

IFB 26-06 Attachment 7 - Tasks

Task	Area	Frequency	
Rooftop (based on Park requirements)			
Clean restrooms	Restrooms	Daily	
Check restrooms	Restrooms	Daily	
Scrub restroom floors	Restrooms	Upon Request	
Hand sweep of litter from paths	Sanitation	Daily	
Pick litter from gardens and plant beds	Park	Upon Request	
Empty trash cans (16 sets, 3 trashcans per set.)	Sanitation	Daily	Currently (3) sets of trash cans, 2-3xs Empty trash cans
Bus tables	Sanitation	Daily	
Wipe games tables	public	Daily	
Move trash from park collection point	public	2-xDaily	
Remove gum/gum spots	park	Daily	
Empty and clean buckets, supplies, tools	Sanitation	Daily	
Clean yoga mats	Sanitation	N/A	
Clean Imagination Playground Area	Sanitation	Upon Request	
Clean Park storage space	Sanitation	Upon Request	
Digital displays (5)	Park	Daily	
Clean fountain power wash	park	U Request Weekly	
Walkway floor, power wash floor	walkway	U Request Weekly	
clean light fixtures	public	Upon Request	
Hose out trash/recycling receptacles and liners (16 sets, 2 receptacles)	Sanitation	Weekly	
Clean wheeled trash cart (gondola) 2?	Sanitation	Daily	
Clean wheeled trash cans (6-10)	Sanitation	Daily	
Clean any vents (R.R., storage area)	Sanitation	Upon Request	
Clean silver electrical boxes (circuit panels) #10?	Sanitation	Upon Request	
Clean gutters	Sanitation	Upon Request	
Organize storage, any other storage areas & BOC	Sanitation	Weekly	
Clean benches	Sanitation	Weekly	
Clean Park trash and recycling cans (16 sets, 3 receptacles)	Sanitation	Weekly	
Lower Concourse			
COMMON AREA EATING/VENDING AREA			
DAMP WIPE TABLES AND CHAIRS OF LOOSE SOIL, SMUDGES AND SPILLS		Daily	
REARRANGE CAFÉ SEATING TO ITS PLANNED LAYOUT		Daily	
SPRAY ANDWIPEMICROWAVE OVEN(S) INSIDE AND OUT		Weekly	
DUST ALL HIGH AND LOW SURFACES WITHIN NORMAL REACH		Weekly	
DUST AND DAMP-WIPE LEDGES WITHIN NORMAL REACH		Weekly	
SPOT CLEAN ALL WALLS,LIGHT SWITCHES, AND DOORS REMOVING FINGERPRINTS, SMUDGES, AND SPILLS		Weekly	
SPOT CLEAN FABRIC FURNITURE WITH AN APPROVED SPOTTER		(UR) Bi-Weekly	Upon Request
VACUUM EDGES AND CORNERS OF CARPETED FLOORS		Weekly	
SHAMPOO, STEAM OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		(UR) Bi-Weekly	Upon Request
CONFERENCE/ interview ROOMS (5)			
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY.		Daily	
VACUUM AND SPOT CLEAN ALL CARPETED FLOORS		Daily	
PROPERLY ARRANGE ALL TABLES AND CHAIRS		Daily	
DAMP WIPE TABLETOPS		Daily	
COLLECT ALL DISHES, CUPS, AND UTENSILS AND RETURN TO CAFÉ DISH ROOM		Upon R	
WINDOW SHADES NEED TO BE PUT ALL THE WAY UP		Upon R	
WINDOW BLINDS NEED TO BE PUT ALL THE WAY DOWN		Upon R	
DUST ALL HIGH AND LOWSURFACES WITHIN NORMAL REACH		Weekly	
VACUUM EDGES AND CORNERS OF CARPETED FLOORS		Weekly	
DUST AND DAMP WIPE LEDGES WITHIN NORMAL REACH		Weekly	
CORRIDORS			
SPOT CLEAN ALL WALLS, LIGHT SWITCHES ANDDOORS		Daily	
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY		Daily	
CLEAN/POLISH DRINKING FOUNTAINS AND DAMP WIPE SURROUNDING WALLS (5?)		Daily	
DUST AND SPOT-WIPE ALL DOORS AND DOOR FRAMES		Bi-Weekly	
USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREAS		(UR)	Upon Request
DAMP MOP HARD SURFACE FLOORS		Daily	
DUST ALL HIGH-LEVEL HORIZONTAL SURFACES WITHIN NORMAL REACH		Bi-Weekly	

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DUST HIGH AND LOW AREAS SUCH AS PICTURES, CLOCKS, ETC. SHAMPOO, STEAM, OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		Bi-Weekly (UR)	Upon Request
HARD WALLED OFFICE AREAS	OFFICE		
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY DUST DESKTOP TELEPHONES VACUUM ALL CARPETED FLOORS (COMPLETED ON TUESDAY/THURSDAY) DAMP-WIPE ALL DOORS AND DOOR FRAMES VACUUM EDGES AND CORNERS OF CARPETED FLOORS DUST AND SPOT WIPE ALL AIR DIFFUSERS AND LIGHT FIXTURES STRIP, WAX AND POLISH ALL HARD SURFACE FLOORS CLEAN AND POLISH ALL METAL BRIGHTWORK DUST MOP AND/OR SWEEP ALL HARD SURFACE FLOOR AREAS DAMP MOP ALL HARD SURFACE FLOORS USING A GERMICIDAL DISINFECTANT, AND IF PRESENT SANITIZE FLOOR DRAINS SHAMPOO, STEAM OR DRY CLEAN, AND EXTRACT ALL CARPETED AREAS		Daily Bi-Weekly Bi-Weekly Weekly Bi-Weekly (UR) (UR) Daily Daily Daily Daily (UR)	Upon Request
EMPLOYEE BREAK ROOMS	BREAKROOM		
CLEAN ALL RESILIENT FLOOR SURFACES WITH CHEMICALLY TREATED DUST MOP SPOT CLEAN ALL COMPOSTION FLOORS DUST AND POLISH ALL FURNITURE CLEAN AND POLISH MIRRORS CLEAN SINKS AND DAMP-WIPE ALL COUNTER TOPS USING AN APPROVED DISINFECTANT CLEAN AND POLISH ALL METAL BRIGHTWORK EMPTY ALL WASTEBASKETS AND REPLACE LINERS AS NECESSARY DAMP MOP ALL HARD SURFACE FLOORS USING A GERMICIDAL DISINFECTANT, AND IF PRESENT SANITIZE FLOOR DRAINS INSPECT AND FILL ALL DISPENSERS AS NEEDED		Daily Daily Daily (UR) Daily Daily (UR) Daily Daily	Upon Request Upon Request
STREET LEVEL			
FREIGHT ELEVATORS (1)	FREIGHT		
FULLY SWEEP AND DAMP MOP FLOOR CLEAN AND/OR POLISH ELEVATOR CABS, DOORS, INDICATOR LIGHTS AND TRACKS REMOVE ALL GRAFFITI ELEVATOR LOBBIES WALLS AND FIXTURES (4) DAMP MOP USING AUTOMATIC SCRUBBER IN THE HARD FLOOR ELEVATOR LOBBIES (4) PRESSURE WASHING MINNA & NATOMA FROM 2ND STREET TO BEALE SHAW VALLEY – FLOOR SCRUBBING STREET LEVEL BEAM CLEANING		Daily Weekly Weekly Monthly Monthly (UR)	Monthly or Upon Request Monthly or Upon Request Upon Request
ELEVATOR (9) & ESCALATORS (10)	ELE/ESC.		
SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING FINGERMARKS, SMUDGES AND STAINS FULLY VACUUM ALL CARPET FROM WALL-TO-WALL TO INCLUDE CORNERS AND EDGES DAMP WIPE AND POLISH ELEVATOR BRIGHT METALWORK DETAIL VACUUM AND DAMP-WIPE ELEVATOR TRACKS DUST ALL CAN LIGHTS USING DUST WAND IN THE PASSENGER ELEVATORS DETAIL CLEAN THRESHOLD PLATES REMOVING ALL VISIBLE SOIL IN THE FREIGHT AND PASSENGER ELEVATORS WIPE, SPOT CLEAN, VACUUM, AND POLISH ALL ESCALATOR LANDINGS (16) DAMP-WIPE ALL ESCALATOR HAND RAILS SPOT CLEAN AND DRY WIPE ALL ESCALATOR BALUSTRADES, NO SCOURING IS PERMITTED (5) CLEAN AND POLISH ESCALATOR TREADS, RISERS, LOWER SKIRT GUARDS, AND THRESHOLDS (10)		Daily Daily Daily (UR) Bi-weekly Bi-weekly Daily Weekly (UR) (UR)	Upon Request Upon Request
LOBBIES, ELEVATOR LOBBIES/LANDINGS	LOBBIES		
EMPTY ASHTRAYS, CLEAN CIGARETTE URNS, SMOOTH SAND, AND REPLACE AS NECESSARY (3? Street Level) REMOVE ALL GRAFFITI HAND WASH ALL WALLS DAMP MOP USING AUTOMATIC SCRUBBER IN THE HARD FLOOR ELEVATOR LOBBIES WIPE AND SPOT CLEAN ALL GLASS DIRECTORIES AND SIGNAGE DAMP WIPE AND POLISH ALL METAL BRIGHTWORK WITHIN NORMAL REACH		Daily Daily Weekly Weekly Daily Daily	
QUIET ROOMS/MOMMY ROOMS (PER ROOM) (location?) N/A right now	MOMMYRM.		
DAMP WIPE SOILED WASTE BASKETS EMPTY ALL TRASH RECEPTACLES AND REMOVE COLLECTED TRASH TO DESIGNATED AREA REPLACE LINERS AS NEEDED SPOT CLEAN ALL WALLS, LIGHT SWITCHES, DOORS AND VENDING MACHINES DAMP WIPE ALL TABLES AND CHAIRS (1 table two chairs) CLEAN AND SANITIZE ALL SINKS AND WIPE DRY		(UR) (UR) (UR) (UR) (UR) (UR)	Upon Request Upon Request Upon Request Upon Request Upon Request

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FILL PAPER TOWEL DISPENSERS		(UR)	Upon Request
DAMP-WIPE ALL COUNTERTOPS		(UR)	Upon Request
DUST MOP AND DAMP MOP HARD SURFACE FLOOR (ENTIRE AREA)		(UR)	Upon Request
DUST ALL BASEBOARDS, LEDGES, MOULDINGS, AND OTHER LOW REACH AREAS		(UR)	Upon Request
DUST ALL HIGH-LEVEL HORIZONTAL SURFACES		(UR)	Upon Request
SPRAY AND WIPE REFRIGERATORS INSIDE AND OUT. PERFORM THIS TASK AFTER 9:00 PM EVERY FRIDAY. DO NOT DISCARD ANYTHING. DEFROST AS NEEDED		(UR)	Upon Request
PUBLIC AREAS AND CORRIDORS	PUBLIC		
GRAND HALL POLISH HARD SURFACE FLOORS USING HIGH-SPEED BURNISHER ALONG WITH SPRAY BUFF OR MOP ON RESTORER		(UR)	Upon Request
DAMP MOP FLOOR USING SCRUBBER MACHINE		Weekly	
EMPTY ALL TRASH RECEPTACLES AND REPLACE LINERS AS NECESSARY (PEAK HOURS FOR TRANSPORTATION)		Daily	
CLEAN/POLISH DRINKING FOUNTAINS AND DAMP-WIPE SURROUNDING WALLS		Daily	
(10) DUST AND SPOT WIPE ALL DOORS AND DOOR FRAMES		(M)	Monthly
USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREAS (ENTRY MATS?)		Bi-weekly	
DUST ALL HIGH-LEVEL HORIZONTAL SURFACES WITHIN NORMAL REACH		(UR)	Upon Request
DUST HIGH AND LOW AREAS SUCH AS PICTURES, CLOCKS, ETC.		(UR)	Upon Request
FULLY SWEEP ALL WALKS		Daily	
WIPE AND SPOT CLEAN ALL STAND PIPES, COLUMNS, ETC. TO REMOVE WATER STAINS		Weekly	
FOOD TRUCK VENDOR TRASH AND DEBRIS		N/A	Upon Request
JANITOR CLOSETS/STORAGE AREAS (Per closet)	CLOSET		
EMPTY WASTE BASKETS AND REMOVE COLLECTED TRASH TO DESIGNATED AREA. REPLACE LINERS WHEN TORN OR SOILED		Daily	
CLEAN THE FLOOR AND TIDY ALL EQUIPMENT. REMOVE ITEMS THAT DO NOT BELONG		Daily	
EMPTY VACUUM CLEANER BAGS AND CHECK BELTS		Weekly	
CLEAN MOP SINKS AND LEAVE FREE OF ALL DEBRIS		Daily	
LOADING DOCK AREAS	DOCK		
HAUL ALL COLLECTED TRASH AND RECYCLE TO DESIGNATED AREAS. DEPOSIT INTO APPROPRIATE CONTAINER(S), COMPACTOR OR BALER		Daily	
SPOT MOP ALL TRACKAGE AND SPILLS		3x Daily	
RESTROOM			
USING PUSH BROOM SWEEP ALL DOCK FLOOR SURFACES TO INCLUDE UNDER ALL COUNTERS, FIXTURES, EQUIPMENT, ETC.		Weekly	
POWERWASH ALL DOCK FLOORS			
POWER WASH ALL DOCK FLOORS		Monthly	
BUS DECK			
RESTROOMS (DRIVER RESTROOMS)			
CLEAN ALL FIXTURES AND SANITIZE, USING APPROVED CLEANER		Daily	
EMPTY ALL WASTE RECEPTACLES AND REMOVE TRASH TO DESIGNATED AREA		Daily	
DAMP WIPE WASTE RECEPTACLES WITH A DISINFECTANT		Daily	
CLEAN AND POLISH MIRRORS		Daily	
DUST AND/OR SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES TO INCLUDE DISPENSERS, PARTITIONS, WALLS/DOORS WITH DISINFECTANT		Daily	
CLEAN SINKS AND DAMP WIPE ALL COUNTERTOPS USING AN APPROVED DISINFECTANT		Daily	
CLEAN AND POLISH ALL METAL BRIGHT WORK		Daily	
DUST MOP AND/OR SWEEP ALL HARD SURFACE FLOOR AREAS		Daily	
DAMP MOP ALL HARD SURFACE FLOORS USING A GERMICIDAL DISINFECTANT, AND IF PRESENT SANITIZE FLOOR DRAINS		Daily	
INSPECT AND FILL ALL DISPENSERS AS NEEDED		Daily	
WASH TILE WALLS NEXT TO URINALS AND TOILETS IN THE RESTROOMS WITH A GERMICIDAL DISINFECTANT		Weekly	
MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DISINFECTANT		(UR)	Upon Request
DUST AND SPOT WIPE ALL AIR DIFFUSERS AND LIGHT FIXTURES		(UR)	Upon Request
WALL AND FLOOR GROUT		(UR)	Upon Request
PEDESTRIAN PLATFORM AREA			
SCRUB FLOOR & EDGE MOP	FLOOR	(W)	Weekly
EMPTY ALL WASTE RECEPTACLES AND REMOVE TRASH TO DESIGNATED AREA (16 SETS OF 2?)		Daily	
POLICE AREA FOR DERIS/SPILLS		Daily	
WIPE AND SPOT-CLEAN ALL STAND PIPES, COLUMNS, GLASS, ETC. TO REMOVE WATER SPLASHES AND STAINS		Daily	
BUS DRIVING AREA			
SCRUB, POWERWASH & VACUUM	BUS AREA	(UR)	Upon Request
BUS OFF-RAMP SWEEP	BRIDGE	(UR)	Upon Request

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STAIRWELLS (3) ROOF TO STREET LEVEL			
SWEEP ALL HARD SURFACE FLOORS AND STAIRS		Weekly	
SPOT CLEAN ALL DOORS, WALLS AND JAMBS		Weekly	
DAMP MOP ALL HARD SURFACE FLOORS		(UR)	Upon Request
DUST AND /OR SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES TO INCLUDE HANDRAILS, BASEBOARDS, AND LIGHT		Monthly	
FIXTURES		(UR)	Upon Request
HIGH DUST ALL SURFACES NOT REACHED DURING NORMAL OPERATIONS		(UR)	Upon Request

Zero Waste Trash Sorting Services, Full time - in compliance with SF Environment and Recology.