakroom, Coffee Station, Vending Area, etc.
- · Conference Rooms, Meeting Rooms, Assembly Room, Boardroom, etc.
- · Restrooms, Washrooms, Bathrooms, Toilets, Changing, Nursing Stations, etc.
- Locker Rooms, Shower Rooms and Showers (Public and Private)
- · Stairs, Stairways, Staircases, Elevators, Escalators, Etc.
- Janitor Closets

#### Office Areas

Are those areas that are used as individual workspaces, compartmental communal workstations, or departmental workplaces. These will be areas that experience minimal foot traffic and are considered moderate to light traffic conditions.

- Individual Offices
- Cubicles
- Workrooms
- Copy Rooms
- Workstations
- Administrative Stations
- Reception Stations

#### Additional Areas

Areas that do not easily fit into a commercial building profile and/or specialized tasks are required.

- · Gymnasiums, Workout Rooms, Weight Rooms, etc.
- · Specialty Operations; Police, Fire, etc.
- Open 24 Hours per Day and/or 7 Days per Week

### City of Beaverton

### Non-Applicable Areas

Are those areas that are off limits to the public, building occupants and in some situations, building service contractors.

- Mechanical, Boiler and Riser Rooms, etc.
- · Electrical, IT, Elevator Rooms, etc.
- Storage Areas, etc.

### Janitorial Service Tasks

Janitorial services will be performed 5 days per week. Daily services will be performed Sunday Through Saturday between the hours of 10:00 PM and 6:00 AM. Routine and periodic services will be performed consistently on designated days for the service. The delivery chart below indicates the service procedures to be performed. The delivery chart below indicates the service procedure to be performed and the day(s) of the week for delivery. Refer to "Scope of Services" section for details on service procedures.

#### Janitorial Notes

Sign in and out in the "Janitorial Sign In/Out Sheet".

Read and respond to requests on "Bidg. Representative Service Request" sheet and initial when complete. Inform supervisor of building related issues.

Cloths used for cleaning toilets & urinals MUST BE KEPT SEPARATE and NEVER used on other surfaces including

Daily Janitorial Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Clean External Access; Trash, Vestibules and Entrances		Х	Х	Х	Х	X	
Clean Entry Door Glass (Inside and Out) at All Entrances		X	Х	X	X	X	
Clean Lobbies, Foyers, Atriums, Reception and Waiting Areas		Х	Х	X	X	Х	
Clean Elevator Lobbies and Elevators		X	X	X	X	X	
Clean Corridors and Hallways		Х	Х	X	X	X	
Empty Trash and Replace Liners (Common Areas)		Х	Х	X	Х	X	
General Dusting (Within Average Reach)			Х		Х		
General Spot Cleaning (Vertical Surfaces)			Х		Х		
Clean Cafeteria, Lunch, Break, Coffee, Kitchens & Kitchenettes		Х	Х	X	X	X	
Clean Conference, Meeting, Training and Classrooms		Х	Х	X	Х	X	
Clean and Restock Restrooms		Х	Х	X	Х	Х	
Clean Locker Rooms, Shower Rooms and Showers		X	X	X	Х	X	
Clean Drinking Fountains		X	Х	X	X	X	
Vacuum Carpet: Traffic Areas (Spot Vacuum)							
Vacuum Carpet: All Areas (Full Vacuum)		Х	Х	Х	Х	Х	
Carpet Spot and Spill Removal			Х		Х		
Hard Floors; Sweep, Dust Mop or Vacuum Only (Dry Service)							
Hard Floors; Sweep, Dust Mop and Wet Mop (Full Service)		X	Х	X	X	X	
Clean Stairs (vacuum or sweep and mop; wipe handrails).				X			
Clean Janitorial Closets						Х	

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## Floor Plans & Sq. Ft. Tables







Beaverton Building (BB)

Beaverton Building (BB) 1st Floor - Janitorial Itemized

Room	Description	SF	Janitorial	Classification	Carpet
100	Main Lobby	695	Common	Ceramic	N/A
101	Information	582	Common	Carpet	Heavy
102	Reception	169	Common	Carpet	Light
103	Passport Services	434	Common	Carpet	Heavy
104	Meeting Room	341	Offices	Carpet	Moderate
105	Hall	371	Offices	Carpet	Moderate
106	Locker Room	257	Offices	Polished Concrete	N/A
106A	Shower	79	Offices	Polished Concrete	N/A
106B	Shower	46	Offices	Polished Concrete	N/A
106C	Storage	21	Offices	Concrete	N/A
106D	Storage	49	Offices	Concrete	N/A
107	Office	204	Offices	Carpet	Light
108	Mail Room	261	Offices	Carpet	Light
108	Open Offices	570	Offices	Carpet	Moderate
108	Reprographics	1,283	Offices	Concrete	N/A
108A	Cubicles	195	Offices	Carpet	Light
108B	Cubicles	307	Offices	Carpet	Light
108C	Cubicles	170	Offices	Carpet	Light
110	Open Offices	562	Offices	Carpet	Light
112	Hall	646	Offices	Polished Concrete	N/A
113	Telcom	64	N/A	Carpet	Light
114	Toilet	60	Offices	Polished Concrete	N/A
115	Maint. Office	247	Offices	Polished Concrete	N/A
116	Storage	113	N/A	Polished Concrete	N/A
117	Storage	62	N/A	Concrete	N/A
118	Main Electrical	240	N/A	Concrete	N/A
119	Vestibule	58	N/A	Concrete	N/A
120	Hall	720	Offices	Concrete	N/A
121	Central Plant	4,411	N/A	Concrete	N/A
123	Meeting Room	294	Common	Carpet	Heavy
124	Council Chambers	1,936	Common	Carpet	Heavy
124A	C. C. Dais	527	Common	Carpet	Heavy
124B	Vestibule	68	N/A	Concrete	N/A
124C	Video Room	132	N/A	Concrete	N/A
124	Kitchen	178	Offices	Linoleum	N/A
125	Storage	198	N/A	Carpet	Light
126A	Display	40	N/A	N/A	N/A
126A	Storage	34	N/A	N/A	N/A
126B	Display	6	N/A	N/A	N/A
126C	Display	6	N/A	N/A	N/A

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### Hard Floor Maintenance



City of Beaverton

### Hard Floor Maintenance

Hard floor maintenance represents all surfaces that are not textile. These areas will be identified by category and maintained according to best practices for each classification. The table below summarizes the various flooring and square footages of hard surface flooring in this building.

### Hard Surface Flooring and Square Footage Summary

Classification	1st	2nd	3rd	4th	5th	Totals
Ceramic	3,717	0	0	0	0	3,717
Concrete	7,515	1,010	851	580	699	10,655
Linoleum	178	139	979	1,566	667	3,529
LVP	0	404	0	0	0	404
Painted Concrete	0	387	387	386	387	1,547
Polished Concrete	1,448	0	0	0	0	1,448
Stained Concrete	0	1,837	1,896	0	0	3,733
VCT	0	0	62	0	0	62
Totals	12,858	3,777	4,175	2,532	1,752	25,094

#### Floor Maintenance Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

- Initial Maintenance (New Flooring Only)
- · Routine Services (Multiple times per month or year.)
  - Gloss Maintenance; e.g., buffing, spray buffing, conditioning and burnishing, etc.
- Periodic Services (Multiple times per year, usually monthly or less per year.)
  - Scrub and Rinse
  - Scrub and Recoat
- · Restorative Services (Usually annual or less)
  - Aggressive Scrub and Rinse
  - o Strip and Refinish

### Floor Maintenance Program

All hard surface flooring must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use best practices for the category and classification when manufacturer is unknown.

#### Hard Surface Floor Care Notes

Contact for scheduling floor maintenance: 503-615-3440; facilities.maintenance@Beaverton-oregon.gov

Sign in and out in the "Floor Maintenance Sign In/Out Sheet". Inform supervisor of building related issues.

Read and respond to requests on "Bldg, Representative Service Request" sheet and initial when complete.

Always follow manufacturers recommended maintenance methods when available.

Beaverton Building (BB)

### Hard Floor Maintenance Programs

The "Floor Maintenance Program" table identifies the hard surface flooring in the building as well as the floor maintenance routine, periodic and restorative services. For security and safety reasons, please provide the service procedures, frequencies and scheduled week of the month for each flooring material. In the schedule section please provide the month's in which the services will be performed.

Hard Surface F	looring	J	F	М	Α	M	J	J	Α	5	0	N	D
Class 1:	Ceramic												Г
Routine													Г
Periodic	Scrub and Rinse.			X						х			×
Restorative	Heavy Scrub & Rinse (focus on detailing).						Х						Г
Class 2:	Concrete												
Routine													Г
Periodic	Scrub and Rinse (on request only)												Г
Restorative	Heavy Scrub and Rinse (on request only).												Г
Class 3:	Linoleum (Marmoleum)												Г
Routine													Г
Periodic	Scrub and Rinse (soft pad/brush).						Х			Х			)
Restorative	Medium Scrub and Rinse (pad/brush).			X									
Class 4:	Luxury Vinyl Tile/Plank (LVT/LVP)												Г
Routine													Γ
Periodic	Scrub and Rinse (soft pad/brush).						Х			Х			)
Restorative	Medium Scrub and Rinse (pad/brush).			X									Γ
Class 5:	Painted Concrete												Г
Routine													Г
Periodic	Scrub and Rinse (soft pad/brush).			X			Х					Х	Г
Restorative	Medium Scrub and Rinse (soft pad/brush).									Х			Г
Class 6:	Polished Concrete												Γ
Routine													Г
Periodic	Scrub and Rinse (soft pad/brush).			X			Х			Х			Г
Restorative	Medium Scrub and Rinse (soft pad/brush).												)
Class 7:	Stained Concrete												
Routine													Г
Periodic	Scrub and Rinse (soft pad/brush).			X			Х			Х			Г
Restorative	Medium Scrub and Rinse (soft pad/brush).												)
Class 8:	Vinyl Composition Tile (VCT)												
Routine													Г
Periodic	Scrub and Recoat (on request only)												Г
Restorative Strip and Refinish (on request only)													Г

21 22

## Floor Plans & Sq. Ft. Tables



#### City of Beaverton

Beaverton Building (BB) 2nd Floor - Hard Surface Floor Plan



### Beaverton Building (BB)

Beaverton Building (BB) 2nd Floor - Hard Surface Flooring Itemized

_					_
Room	Description	SF	Janitorial	Classification	Carpet
201	Server	102	N/A	Concrete	N/A
231	Server	112	N/A	Concrete	N/A
252	Electrical	76	N/A	Concrete	N/A
252A	Electrical	81	N/A	Concrete	N/A
253	Janitorial Storage	130	Offices	Concrete	N/A
254	Telecom	25	N/A	Concrete	N/A
257	Janitorial	25	Offices	Concrete	N/A
281	Storage	103	N/A	Concrete	N/A
S1	Stairs	188	Common	Concrete	N/A
S2	Stairs	169	Common	Concrete	N/A
224	Break Room	139	Offices	Linoleum	N/A
230A	Waiting	186	Offices	LVP	N/A
233	Break Room	218	Offices	LVP	N/A
E1	Elevator 1 Shaft	34	N/A	N/A	N/A
E2	Elevator 2 Shaft	34	N/A	N/A	N/A
255	Women's RR	202	Common	Painted Concrete	N/A
256	Men's RR	185	Common	Painted Concrete	N/A
210	WCVA Suite	281	Offices	Stained Concrete	N/A
251	Main Hallway	1,263	Common	Stained Concrete	N/A
280E	Back Entrance	293	Offices	Stained Concrete	N/A
	Total Square Feet	3,844			

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## **Carpet Cleaning**



### Beaverton Building (BB)

### Carpet Cleaning

All carpeting must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies or best practices for category and classification when manufacturer is unknown.

### Carpet Traffic Conditions Summary

Traffic	1st	2nd	3rd	4th	5th	Totals
Heavy	3,831	325	2,054	426	1,467	8,103
Moderate	1,283	4,046	3,841	6,841	8,474	24,485
Light	2,131	11,691	9,772	10,284	8,438	42,316
Totals	7,245	16,062	15,666	17,551	18,379	74,903

### Carpet Cleaning Cycle

Services and frequencies will vary depending on surface, traffic conditions, expectation and methodology. The following list is an example of common floor maintenance services and general frequencies.

High Traffic Areas in Common Areas	
Low Moisture Cleaning	(Interim)
Hot/Warm Water Extraction	(Restorative)
Moderate Traffic Areas	
Low Moisture Cleaning	(Interim)
Extraction	(Restorative)
Low Traffic Areas	
Low Moisture Cleaning	(Interim)
Extraction	(Restorative)

### Carpet Cleaning Program

All carpets must be maintained in accordance with category, classification and manufacturer's recommended maintenance methodologies. Use IICRC best practices for the category and classification when manufacturer is unknown.

### Carpet Cleaning Notes

Sign in and out in the "Floor Maintenance Sign In/Out Sheet".

Read and respond to requests on "Bldg. Representative Service Request" sheet and initial when complete.

Inform supervisor of building related issues.

Apply mildewcide uniformly after extraction (Microban – Hospital Spray or equivalent).

### City of Beaverton

#### General Carpet Cleaning Frequencies

Traffic	Service Description		Number Represents Week of Service										
Heavy Traffic		J	F	М	Α	М	J	J	Α	s	0	N	D
Interim	Low Moisture Carpet Cleaning				X						Х		
Restorative	ative Hot Water Extraction							Х					
Moderate Traffic		J	F	М	Α	М	J	J	Α	s	0	N	D
Interim	Low Moisture Carpet Cleaning	Х			X						Х		
Restorative	Hot Water Extraction							X					
Light Traffic	Light Traffic		F	М	Α	М	J	J	Α	S	0	N	D
Interim	Low Moisture Carpet Cleaning	Х											
Restorative	Hot Water Extraction							Х					

#### Additional Carpet Cleaning

Additional Specialty Carpet Cleaning	J	F	М	Α	M	J	J	Α	5	0	N	D
LMC - 1 <sup>st</sup> floor Lobby, Council Chamber, & Conference Rm.		Х	Х	Х	X	X	X		X	X	X	X

### Additional Carpet Cleaning

Specialty Services - Partitions, Panels, Chairs, etc.	J	F	М	Α	M	J	J	Α	5	0	N	D
	П											

## Floor Plans & Sq. Ft. Tables





Beaverton Building (BB)

Beaverton Building (BB) 3rd Floor - Carpets Itemized

Room	Description	SF	Janitorial	Classification	Carpet
300A	Lounge	211	Common	Carpet	Moderate
301	Office	127	Offices	Carpet	Light
302	Office	127	Offices	Carpet	Light
303	Office	124	Offices	Carpet	Light
304	Office	184	Offices	Carpet	Light
305	Office	182	Offices	Carpet	Light
306	Office	103	Offices	Carpet	Light
307	Office	120	Offices	Carpet	Light
308	Office	224	Offices	Carpet	Light
309	Office	188	Offices	Carpet	Light
310	Office	187	Offices	Carpet	Light
311	Office	123	Offices	Carpet	Light
312	Office	189	Offices	Carpet	Light
313	Office	188	Offices	Carpet	Light
31	Office	122	Offices	Carpet	Light
315	Office	124	Offices	Carpet	Light
316	Office	121	Offices	Carpet	Light
317	Office	124	Offices	Carpet	Light
319	Office	122	Offices	Carpet	Light
320	Office	126	Offices	Carpet	Light
321	Office	275	Offices	Carpet	Light
322	Office	154	Offices	Carpet	Light
323	Office	165	Offices	Carpet	Light
324	Office	129	Offices	Carpet	Light
325	Office	236	Offices	Carpet	Light
326	Office	226	Offices	Carpet	Light
327	Office	125	Offices	Carpet	Light
328	Office	185	Offices	Carpet	Light
329A	Office	106	Offices	Carpet	Light
329B	Office	124	Offices	Carpet	Light
330	Office	128	Offices	Carpet	Light
331A	Office	149	Offices	Carpet	Light
331B	Office	159	Offices	Carpet	Light
332	Office	637	Offices	Carpet	Light
333A	Office	145	Offices	Carpet	Light
333B	Office	145	Offices	Carpet	Light
334	West Hall	342	Common	Carpet	Moderate
336A	Office	96	Offices	Carpet	Light
336B	Office	95	Offices	Carpet	Light
337A	Office	96	Offices	Carpet	Light
337B	Office	96	Offices	Carpet	Light

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## Logbook Additional Information



### Janitorial Requirements

- This document is included in the logbook as a reference.
- Contains all expectations for cleaning the building.
- Manufacturer (Optional)
  - Recommended Maintenance Methods for Flooring Products
- Safety Policies/Procedures
  - Fire Alarm Protocol
  - Bomb Threat Protocol
  - Active Shooter Protocol
  - Evacuation Protocol.

### Forbo Floor Care - Marmoleum

### Forbo Flooring Cleaning and Maintenance advice:

Forbo Flooring Marmoleum collections are easy to clean and maintain, thanks to Topshield2, an innovative and durable factory finish which should not be removed.

TheTopshield2 finish is part of the linoleum and the perfect base for your ongoing use of the floor

#### Initial clean before use

Newly installed floors should not be wet cleaned within 3 days of installation.

Remove all debris, dirt and dust off the floor and clean the floor with a neutral floor cleaner. For larger areas a scrubber dryer or a rotary machine (150-300 rpm) with a 3M red pad or equivalent may be used. Pick up dirty water with a wiper and mop or wet vacuum, rinse with clean water and allow floor to the clean state and allow floor to the clean water and t

If required dry or spray buff the floor with a rotary machine (150-300 rpm) and 3M red pad or equivalent.

Note: if cement dust is present add approximately 2% of Citric or Acetic acid.

The floor is now ready for use, and does not require any further treatment or finish application. If the application of additional finishes is being considered refer to FAQ's later in this guide.

#### Regular cleaning:

The frequency of regular cleaning method will depend on the amount of traffic, soiling levels, desired appearance, and hygiene standards.

- · Remove dust and loose dirt by vacuum cleaning, sweeping or mopping.
- · Remove spots, stains and spillages with a damp mop and a neutral floor cleaner.

#### As required

- Spray clean the floor with a rotary machine (150-300 rpm), a 3M red pad or equivalent and neutral floor cleane

#### Periodic Maintenance:

The following maintenance actions should be used when needed to maintain a satisfactory level of appearance

- · Remove dust and loose dirt by vacuum cleaning, sweeping or mopping.
- Remove spots, stains and spillages with a damp mop and a neutral floor cleaner.
- Spray Buff the floor with a rotary machine (300-500 rpm) and a 3M red pad or equivalent using a buffable floor maintainer to remove gloss irregularities and provide an even appearance.



## **Quality Assurance Inspection Program**



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		CCM	9/4/2020											
Building Profile Looku	ıp		9		Hard Floor Maintenance	1	2	3	4	5	6	7 8	9	10
Civic Center- Mai	n	Janitorial			Service Description	J	F	М	Α	М	J .	J A	S	0
150 E Main Street	-	Common	39,018	CCM-FM1	Ceramic & Concrete (public): Periodic - Scrub and Rinse.	2	П		$\neg$		- 1	2		2
Hillsboro, OR 97124		Offices	51,744	CCM-FM2	Ceramic & Concrete (public): Restorative - Heavy Scrub and Rinse; Ceramic (focus o				2					
		Total	90,762	CCM-FM3	Granite: Periodic - Medium scrub and rinse with nylon brush.	2					- 1	2		2
Frequency:	Mon - Fri	N/A	8,618	CCM-FM4	Granite: Restorative - Heavy scrub and rinse with nylon brush.				2					
Periodics:	Jan, Apr, Jun, Oct	Total	99,380	CCM-FM5	Sheet Vinyl & VCT: Periodic - Scrub and recoat.				2		- 1	2		2
				CCM-FM6	Sheet Vinyl & VCT: Restorative - Strip and refinish.	2								
				CCM-FM7			Ш		_		$\perp$	$\perp$		
		Hard 9	Surfaces	CCM-FM8			Ш		_	$\perp$	$\perp$			
Inspection Form		Ceramic	2,515	CCM-FM9			Ш				$\perp$			
		Concrete	11,752	CCM-FM10										
		Formica	1,151											
Inspection Report		Granite	9,066		Carpet Cleaning									
inspection Report		Sheet Viny	1,378		Service Description	J	F	M	Α	М	J .	J A	5	0
		VCT	6,004	CCM-CC1	Heavy - Interim: Low moisture clean all heavy traffic areas.		3	3		3	3	3	3	
lect Service				CCM-CC2	Heavy - Restorative: Hot water extract all heavy traffic areas.	3			3			3		3
rd Floor Maintenage	1 !1 _			CM-CC3	Moderte - Interim: Low poisture clean all Moderte traffic aleas.				3					3
• I\/	IODITO	Total	31866	1\ <i>/</i> 1:24	nage Inspections	3						3		
lect Month		ı <u>aı</u>	I	I V doCots								3		
y	7	Ca	rpet	CCM-CC6	Light - Restorative: Hot water extract an Light traffic areas.	3			_					
	<b>Janitor</b>	heavy	1,511	CCM-CC7					_	_				
Monthly Service	Janilor	Chloderate	27,949	CCM-CC8										
		Light	37,504	CCM-CC9					_	_				
Report	Hard F	Total Carp	66.964	ntono	nco									
•	паги г	1001	IVIAI	וונטוומ										
					Window Cleaning									
	Carnat	$\cap$	nin	$\sim$	Service Description	J	F	M	Α	M	J .	J A	S	0
•	Carpet		11 III I	CCM-WC1	Main Lobby and West Lobby - In & Out	X	X	X	Х		X :	X	X	X
	=			CCM-WC2	Conference 121, auditorium and cry room - In & Out	Х	Х	X	Х	Х	X :	X X	X	X
_	Minda	W CL	Soni	CCM-WC3	Parking level elevator lobby - In & Out	X	Х	X	Х	Х	X :	X	X	X
•	Windov	w Ule	taill	CCM-WC4	Front Counter Window and Utility Billing Doors - Both Sides	Х	Х	Х	Х	Х	X :	X	X	X
				CCM-WC5	Remainder of 1st floor (not listed above) - In & Out		Х				Х	X		

CCM-WC8 West Lobby 2nd Floor Balcony - Inside and Out

CCM-WC9 Cubical Glass & Display Case & Shelves (5th floor) - All CCM-WC10 2nd, 3rd, 4th and 5th Floors - Inside and Relites

## **Inspection Form**





City of Hillsoro Oregon Inspection Form		Number:	0107
		Date:	9/4/2020
Civic Center- Main		Acronym:	CCM
150 E Main Street	Frequency:	Mon - Fri	
Hillsboro, OR 97124	Periodics:	Jan, Apr, .	Jun, Oct
Rating System		Score	70%

1 = Poor; Unacceptable - Performance is Unacceptable.

2 = Fair; Below Standard - Performance is below the standards for specifications at this location.

3 = Good; To Standard - Performance meets the standards for specifications at this Location.

4 = Excellent; Exceeds Standard - Performance exceeds the standards for specifications at this location. Blank = Not Applicable; No Standard - Performance does not apply to the specifications at this location.

Select Inspection Type		
General Janitorial	Missed	Rating
Entrances, Vestibules and External Access		3
Lobbies, Foyers, Atriums, Reception & Waiting Areas		4
Elevator Lobbies and Elevators		3
Corridors and Hallways		2
Trash Emptied and Liners Replaced		3
Recycling Emptied and Liners Replaced		2
General Dusting (Within Average Reach)		3
General Spot Cleaning (Vertical Surfaces)		4
Cafeteria, Lunch, Break, Coffee, Kitchens and Kitchenettes		4
Conference, Meeting, Training and Class Rooms		3
Restrooms Cleaned and Restocked		1
Locker Rooms, Shower Rooms and Showers (If Applicable)		1
Drinking Fountains		4
Carpets Vacuumed: Traffic Areas		3
Carpets Vacuumed: All Areas Including Detailing		3
Carpet Spot and Spill Removal		2
Hard Floors; Free of Dry Soil and Debris		3
Hard Floors; Mopping and Maintenance		2
Stairs Cleaned.		3
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1	Appears to have missed the restroom and shower room.
2	
3	
4	
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- Inspection Form
- Select Area
- General Janitorial
- Individual Areas
- Hard Floor Maintenance
- Carpet Cleaning
- Window Cleaning
- Stores Inspection Results for Reports

1

## Generate Reports



- Reports Contains
- Graph and Table
- Types of Inspection
- Dates
- Scores





ID	Туре	Date	Inspection Scores
0002	Lobby/Waiting	11/17/19	59%
0014	Executive Offices	12/18/19	50%
0015	Executive Offices	12/20/19	67%
0018	General Janitorial	12/26/19	63%
0028	General Janitorial	1/4/20	61%
0037	Restrooms/Locker Rooms	1/8/20	61%
0041	Storage Rooms	1/15/20	65%
0102	Hard Floor Maintenance	1/21/20	53%
0106	General Janitorial	3/12/20	75%
0107	General Janitorial	9/4/20	70%

## Monthly Service Projection



### City of Hillsoro Oregon Service Projection

Hard Floor Maintenance September 2020

Task ID	Building Name	Floor Type and Service Description	Week
CCO-FM1	Civic Center- Outdoors In	Rubber (Homogeneous & Crumb): Periodic - Medium scrub & rinse soft pad and/ or brush.	1
FMS-FM1	Facilities- Maintenance Shop	Concrete: Periodic - Scrub and rinse.	2
FMS-FM3	Facilities- Maintenance Shop	Sheet Vinyl & VCT: Periodic - Scrub and recoat.	2
FSB-FM2	Fire- Station 2 Brookwood	Ceramic: Restorative - Heavy Scrub and Rinse (focus on grout), (on request only).	1
FSB-FM4	Fire- Station 2 Brookwood	Concrete: Restorative - Heavy Scrub and rinse (on request only).	1
FSB-FM6	Fire- Station 2 Brookwood	Rubber Crumb: Restorative - Machine Scrub and Rinse (soft brush)	1
FSB-FM8	Fire- Station 2 Brookwood	Laminate: Restorative - Light scrub and rinse (completely dry floor)	1
FSB-FM10	Fire- Station 2 Brookwood	Sheet Vinyl: Restorative - Strip and Refinish.	1
ITP-FM1	ITF- Parking Structure	Concrete: Pressure wash elev. lobbies, stairs and landings.	3
PTR-FM1	Parks- Tyson Recreation Center	Sheet Vinyl: Periodic - Scrub and recoat.	4
PTR-FM3	Parks- Tyson Recreation Center	VCT: Periodic - Scrub and recoat.	4

### Monthly Services to be Provided

- Select Month and Year
- Hard Floor Maintenance
- Carpet Cleaning
- Window Cleaning