



# **Request for Proposal**

**For**

## **Custodial Services**

**For The**

**Putnam County Charter School System**

**Prepared by:**

**FINANCE DEPARTMENT**

**158 Old Glenwood Springs Road**

**Eatonton GA 31024**

**RFP**

**Issue Date: March 12, 2024**

**Proposals Due:**

**April 11, 2024**

**Putnam County Charter School System  
REQUEST FOR PROPOSALS**

**ISSUE DATE: March 12, 2024**

**RFP REF:**

**ISSUING AGENCY:** Putnam County Charter School System  
Finance Department  
158 Old Glenwood Springs Road  
Eatonton, GA 31024

**Locations Where Work Will Be Performed:**

Putnam County High School, Ag Barn, Athletic Facility, ball fields and the Putnam County Football Stadium at 140 Sparta Hwy.

**PERIOD OF CONTRACT: July 1, 2024 – June 30, 2025** 12months with Putnam County Charter County School System (sometimes also referred to herein as the “Putnam County Charter School District” or the “District”) having the option to extend for up to four additional one-year terms.

Sealed Proposals for furnishing the Goods/Services described herein will be received until 2:00 PM on **April 11, 2024** at the Putnam County Board of Education 158 Old Glenwood Springs Road, Eatonton, GA 31024

\*\*\*\*\* **LATE PROPOSALS WILL NOT BE ACCEPTED** \*\*\*\*\*

**INQUIRIES:** Proposers shall have until April 10, 2024, to make any inquiries. All inquiries for information should be directed in writing to: Kevin Thompson, 158 Old Glenwood Springs Road, Eatonton, Ga. 31024 or via email at kevin.thompson@putnam.k12.ga.us.

**PROPOSALS MUST BE DELIVERED TO**

**Putnam County Board of Education, 158 Old Glenwood Springs Road, Eatonton, GA 31024**  
**On or before April 11, 2024 by 2:00 PM. The outside of the envelope must be clearly marked BID**  
**FOR CUSTODIAL SERVICES with bid closing date.**

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services in accordance with the attached signed proposal.

Name and Address of Firm:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Signature in Ink

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Agent Authorized to Enter into Contracts

*The Putnam County Board of Education is an Equal Opportunity Owner/Employer and will not discriminate against any party submitting a proposal because of race, creed, color, religion, sex, national origin, or ADA disability status.*

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I. **PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this document is to solicit proposals from qualified vendors of Custodial Services for selected Putnam County Charter School System schools and facilities.

II. **NATURE OF PROPOSAL**

Each interested proposer shall be responsible for the review of this Request for Proposal, other information which may be requested, site visitation as required, and other information as it deems necessary for the submission of a comprehensive proposal which will represent the proposer's best offer as a supplier of custodial services for the Putnam County Charter School System.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request for Proposal to facilitate Putnam County Charter School System review. In the preparation of each proposal attention should be given to the criteria referenced which may be used for purposes of review and award determination.

III. **PROGRAM REQUIREMENTS**

- A. General - The proposer shall furnish all management, employment, supervision, training, and cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for performance under this Request for Proposal.
- B. Cleanliness - It will be the responsibility of the proposer to provide custodial services and the supervision for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the facility. A detailed cleaning schedule is included for review and consideration in Attachment "A".

IV. **SCOPE OF PROGRAM**

- A. General - The overall scope of work is to provide complete custodial services as required for Putnam County Charter School Systems' facilities listed. See Attachment "C".
- B. Space - Through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the proposer to verify measurements as deemed applicable for the submission of a proposal. See Attachment "C" for completion.

V. **SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL**

Tour of Facilities – It shall be the sole responsibility of the proposer to visit each facility to acquaint itself with the nature and extent of work involved. District will have representatives to conduct tours and answer questions. Although tours are not mandatory, they are highly encouraged.

Questions related to RFP and requirements should be directed to Kevin Thompson  
Email: [kevin.thompson@putnam.k12.ga.us](mailto:kevin.thompson@putnam.k12.ga.us)  
Phone: 706-816-5232

- A. Copies of Proposal - Each proposal shall include One (1) original and Three (3) separately bound identical copies. Additionally, proposals are to include an electronic copy in PDF format on CD/DVD and/or USB drive. Submit proposals in a sealed envelope with proposer's name, RFP Reference, and project name clearly indicated. Failure to comply may result in rejection of proposal.
- B. Acceptance/Rejection of Proposal
  - 1. The contract may be awarded to the qualified proposer whose proposal is determined by the Putnam County Charter School System to be most advantageous to Putnam County Charter School System. The committee's evaluation of criteria and other factors will be taken into consideration.
  - 2. Putnam County Charter School System reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received.
  - 3. This Request for Proposal does not commit Putnam County Charter School System to contract for any requirements for this solicitation.
  - 4. A written award or contract furnished to the successful proposer, within the time for acceptance specified in the proposal, shall be deemed to result in a binding contract without further action by either party.
  - 5. In competitive sealed proposals, prices will not be divulged at opening.
- C. Waiver – Proposer agrees to waive any claims it has or may have against the Putnam County Charter School System, its Board employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.
- D. Unit and Total Cost - Each proposal shall include monthly and yearly unit and total cost figures. See Attachment "C".

## VI. **EVALUATION OF PROPOSALS**

- A. Committee - Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Putnam County Charter School System. In the process of evaluation, the total proposer's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section VI. (B) of this request.

During the process of evaluation, the committee may need additional information. This need will be requested by Putnam County Charter School System and the proposer shall be responsible to respond in written form or in person as requested.

- B. Award Criteria - Specific criteria which may be utilized by the committee in the evaluation process is referenced below and must be included with the proposal.

## PROPOSAL CRITERIA FORMAT

### **TAB 1 Understanding & Ability to Meet all Service Requirements**

1. Submit Cover letter and introduce company detailing the acceptance of requirements and policies stated within the RFP. The cover letter should be signed by a representative authorized to legally bind the firm.
2. Acknowledge receipt of any amendments.
3. Submit a completed copy of the E-Verify Affidavit (Attachment "B").
4. How long in business (Submit date organized).
5. Submit the number of employees currently on payroll.
6. Submit a summary of understanding of the requirements, management practices, and capabilities of training proposer's employees. Summary should outline the proposer's ability to meet the physical responsibility requirements.
7. Submit information related to the company compensation package.
8. Submit a list of all the equipment to be used in the contract. Include a picture and specification sheet of each equipment item listed.
9. Submit a list of supplies and chemicals to be used in the contract.
10. Submit technique used for cleaning each type of floor.
11. Submit definition and methodology for Deep Cleaning of Restrooms, and Cafeteria.

### **TAB 2 Satisfactory Record of Performance**

1. Submit Experience in school facilities projects of similar size and scope
2. Provide a list of all current clients. Identify new clients that you have been providing services for over the past twelve (12) months. The client list should include the following: Company Name, mailing address, contact name, telephone number, project scope, project value, and dates of service.

### **TAB 3 Training, Qualifications & Experience of key personnel who will be assigned to this contract**

1. Submit name, experience, training, & qualifications of key personnel to be assigned to this contract (with titles).
2. Give a detailed description of your company's employee training, schedule of on-going training, and who will be responsible for providing the training.
3. Give a detailed description of how your company will have employees evaluate the training offered to them.
4. Submit a name that will be assigned to follow up with employees who may need additional follow up training.

### **TAB 4 Cost**

1. Submit Cost on the enclosed "Bidding Schedule" (Attachment "C")
2. Bid Bond

### **TAB 5 Annual Report or Financial Statement**

1. Submit a copy of current annual report or financial statement prepared by a Certified Public Accountant or submit a statement that such information shall be available if chosen for an interview with the Evaluation Committee.

**TAB 6** Exceptions taken to the RFP

**TAB 7** Additional Information not Requested

- C. Negotiations – The Putnam County Charter School System may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

VII. **CONTRACT**

- A. Award - It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a period beginning on the date of the contract **July 1, 2024** and ending **June 30, 2025** at a fixed price, with the ability of Putnam County Charter School System to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included. The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Putnam County Charter School System and the proposer. In case of extensions, the cost per month which was submitted in the proposer's proposal may be increased or decreased within negotiations.
- B. Assignment – No contract or its provisions may be assigned, sublet, or transferred without written consent of the District.
- C. Termination/Cancellation - Putnam County Charter School System reserves the right to cancel the contract upon thirty days written notice to the proposer, with or without cause.
- D. Payments - Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Payment shall be made within a reasonable timeframe. The Putnam County Charter School System is exempt from all state sales tax and federal excise tax and these taxes must be deducted from any proposal.
- E. Insurance - The proposer shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:
1. Commercial/Comprehensive General Liability
    - a. \$1,000,000 Bodily Injury Per Person
    - b. \$1,000,000 Bodily Injury Aggregate Limit
    - c. \$ 500,000 Property Damage Per Occurrence
    - d. \$1,000,000 Property Damage Aggregate Limit
  2. Comprehensive Automobile Liability
    - a. \$1,000,000 Property Damage Per Occurrence
  3. Workmen's Compensation and Employers' Liability
    - a. \$ 500,000 Bodily Injury Per Person
  4. Umbrella or Excess of Loss Coverage
    - a. \$10,000,000 Per Occurrence
  5. The proposer will provide an insurance certificate within 21 days after acceptance of contract.
  6. Putnam County Charter School System must have 10 days notice of cancellation or change in insurance coverage and give its approval.

The District shall be named as an additional insured by Endorsement on the proposer's policy as to the subject contract.

- F. Addenda - Any "Addenda" or Instruction to Proposers issued by Putnam County Charter School System prior to the time for receiving proposals shall be included in the resulting contract.

VIII. **RESPONSIBILITIES OF PROPOSER**

- A. Contract Management Team - The District will require the following supervisory positions to be filled as the minimum acceptable to the District to manage this contract.
1. Project Manager - This should be an executive position filled by an experienced manager. District Facility Specialist shall report any problems or concerns with Building Employees to the Project Manager. Project Manager must have a cell phone, and email access.. Project Manager shall not oversee school buildings directly and be available for emergencies that require custodial response.
  2. Building Supervisor - The proposer shall designate one person as "supervisor". Communications from the principal shall be directed to the Proposer's Building Supervisor. The supervisor shall notify the principal or site manager of any condition, deterioration, damage, safety hazard, menace or inoperative device promptly upon discovery. The principal shall notify the District Facility Specialist.
- B. Safety - Proposer shall be familiar and in complete compliance with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss or time of major injuries to the District Facility Specialist.

The proposer shall be responsible for training his/her employees in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, students, staff and faculty.

The proposer shall be responsible for training his/her employees in an approved Asbestos Awareness Program.

- C. Workmanship - The proposer's employees shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work and shall meet the approval of the District Facility Specialist. The proposer shall be responsible for providing the proper training for all of proposer's employees regarding the proper handling of equipment and application of cleansers, polishes, waxes, and other chemical substances. Damages resulting from the improper application or use of chemical substances will be the responsibility of the proposer. Additionally, the proposer is responsible for providing all training for his employees as required by AHERA, SCDHEC, OSHA, and EPA regulations.
- D. Chemicals, Materials and Equipment
1. The procurement and maintenance of all equipment, supplies, materials, and chemicals for the successful execution of this contractual obligation shall be the proposer's responsibility.
  2. Materials shall be stored neatly in areas designated by the District or the District Facility Specialist. School storage space will be provided. Proposer shall be responsible for providing any extra storage space needed at the school. This may include but not limited to include storage containers, pods, etc.



3. The District shall assume no responsibility for loss or damages of stored materials, chemicals and equipment. Damage to the District's storage facilities shall be the responsibility of the contractor.
4. District will provide locked storage spaces where available, but it shall not be responsible for losses that may be incurred due to theft and/or vandalism.
5. Proposer shall post a list of supplies, with minimum requirements, at each school. The proposer's Building Supervisor will be responsible for checking supplies daily and making sure they are replenished.
6. Chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Proposer shall be responsible for maintaining Material Safety Data Sheets (MSDS) on each job site for all chemicals used in the cleaning process.
7. Vacuum cleaners used during the proposal period shall be HEPA approved. Proposer is responsible for proper operation and up keep of HEPA vacuums.
8. Proposer must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.
9. Proposer shall maintain proposer's equipment to present a neat appearance, be free from hazards, and to perform in a "like new" manner. All cleaning equipment shall be cleaned after work is completed each day.

E. Office and Storage Space

1. The district will provide a place for storage.

F. Project Coordination - The proposer shall coordinate and schedule his staff to complete the daily work in conjunction with the school schedule. The proposer shall plan the work in conjunction with the school principal to minimize the disruption of school operations. The proposer shall confer with principals and the District Facility Specialist, as specified, but not less than once per week, in order to set up and maintain the facility in an acceptable state of cleanliness and sanitation. Inspection forms must have district approval. Any substitute worker or newly assigned custodian shall report to the Building Supervisor before starting their workday. The Building Supervisor shall introduce the substitute worker to Building Administration before their workday begins.

G. Keys

1. One set of keys will be furnished to the proposer for the Project Manager and the Building Supervisor.
2. One sets of keys will be furnished to the proposer for each facility by the District. If additional keys are needed, a request shall be made to the District Facility Specialist . The District's representative will make these additional keys and the proposer will be billed for the cost. It is extremely important that the proposer be responsible and accountable for the keys and security of the building. Upon termination of the contract, the proposer shall return all keys to the District Facility Specialist y before the final payment is made. Proposer keys lost or stolen while in the possession of the proposer, will be replaced and all applicable locks re-keyed at the proposer's expense if it is determined that security of the facility has been compromised.
3. Employees shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the proposer.
4. It is the responsibility of the proposer to lock all exterior doors after students and teachers have left for the day. All exterior doors shall remain locked while the building is being cleaned. All doors which were unlocked upon entry will be immediately locked.

H. Security - The proposer shall be responsible for training employees in security requirements of the District and shall be responsible for the enforcement of the same. The District security requires that you provide them with a list of all employees hired by name, social security number, date of birth, sex, race, and address. The proposer shall have E-Verify checks of all applicants prior to employment. A copy of the E-Verify report must be issued to

the District Facility upon request. Additionally, each employee shall be informed of the following:

1. The proposer shall be responsible for safeguarding against loss, theft, or damage of all District's property, materials, equipment, and accessories that might be exposed to the proposer's employee. If any person working for the proposer's company is caught stealing or damaging property, materials, equipment, and accessories belonging to the Putnam County Charter School District, the proposer will be the responsible party to pay restitution for damages or theft.
2. The Building Supervisors will be trained to secure buildings. The Project Manager will do this training with assistance from the District Facility Specialist.
3. Guns, knives, or other dangerous weapons shall not be allowed on District property.
4. The proposer's employees working after normal school hours shall secure and keep all outside doors and windows locked while performing their duties, keep fire doors operable, and monitor unauthorized entry. The proposer's employees shall report any issues to the Principal or Building Supervisor immediately. Proposer's employees shall perform a "fire watch" function, shall upon completion of work secure doors and windows, turn off general lighting and shall report to the principal or Building Supervisor actions of students that abuse the physical plant.
5. The proposer's Building Supervisor at each location shall be held responsible for the securing of the buildings.

NOTE: Problems encountered locking any exterior door must be called in to the District Facility Specialist. The accepted proposer shall be provided the telephone number.

- I. Drug Free Workplace - All forms of tobacco (or substitute) products, alcohol, and drugs are prohibited on District property.
- J. Damage or Theft - Proposer shall be responsible for the repair or replacement to the satisfaction of the District, any damage to the facility caused by any employee of the proposer. The proposer shall be responsible for any loss or damage to property including money, securities, merchandise, fixtures, and equipment belonging to the District or to any other person or organization to such extent as the District is legally liable for such loss or damage. If any such loss or damage was caused by the proposer or any employees thereof, while such employee is on the premises of the District as an employee of the proposer. Should it be determined that the proposer's employees are responsible, the proposer is legally liable. Proposer will always take a neutral position between employee and the District and investigate the matter in order to protect the relationship with the District.
- K. Proposer's Employees
  1. All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, background checks, and any other stipulations prudent to employee management.
  2. Only those employees who have been properly trained shall be assigned duties under this proposal.
  3. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the District Facility Specialist.
  4. The proposer agrees to be responsible for and shall provide general supervision of all his employees working under this proposal. Whenever any employee is working, there shall be a designated supervisor directing all work.

5. Any substitute worker or newly assigned custodian shall report to the main office immediately upon entering the school building and be introduced by the Building Supervisor to the school Administration and staff.

L. Procedures for Proposer Staff Changes

1. Proposer is to maintain current employee roster by name and school assignments. Employee changes should be reported to District Facility Specialist within 24-48 hours of change. Proposer shall make notification by phone and follow up with a written notification by email.

M. Rules for Proposer's Employees - The proposer shall ascertain that all his employees abide by the following rules. Upon written request of the District Facility Specialist to the proposer, any proposer's employee who fails to abide by these rules will be immediately removed from the School System and replaced.

1. All employees shall be dressed in a manner authorized by the proposer and in accordance with the Putnam County Charter School System Employee dress code. Employees will be neat and clean in appearance. Uniforms shall be worn which fully identify the employee as a member of the proposer's work force
2. Employees shall be of good integrity and character.
3. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
4. Employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage, within 24 hours to the Principal of the school in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
5. Employees shall not open drawers, file cabinets or use any telephone except public pay phones, or use any equipment, kitchen or otherwise, unless given specific approval by the school principal or principal's designee.
6. Proposer's employees shall not clean or move copy machines, office computers, or other office machines except when specifically requested by the school principal or designee. These items may be dusted using a feather duster.
7. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the proposer or visitors to the building.
8. Employees shall not remove any article or materials from the premises, regardless of value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
9. Employees shall abide by rules and regulations set forth by the District administration and policies set forth by the District Board of Education.
10. The proposer's supervisors must possess the ability to communicate effectively, both orally and in writing, with the custodial staff and other employees. The proposer's supervisors shall make contact on a regular basis with the school principal to ensure adequate communication concerning the project. The proposer's supervisors are responsible for reporting maintenance problems as they arise as well as other problems of mutual concern.
11. The use or possession of alcoholic beverages or other non-prescription drugs will not be permitted on the contracted property. Proposer's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
12. Proposer's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
13. Proposer's employees shall not allow any unauthorized persons in the school buildings

(children, friends, or anyone else not authorized by the District of the proposer).

- N. Utilities - The District shall provide the proposer with all normal utilities required for cleaning of buildings, including telephone, necessary for performing this proposal (electricity, lights, water, and gas). Upon written request from the District Facility Specialist, the proposer will comply with energy conservation requirements initiated by the District. Mechanical, heating, air conditioning, and telephone equipment rooms are considered off limits to proposer's forces. No custodial supplies are to be stored in these areas. The District Facility Specialist shall define exceptions. NO MECHANICAL EQUIPMENT WILL BE ADJUSTED OR OPERATED BY THE PROPOSER'S EMPLOYEES. In the event of failure or trouble noted in any such items, the matter must be referred to the school principal. During evening cleaning operations, lights will be off except in the area in which actual cleaning is taking place.

- O. Working Hours - Proposer's concentrated night cleaning must be undertaken after normal office/school hours. Normal hours are from 7:30 a.m. to 3:30 p.m. From time to time the school building or part thereof, are used for meetings or program fulfillment before and after normal working hours. It is the cleaning proposer's responsibility to perform all duties with the frequencies required by this proposal regardless of the time vacated. (School principal is to provide a monthly activity calendar to assist proposer with schedule.) Each school is to be manned daily by Supervisor(s) who are to keep the building neat and attractive by providing light cleaning and whatever other duties the principal may assign. The Supervisor shall be accessible during the entire school day. Times of evening hours must meet District approval.

Proposer shall provide full staff on all school staff workdays, per school calendar, which will not be less than 230 days. This includes normal days of operation, furlough days and teacher work days.

- P. Inclement Weather - In case of inclement weather, the proposer's Project Manager will directly contact the District Facility Specialist and inform him of the status of cleaning in the facilities covered by this proposal. The District Facility Specialist or Principal will notify the proposer's Project Manager of the scheduled make-up day(s). The District Facility Specialist will notify the proposer's Project Manager if school is cancelled due to inclement weather. If the Facilities Department reports to work, a proposer's representative (building supervisor) will be expected to be at each school to assist with removing walkways and entranceways of snow and ice and to properly disperse ice melt in these areas.

- Q. Project Coordination and Inspections - The proposer shall coordinate and schedule proposer's staff to complete the daily work. The proposer shall plan the work in conjunction with the school principal to minimize the disruption of school operations.

Monthly walkthrough inspections of facilities will be conducted with principal or site administrator using cleanliness checklist. See attachment "D".

The proposer's Project Manager shall accompany the District Facility Specialist on periodic inspections of the work at any time during normal business hours of the school. The District reserves the right to make determination as to whether service is being performed satisfactory.

- R. Work Conferences - The proposer's Project Manager will meet upon request with the District Facility Specialist.

- S. Performance Record - School employees are to send requests and complaints to the school office. Office employees will document complaint and send email detailing deficiency to Proposer's Project Manager who will address the issue. Proposer will be given

48 hours to resolve the issue to the satisfaction of school administrator or designee.

- T. Complaints and Supply Requests - The proposer shall correct all complaints and supply requests for services within a reasonable time period. All complaints, both major and minor, shall be investigated within 48 hours. Any complaint, which cannot be corrected during the same working day of which, is considered unreasonable or which cannot be dealt with for reasons beyond the proposer's control shall be specifically reported to the Direct Facility Specialist. Uncorrected complaints, if not considered unreasonable by the Direct Facility Specialist, shall be cause for the following actions by the District.

In the event it becomes necessary for the school system to take corrective action based on contractual service failure, the incurred cost of labor and materials will be charged to the proposer.

- U. Consumable Supplies - The proposer shall provide consumable supplies to perform all work functions. Consumable supplies include but are not limited to: rags, carpet shampoo, mops, mop buckets, wet floor signs, dust mops, brooms, brushes, and wringers. All consumable supplies must meet district approval.

**The Putnam County Charter School District will provide toilet paper, paper towel, large trash bags, clear classroom trash bags, kitchen paper towels, hand soap, hand sanitizer and all required dispenser for these consumables.**

- V. Extra Billing - It may become necessary for the cleaning proposer to perform duties over and above the scope of work outlined in this proposal. Prior to performing such duties, the proposer will develop an estimate of the cost of the work based on unit prices established within the cost proposal schedule. This estimate must be approved by the Assistant Superintendent of Operations prior to work being performed.

- W. Special Cleaning and other Requirements to be Performed by Proposer

1. Any cleaning for, or any requirements for a Supervisor being present during special events or activities in the schools sponsored by the school will be considered a part of the cleaning proposal.
2. Any outside group allowed to the use the facilities by the District will be charged for cleanup and/or Supervisor being present. The proposer will submit the invoice directly to the District. The unit price established in this proposal will be used.
3. Clean prior to and immediately after all home games and/or activities located at school athletic facilities when used. Areas include but are not limited to stadiums, ball fields, practice fields, press boxes, ticket booths, field houses and restrooms. Cleaning of areas must meet district approval.
4. Emergency and/or call service will be provided at an agreed upon rate.
5. The Proposer shall provide a mid-year service of top-scrubbing and re-waxing of all floors in commons areas, hallways, and cafeterias during the School System's Christmas break. This should be included in the Proposer's Bid Proposal.

IX. **QUALIFICATIONS**

- A. Qualifications - Each proposer shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)
1. Proposer must be licensed to do business in Putnam County, Georgia.
  2. Proposer must register and participate in the federal work authorization program to verify information for all new employees (E-Verify). A signed Putnam County affidavit must accompany all proposals. (Attachment "B")
  3. Proposers may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances, and personnel to furnish the service offered satisfactorily and expeditiously.

X. **INDEMNITY**

Proposer shall indemnify and hold harmless the District harmless, from and against, any and all claims, damages losses and expenses (including reasonable attorney's fees) arising out of or relating to the work contemplated herein.

XI. **SPECIFICATIONS**

- A. See Attachment "A" for cleaning schedule and expectations.

**ATTACHMENT “A”**

**CLEANING SCHEDULE**

Prepared For	Administration Areas							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust all furniture including desks, chairs, tables		X							Inspect Daily
Clean and sanitize drinking fountains, sinks, door knobs, restock supplies	X								
Kitchen Clean sinks, counter tops, wet mop floors		X							
Restock sink supplies Paper Towels and Soap	X								
Low dust including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High dust including shelves, molding, ledges, etc. to 72"					2				
Spot clean desk tops	X								Papers & Personal items not to be disturbed
Spot clean interior glass	X								
Dust HVAC vents						X			
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets		X							
Marker Board Cleaned		X							Do not erase writing.
Spot clean board trays	X								
Spot clean Walls and Doors	X								
Lock Windows and Doors	X								
Vacuum Fabric Furniture				X					
Clean and Sanitize Telephones		X							
RESTROOMS									
SEE RESTROOM PROCEDURES	X								
WINDOWS									
Clean-outside								X	Summer Break
Clean-inside					2				Including ledges
FLOORS HARD SURFACE									
Machine Scrub and buff		X							
Strip and Wax (All waxed surfaces Apply 5 coats of 28% solids wax)								X	Summer Break
CARPETS									
Clean Carpet by Dry Chemical Process								X	Summer Break



Prepared For	Black Box							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust all Chairs and Tables					X				Inspect Daily
Clean and sanitize door knobs	X								
Low dust including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High dust - including shelves, molding, ledges, etc. to 72"				2					
Clean entire glass Doors inside and Out	X								
Spot clean interior glass	X								
Dust blinds/HVAC vents					X				
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets / Pick up trash	X								
Spot clean Walls and Doors	X								
Lock Windows and Doors	X								
Detail Clean Chairs						X			
RESTROOMS									
SEE RESTROOM PROCEDURES	X								
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside				2					Including ledges
FLOORS HARD SURFACE									
Machine Scrub and buff"		X							
Strip and Wax (All waxed surfaces - Apply 5 coats of wax)							X		Summer Break
CARPETS									
Clean Carpet by Steam Clean							X		Summer Break

Prepared For	Classrooms / Labs / Multipurpose Areas /							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust all furniture including desks, chairs, tables	X								
Clean and sanitize drinking fountains, sinks, door knobs, restock supplies	X								
Low dust including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High dust including shelves, molding, ledges, etc. to 72"				2					
Clean desk tops	X								
Spot clean interior glass	X								
Dust blinds/HVAC vents					X				
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets	X								
Marker Board Cleaned		X							Do not erase writing.
Spot clean board trays	X								
Spot clean Walls and Doors	X								
Lock Windows and Doors	X								
Clean and Disinfect Door Knobs / Sink Handles	X								
Clean and Sanitize Telephones		X							
Detail Clean Entire Desks							X		Summer Break
RESTROOMS									
SEE RESTROOM PROCEDURES	X								
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside				2					Including ledges
FLOORS HARD SURFACE									
Strip and Wax (All waxed surfaces Apply 5 coats of 28% solids wax)							X		Summer Break
CARPETS									
Clean Carpet by Dry Chemical Process							X		Summer Break
ESS/PreK Carpets Cleaned						X			
Multi Purpose Room Carpets						X			

Prepared For	Cafeterias							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as	X								
Sweep / Machine Scrub	X								
Clean and sanitize drinking fountains, knobs and restock supplies	X								
Clean and Sanitize Tables	X								
Spot clean spills and debris	X								
Low dust including hand rails, window moldings, shelves, picture frames,	X								
High dust - including shelves, molding, 72"				2					
Dust blinds / HVAC vents			X						
Dust Mop/Wet Mop Hard Floors Wall	X								
Spot clean Walls and Doors Up to 72"	X								
Lock Windows and Doors	X								
Spot clean interior glass	X								
Set Up Chairs and tables	X								
Arrange Chairs and Tables for Next	X								
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside				2					Including ledges
FLOORS HARD SURFACE									
Machine Scrub and Buff		2							
Scrub and Recoat (All waxed areas)							X		Christmas Break
Strip and Wax (All waxed surfaces Apply 5 coats)							X		Summer Break
CARPETS									
N/A									

Prepared For	Teacher's Workrooms / Copier Rooms							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust and Spot Clean All Furniture	X								
Clean and sanitize drinking fountains, sinks, door knobs	X								
Restock sink supplies Paper Towels and Soap	X								
Low dust including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High dust including shelves, molding, ledges, etc. to 72"					2				
Spot clean interior glass	X								
Dust blinds/HVAC vents						X			
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets	X								
Spot clean Walls and Doors	X								
Lock Windows and Doors	X								
Vacuum Fabric Furniture				X					
Clean and Sanitize Telephones		X							
RESTROOMS									
SEE RESTROOM PROCEDURES	X								
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside					2				Including ledges
FLOORS HARD SURFACE									
Machine Scrub and buff		X							
Strip and Wax (All waxed surfaces Apply 5 coats of 28% solids wax)							X		Summer Break
CARPETS									
Clean Carpet by Dry Chemical Process							X		Summer Break

Prepared For	Entrances / Lobbies / Hallways							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust all furniture including desks, chairs, tables	X								
Clean and sanitize drinking fountains, sinks, door knobs, restock supplies	X								
Low dust including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High dust - including shelves, molding, ledges, etc. to 72"				2					
Clean Entrance Glass	X								
Dust blinds/HVAC vents				X					
Dust Mop/Wet Mop Hard Floors or Vacuum Carpet Wall to Wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets		X							
Spot clean Walls and Doors Up to 72"	X								
Lock Windows and Doors	X								
Vacuum Fabric Furniture				X					
Dust Tops of Lockers				X					
Detail Clean Lockers							X		Summer Break
RESTROOMS									
SEE RESTROOM PROCEDURES	X								
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside				2					Including ledges
FLOORS HARD SURFACE									
Machine Scrub and Buff			2						
Scrub and Recoat (All waxed areas)							X		Christmas Break
Strip and Wax (All waxed surfaces Apply 7 coats of 28% solids wax)							X		Summer Break
CARPETS									
Clean Carpet by Dry Chemical Process							X		Summer Break
Sweep / Vacuum Door Mats	X								

Prepared For	Gym / Locker Rooms							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Empty trash cans/Replace liner as needed	X								
Dust all furniture including desks, chairs, tables		X							
Clean and sanitize drinking fountains, sinks, restock supplies	X								
Low dust including window sills, ledges, moldings,shelves, picture frames, etc. to 36"		X							
High dust including shelves, molding, ledges, etc. to 72"					2				
Clean / Dust all rafters, ledges, corners, HVAC ducts, tops of high bay lights, score boards, etc.							X		Summer Break
Clean Entire Glass Doors Inside and Out		X							
Spot clean lobby glass including front doors and partition glass	X								
Dust blinds/vents					X				
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	X								Floors to be detailed including inside door frames and up to base
Spot clean carpets (up to 4" diameter)	X								
Marker Board Cleaned		X							
Spot clean board trays	X								
Spot clean Walls and Doors	X								
Secure Windows and Doors	X								
Change Defective Lights	X								
Weight Room	X								
Deep Clean Lockers							X		Summer Break
Seating Areas									Remove loose debris as needed
Special Event Coverage									As Required
RESTROOMS / SHOWERS									
SEE RESTROOM PROCEDURES	X								
Remove Soaps and other foreign matter	X								
Sanitize Floors and Walls with Germicidal Disinfectant	X								
Pressure Clean Floors				X					
WINDOWS									
Clean-outside							X		Summer Break
Clean-inside					2				Including ledges
FLOORS HARD SURFACE									
Strip and Wax (All waxed surfaces Apply 5 coats of 28% solids wax)							X		Summer Break
CARPETS									
Clean Carpet by Dry Chemical Process							X		Summer Break

Prepared For	Miscellaneous							Days Per Week	5
Services Provided	Frequency of Service								
	Daily	Weekly	X Per Week	Monthly	X Per Month	Quarterly	Semi-Annually	Annually	
General									Comments
Maintain janitor closet in neat and orderly fashion. In shared areas, must leave 4 ft. clearance to Cut Offs,	X								
Observe building security and energy conservation procedures	X								
Notify building contact of any irregularities or facilities issues	X								
Provide Services for After Hours School and Athletic Events - Clean / Restock before and after	X								
Provide Quality Control Reports				X					
WINDOWS									
Clean- All outside							X		Summer Break
Clean-All Exterior Window Louvers/Decorative Window Structures							X		Summer Break
Clean-All inside							X		Summer Break
MISCELLANEOUS									
Snow /Ice Removal from Sidewalks and Entry Ways									As Required
Empty Outside trash cans/Replace liner	X								
Insure all exterior doors are locked	X								
Insure all lights are turned off	X								
Maintain Dumpster areas - Keep lids closed, pressure wash surrounding area, keep area free of trash and debris, etc.	X								
Provide labor and material to perform clean up of vomit, blood and any other bio-contamination event according	X								As Required
Provide locked area for Propane Tanks as needed									In all locations where appropriate

**END OF SECTION**



## **ATTACHMENT “B”**

### **E-VERIFY AFFIDAVIT**

#### **Georgia Security and Immigration compliance Act: e-Verify and SAVE Program Overview [OCGA § 13-10-91]**

Pursuant to the “Georgia Security and Immigration Compliance Act,” Putnam County Charter School System is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees. Contractors or subcontractors cannot enter a contract with the School District for the physical performance of services unless the contractors or subcontractors register and participate in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. Each contractor is urged to complete the attached Affidavit.

Affirmative language will be included in contracts for the performance of services regarding the above requirement. The School System will require an affidavit from a contractor showing its compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract.

*To register for the E-Verify Program, visit [www.uscis.gov](http://www.uscis.gov). Your bid will not be accepted without this e-verify number.*

## AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Putnam County Charter School System, Eatonton, Georgia, has registered and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), in accordance with the deadlines established in the referenced statute.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Putnam County Charter School System, contractor will secure from such subcontractor(s) similar verification of compliance with OCGA 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification the Putnam County Charter School System at the time of subcontractor(s) is retained to perform such services.

***\*The applicable federal work authorization program as of the effective date of the statute is the E-Verify program of the Systematic Alien Verification for Entitlements (SAVE) Program office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit [www.uscis.gov](http://www.uscis.gov) Your bid will not be accepted without this e-verify number.***

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Contractor's/Vendor's E-Verify #

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DATE OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_

## ATTACHMENT “C”

### Putnam County Charter School System

230 Day Pricing Schedule				
Location	Sq. Ft.	Price/ Sq. Ft.	Monthly Billing	Yearly Cost
High School				
Ag Barn Restrooms				
Baseball/Softball Fields Restroom and Trash				
Stadium Restroom and Trash				
Field House Restroom and Trash				
Totals:	0			

**ATTACHMENT “D”**

**CLEANING CHECKLIST**

# Department of Facilities and Safety

## Custodial Operations Cleaning Evaluation Walk Through Check List

Principal / Administrator \_\_\_\_\_

School /Location \_\_\_\_\_

Manager / Administrator \_\_\_\_\_

Date \_\_\_\_\_

Evaluation Area – Overall Rating	Check list												
<b>1. Grounds</b>  <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> Comments:	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<b>Grounds</b> <input type="checkbox"/> Sweep and remove litter/debris/ gum from entrance and sidewalk <input type="checkbox"/> Remove litter/debris from parking lot <input type="checkbox"/> Dumpster area clean <input type="checkbox"/> Remove litter/debris surrounding campus				
Excellent	Satisfactory	Marginal	Unsatisfactory										
4	3	2	1										
<b>2. Hallways/Entrance Lobby</b>  <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> Comments:	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	Entrance <input type="checkbox"/>                      	Hallway #1 <input type="checkbox"/>                      	Hallway #2 <input type="checkbox"/>                      	Hallway #3 <input type="checkbox"/>                      	<input type="checkbox"/> Clean floors, carpet and mats <input type="checkbox"/> Remove dust/debris <input type="checkbox"/> Vacuum / spot clean entrance mats <input type="checkbox"/> Wall objects free of dust <input type="checkbox"/> Clean wall/doors/windows <input type="checkbox"/> Clean/sanitize water fountain <input type="checkbox"/> Dust / Wet mop floors <input type="checkbox"/> Clean baseboards / corners / edges/gum removed
Excellent	Satisfactory	Marginal	Unsatisfactory										
4	3	2	1										
<b>3. Restrooms</b>  <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> Comments:	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	Restroom 1 <input type="checkbox"/>                      	Restroom 2 <input type="checkbox"/>                      	Restroom 3 <input type="checkbox"/>                      	Restroom 4 <input type="checkbox"/>                      	<input type="checkbox"/> Clean and sanitize toilets /urinals / flush valve <input type="checkbox"/> Ceiling free of debris <input type="checkbox"/> Clean countertops and sinks <input type="checkbox"/> Clean Mirror <input type="checkbox"/> Odor free <input type="checkbox"/> Paper towel dispensers filled <input type="checkbox"/> Clean stalls / partitions <input type="checkbox"/> Soap available / dispenser filled <input type="checkbox"/> Toilet paper holder filled <input type="checkbox"/> Floor clean / mopped with disinfectant <input type="checkbox"/> Clean walls <input type="checkbox"/> Empty trash
Excellent	Satisfactory	Marginal	Unsatisfactory										
4	3	2	1										

Evaluation Area – Overall Rating				Check list												
<b>4. Office</b> <table border="1"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> <p>Comments:</p>				Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<b>Office</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum / Clean carpet</li> <li><input type="checkbox"/> Dust mop / Wet mop hard surface floor</li> <li><input type="checkbox"/> Dust furniture/telephones/flat surfaces/wall/moldings/ baseboard/blinds</li> <li><input type="checkbox"/> Clean and disinfect furniture</li> <li><input type="checkbox"/> Clean windows/glass</li> <li><input type="checkbox"/> Remove fingerprints from doors, light switches, handles, molding</li> <li><input type="checkbox"/> Clean main office restrooms</li> </ul>				
Excellent	Satisfactory	Marginal	Unsatisfactory													
4	3	2	1													
<b>5. Classrooms/Labs/Multipurpose</b> <table border="1"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> <p>Comments:</p>				Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<b>Classroom 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Classroom 2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Classroom 3</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Classroom 4</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean floors, carpet and rugs</li> <li><input type="checkbox"/> Remove dust and clean marker boards</li> <li><input type="checkbox"/> Clean corners/edges</li> <li><input type="checkbox"/> Clean/disinfect desk/tables</li> <li><input type="checkbox"/> Dust mop/vacuum carpet</li> <li><input type="checkbox"/> Dust furniture/shelves/walls</li> <li><input type="checkbox"/> Empty trash/recycle bins and clean trash cans</li> <li><input type="checkbox"/> High dust vents</li> <li><input type="checkbox"/> Clean walls</li> <li><input type="checkbox"/> Clean windows/ledges</li> <li><input type="checkbox"/> Empty pencil sharpener</li> <li><input type="checkbox"/> Clean door/door glass</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory													
4	3	2	1													
<b>6. Stairwells</b> <table border="1"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> <p>Comments:</p>				Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<b>Stairwell 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Stairwell 2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Stairwell 3</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<b>Stairwell 4</b> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean and sanitize hand rails/ door hardware</li> <li><input type="checkbox"/> Sweep steps and landings</li> <li><input type="checkbox"/> Mop steps and landing</li> <li><input type="checkbox"/> Clean walls/windows/ledges</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory													
4	3	2	1													
<b>7. Cafeteria</b> <table border="1"> <tr> <td>Excellent</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table> <p>Comments:</p>				Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<b>Cafeteria</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dust mop / wet mop floor</li> <li><input type="checkbox"/> Buff floor</li> <li><input type="checkbox"/> Clean walls</li> <li><input type="checkbox"/> Clean and sanitize water fountain</li> <li><input type="checkbox"/> Clean table tops / chairs</li> <li><input type="checkbox"/> Corners/edges/baseboards free of debris and buildup</li> <li><input type="checkbox"/> Remove gum</li> <li><input type="checkbox"/> Trash removed/bags replaced</li> </ul>				
Excellent	Satisfactory	Marginal	Unsatisfactory													
4	3	2	1													

Evaluation Area	Check list								
<p><b>8. Library</b></p> <table border="1"> <thead> <tr> <th>Excellent</th> <th>Satisfactory</th> <th>Marginal</th> <th>Unsatisfactory</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Comments:</p>	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<p><b>Library</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean and disinfect tables / countertops</li> <li><input type="checkbox"/> Dust/Wet mop hard surface floor</li> <li><input type="checkbox"/> Vacuum floor/carpets/mats</li> <li><input type="checkbox"/> Spot clean hard surface floor/carpet</li> <li><input type="checkbox"/> Clean windows/glass</li> <li><input type="checkbox"/> Dusting</li> <li><input type="checkbox"/> High dust vents</li> <li><input type="checkbox"/> Replace defective lights</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory						
4	3	2	1						
<p><b>9. Gymnasium/Locker Room</b></p> <table border="1"> <thead> <tr> <th>Excellent</th> <th>Satisfactory</th> <th>Marginal</th> <th>Unsatisfactory</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Comments:</p>	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<p><b>Gymnasium / Locker Room</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep on/underneath bleacher seats and steps</li> <li><input type="checkbox"/> Dust mop / wet mop gym floor/lobby floor</li> <li><input type="checkbox"/> Clean wall</li> <li><input type="checkbox"/> Clean and disinfect lockers</li> <li><input type="checkbox"/> Clean countertops / sinks</li> <li><input type="checkbox"/> Clean toilets/urinals/flush valve</li> <li><input type="checkbox"/> Clean / Sanitize showers</li> <li><input type="checkbox"/> Odor free</li> <li><input type="checkbox"/> Clean stalls / partitions</li> <li><input type="checkbox"/> Clean and mop floors</li> <li><input type="checkbox"/> Locker room ceilings free of debris</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory						
4	3	2	1						
<p><b>10. Teacher Workroom</b></p> <table border="1"> <thead> <tr> <th>Excellent</th> <th>Satisfactory</th> <th>Marginal</th> <th>Unsatisfactory</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Comments:</p>	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<p><b>Teacher Workroom</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum / Clean carpet/mats</li> <li><input type="checkbox"/> Dust mop / wet mop hard surface floor</li> <li><input type="checkbox"/> Dust furniture/telephones/flat surfaces/wall/moldings/ baseboard/blinds</li> <li><input type="checkbox"/> Clean and disinfect furniture</li> <li><input type="checkbox"/> Clean windows/glass</li> <li><input type="checkbox"/> Remove fingerprints from doors, light switches, handles, molding</li> <li><input type="checkbox"/> Clean restrooms according to restroom standards</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory						
4	3	2	1						
<p><b>11. Auditorium</b></p> <table border="1"> <thead> <tr> <th>Excellent</th> <th>Satisfactory</th> <th>Marginal</th> <th>Unsatisfactory</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Comments:</p>	Excellent	Satisfactory	Marginal	Unsatisfactory	4	3	2	1	<p><b>Auditorium</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum / Clean carpet/mats</li> <li><input type="checkbox"/> Dust mop / wet mop floor</li> <li><input type="checkbox"/> Dust furniture tops and chairs</li> <li><input type="checkbox"/> Clean and sanitize water fountain</li> <li><input type="checkbox"/> Clean table tops</li> <li><input type="checkbox"/> Corners/edges/baseboards free of debris and buildup</li> <li><input type="checkbox"/> Remove gum</li> <li><input type="checkbox"/> Trash removed/bags changed</li> </ul>
Excellent	Satisfactory	Marginal	Unsatisfactory						
4	3	2	1						

**END OF SECTION**