

ITEM 4.4

CITY MANAGER'S REPORT OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING

ITEM: JANITORIAL SERVICES CONTRACT

RECOMMENDATION: Adopt a Resolution awarding contract with Karla's Janitorial Services and Suppliers for Janitorial Services and related budget amendment

SUMMARY:

The current contract for Janitorial Services contract expires October 31, 2022. Contract specifications were completed by staff in September 2022 and the contract was bid according to Public Contract Code (P.C.C) and LMC 2.36.060. Three (3) bids for Janitorial Services were received and opened by the City Clerk on October 4, 2022.

JLK Enterprises submitted the lowest total bid in the amount of \$97,344. However, JLK Enterprises did not provide a valid bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is deemed non-responsive and the City is unable to consider their bid. Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563 and was determined to be fully responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding of the contract requirements. Staff requests that City Council adopt a resolution to award a service contract to Karla's Janitorial Services and Suppliers for Janitorial Services.

BACKGROUND:

The current contract for Janitorial Services expires on October 31, 2022. Janitorial Services are needed for City Buildings and Facilities such as City Hall, Police Department, Generations Center, Community Center, Senior Center and Corporation Yard.

Contract Specifications were completed by Staff in September 2022 and the contract was bid according to Public Contract Code and LMC 2.36.060. A total of three (3) bids were received and opened by the City Clerk in October 4, 2022 and JLK Enterprises submitted the lowest total bid in the amount of \$97,344. However, JLK Enterprises did not provide a valid 10% bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is non-responsive and the City is unable to consider their bid. Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563, and was determined to be fully responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding of the contract requirements. Staff requests that City Council adopt a resolution to award a service contract to Karla's Janitorial Services and Suppliers for Janitorial Services.

RECOMMENDATION:

The lowest responsive and responsible bidder for the Janitorial Services Contract Specifications was Karla's Janitorial Services and Suppliers. The bid results are presented in the following table:

<u>Company</u>	<u>Total Bid</u>
JLK Enterprises (Non-responsive due to lack of bid bond or alternate security)	
Karla's Janitorial Service and Suppliers	\$106,563.00
Imperial Maintenance Services, Inc.	\$144,000.00

In addition to being the lowest responsive bidder, Karla's Janitorial Services and Suppliers was given positive recommendations by their professional references and determined to be responsible by City staff. Staff recommends Council awards the proposed contract for Janitorial Services to Karla's Janitorial Services and Suppliers for an annual cost of \$106,563.00 (Attachment B).

FISCAL IMPACT:

The new Janitorial Services Contract will require a budget amendment in the following amounts.

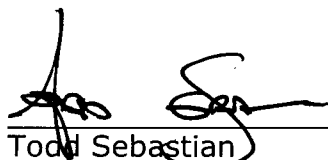
Increase – General Fund – City Hall 1010-30-05-420-25-00 Building and Ground Maintenance	\$2,138
Increase – General Fund – Building Maintenance 1010-30-20-420-25-00 Building and Ground Maintenance	\$18,848
Increase – Measure C – Essential City Services 1060-19-10-420-25-00 Building and Ground Maintenance	\$4,491
Increase – General Fund – Lathrop Police Department 1010-40-30-420-25-00 Building and Ground Maintenance	\$10,953

ATTACHMENTS:

- A. A Resolution Awarding Contract with Karla's Janitorial Services and Suppliers for Janitorial Services.
- B. Contract with Karla's Janitorial Services and Suppliers for Janitorial Services for City Facilities.

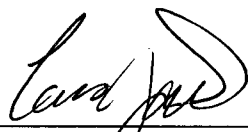
**CITY MANAGER REPORT
OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
JANITORIAL SERVICES CONTRACT**

APPROVALS:



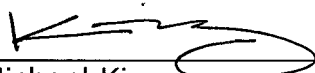
Todd Sebastian
Director - Parks, Recreation, and Maintenance Services

10.5.22
Date



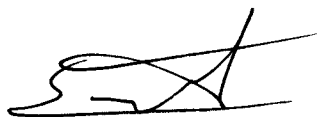
Cari James
Director - Finance

10/5/2022
Date



Michael King
Assistant City Manager

10/5/2022
Date



Salvador Navarrete
City Attorney

10.5.2022
Date



Stephen J. Salvatore
City Manager

10.5.22
Date

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP AWARDING CONTRACT WITH KARLA'S JANITORIAL SERVICES AND SUPPLIERS FOR JANITORIAL SERVICES

WHEREAS, the current contract for Janitorial Services contract expires October 31, 2022. Contract specifications were completed by staff in September 2022 and the contract was bid according to Public Contract Code and LMC 2.36.060; and

WHEREAS, three (3) bids for Janitorial Services were received and opened by the City Clerk on October 4, 2022; and

WHEREAS, JLK Enterprises submitted the lowest total bid in the amount of \$97,344, however, JLK Enterprises did not provide a valid bidder's bond or alternate security. As a result, JLK Enterprises failed to meet the requirements of P.C.C. 20170 and 20171. Pursuant to P.C.C. 20171, their bid is deemed non-responsive and the City is unable to consider their bid; and

WHEREAS, Karla's Janitorial Services and Suppliers submitted the second lowest total bid in the amount of \$106,563, and was determined to be responsive and responsible based upon previous service history, qualifications, reference checks, and overall understanding if the contract requirements; and

WHEREAS, staff requests that City Council award the proposed service contract to Karla's Janitorial Services and Suppliers for Janitorial Services for City Buildings and Facilities such as City Hall, Police Department, Generations Center, Community Center, Senior Center and Corporation Yard.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the proposed contract for Janitorial Services with Karla's Janitorial Services and Suppliers to provide Janitorial Services in City buildings.

BE IT FURTHER RESOLVED, the following budget amendments are approved for FY 22/23:

Building and Ground Maintenance

Increase – General Fund – City Hall

1010-30-05-420-25-00 \$2,138

Building and Ground Maintenance

Increase – General Fund – Building Maintenance

1010-30-20-420-25-00 \$18,848

Building and Ground Maintenance

Increase – Measure C – Essential City Services

1060-19-10-420-25-00 \$4,491

Building and Ground Maintenance

Increase – General Fund – Lathrop Police Department

1010-40-30-420-25-00 \$10,953

Building and Ground Maintenance

The foregoing resolution was passed and adopted this 10th day of October, 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:


ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**SERVICE CONTRACT BETWEEN THE CITY OF LATHROP AND
KARLA'S JANITORIAL SERVICES AND SUPPLIERS**

**JANITORIAL SERVICES FOR ALL CITY OF LATHROP FACILITIES
INCLUDING CITY HALL, POLICE DEPARTMENT, GENERATIONS
CENTER, COMMUNITY CENTER, SENIOR CENTER, AND
CORPORATION YARD**

THIS SERVICE CONTRACT (hereinafter "Contract") is made on **November _____, 2022**, by and between the **City of Lathrop**, a municipal corporation of the State of California (hereinafter "City") and **Karla's Janitorial Services and Suppliers** (hereinafter "Contractor"), whose Taxpayer Identification Number is **83-0764483**.

For and in consideration of the following covenants, terms and conditions, City and Contractor (the parties) agree:

SCOPE OF WORK

Contractor agrees to perform Janitorial Services in accordance with the scope of work and fee proposal provided by the Contractor, attached hereto as Exhibit "A" and incorporated herein by reference. Contractor agrees to diligently perform these services in accordance with the upmost standards of its profession and to City's satisfaction.

CONTRACT PRICE

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done based on time and materials basis not to exceed **\$8880.25** per month set forth in Exhibit "A", for Janitorial Services for all City of Lathrop facilities including City Hall, Police Department, Generations Center, Community Center Senior Center, and Corporation Yard.

TIME FOR PERFORMANCE

The Contract shall commence on, and be binding on the parties on, the date of execution of this Contract, and shall expire on June 30, 2024. This contract may be extended by the City for up to two (2) one additional consecutive terms after the initial contract in one (1) year increments. The City shall notify the Contractor in writing of the intent to extend the contract by June 1st of the current contract year.

PERMITS; COMPLIANCE WITH LAW

The Contractor shall, at its expense, obtain all necessary permits, licenses, easements, etc., for the construction of the project, give necessary notices, pay all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

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JANITORIAL SERVICES**

preparation. Where the Specifications require work to be specially tested or approved, it shall not be tested or covered up without timely, written approval by the City.

Should any such work be covered up without such notice, approval, or consent, it must, if required by City, be uncovered for examination at the Contractor's expense.

NOTICE

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner.

- (a) If the notice is given to the City, by personal delivery thereof to the City's Director of Parks, Recreation, and Maintenance Services, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the City's Director of Parks, Recreation, and Maintenance Services, postage prepaid and certified;
- (b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the Contractor at the address set forth in the Contractor's Bid postage prepaid and certified; or
- (c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

ACCIDENT PREVENTION

Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.

CONTRACTOR'S WARRANTY

The City shall not, in any way or manner, be answerable or suffer loss, damage, expense or liability for any loss or damage that may happen to said building, work, or equipment or any part thereof, or in, on, or about the same during its construction and before acceptance. Contractor unqualifiedly warrants all work and materials to be free of

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defects whether performed or installed by it or by any subcontractor or supplier in the project which is the subject of this Contract.

APPRENTICES

- (a) The Contractor's attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code concerning employment of apprentices by the Contractor or any subcontractor under him. In addition, Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Sections 1777.5, 1777.6 and 1777.7 of the California Labor Code.
- (b) Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.
- (c) Knowing violations of Section 1777.5 will result in forfeiture not to exceed one hundred dollars (\$100) for each calendar day of non-compliance pursuant to Section 1777.7.

HOURS OF WORK

Eight (8) hours of work in any calendar day shall constitute a legal day's work. The Contractor and each subcontractor shall forfeit, as penalty to the City, twenty-five dollars (\$25) for each worker employed in the execution of work on the Project by the Contractor or any subcontractor under him for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any calendar week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, thereof, inclusive, except that work performed by employees of the Contractor and his subcontractors in excess of eight hours per day at not less than one and one half times the basic rate of pay, as provided in Labor Code section 1815.

PAYROLL RECORDS

Pursuant to Labor Code section 1776, as amended from time to time, the Contractor and each subcontractor shall keep records showing the name, address, social security number, work classification, straight time and overtime hours paid each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by him or her in connection with the work.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

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- (a) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
- (b) A certified copy of all payroll records shall be made available for inspection or furnished upon request, or as required by Labor Code section 1771.7 to the City, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations.
- (c) A certified copy of all payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that if request by the public shall be made through either the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement, if as requested, payroll records have been provided pursuant to paragraph (b), the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Contractor, subcontractors and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

The Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) calendar days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or the City, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement, shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor performing work on the Project shall not be marked or obliterated.

The Contractor shall inform the City of the location of the payroll records, including the street address, city and county, and shall, within five (5) calendar days, provide a notice of a change of location and address.

In the event of noncompliance with the requirements of this section, the Contractor shall have ten (10) calendar days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this section. Should noncompliance still be evident after such ten (10) calendar day period, the Contractor shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each calendar day, or portion thereof, for each worker until strict compliance is effectuated.

Upon the request of the Division of Labor Standards Enforcement, such penalties shall be withheld from payments due Contractor.

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PREVAILING WAGES

- (a) The Contractor is aware of the requirements of California Labor Code Sections 1720 *et seq.* and 1770 *et seq.*, as well as California Code of Regulations, Title 8, section 16000 *et seq.* ("Prevailing Wage Laws") which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Contract involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at <http://www.dir.ca.gov/dlsr/PWD/index.htm>. In the alternative, the City shall provide Contractor with a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site.

Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- (b) The Contractor and each subcontractor shall forfeit as a penalty to the City not more than fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing rate for any work done by him, or by any subcontract under him, in violation of the provisions of the California Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

INSURANCE

On or before beginning any of the services or work called for by any term of this Agreement, CONTRACTOR, at its own cost and expense, shall carry, maintain for the duration of the Agreement, and provide proof thereof that is acceptable to the CITY the insurance specified in subsections (a) through (c) below with insurers and under forms of insurance satisfactory in all respects to the CITY.

CONTRACTOR shall not allow any subcontractor to commence work on any subcontract until all insurance required of the CONTRACTOR has also been obtained for

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the subcontractor. Verification of this insurance shall be submitted and made part of this Agreement prior to execution.

- (a) Workers' Compensation. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONTRACTOR. Said Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than one million dollars (\$1,000,000). In the alternative, CONTRACTOR may rely on a self-insurance program to meet these requirements provided that the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or the CONTRACTOR, if a program of self-insurance is provided, shall waive all rights of subrogation against the CITY for loss arising from work performed under this Agreement.

- (b) Commercial General and Automobile Liability Insurance. CONTRACTOR, at CONTRACTOR'S own cost and expense, shall maintain commercial general and automobile liability insurance for the period covered by this Agreement in an amount not less than two million dollars per occurrence (\$2,000,000), combined single limit coverage for risks associated with the work contemplated by this Agreement. If Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) and Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 (any auto).

Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- (i) CITY, its officers, employees, and volunteers are to be covered as insured with coverage at least as broad as ISO form CG 20 10 for ongoing operations and ISO form CG 20 37 for completed operations with respect to each of the following: liability arising out of ongoing activities performed

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- by or on behalf of CONTRACTOR, products and completed operations of CONTRACTOR; premises owned, occupied or used by CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, employees, agents, or volunteers.
- (ii) The insurance shall cover on an occurrence or an accident basis, and not on a claim made basis.
 - (iii) An endorsement must state that coverage is primary insurance and that no other insurance affected by the CITY will be called upon to contribute to a loss under the coverage.
 - (iv) Any failure of CONTRACTOR to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.
 - (v) Insurance is to be placed with California-admitted insurers with a Best's rating of no less than A: VII.
 - (vi) Notice of cancellation or non-renewal must be received by CITY at least thirty days prior to such change.
- (c) Deductibles and Self-Insured Retentions. CONTRACTOR shall disclose the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. During the period covered by this Agreement, upon express written authorization of CITY Manager, CONTRACTOR may increase such deductibles or self-insured retentions with respect to CITY, its officers, employees, agents, and volunteers. The CITY Manager may condition approval of an increase in deductible or self-insured retention levels upon a requirement that CONTRACTOR procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.
- (d) Notice of Reduction in Coverage. In the event that any coverage required under subsections (a), (b), or (c) of this section of the Agreement is reduced, limited, or materially affected in any other manner, CONTRACTOR shall provide written notice to CITY at CONTRACTOR'S earliest possible opportunity and in no case later than five days after CONTRACTOR is notified of the change in coverage.
- (e) In addition to any other remedies CITY may have if CONTRACTOR fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:

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- (i) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- (ii) Order CONTRACTOR to stop work under this Agreement or withhold any payment which becomes due to CONTRACTOR hereunder, or both stop work and withhold any payment, until CONTRACTOR demonstrates compliance with the requirements hereof;
- (iii) Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for CONTRACTOR'S breach.

BACKGROUND CHECK & EMPLOYEE BONDING

Pursuant to California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, § 703(d) and § 707(b), Contractor must have all employees assigned to provide services and/or perform work under this contract pass a required background security clearance to possess unescorted access to the Police Station. This includes, at a minimum, a state and federal fingerprint-based criminal offender record information search be conducted before Contractor be permitted unescorted access to the Police Station.

The Contractor will be required to furnish proof of bonding for employees in the amount of \$10,000 for each employee performing services at Municipal Facilities.

INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold City, its City Council members, officers, employees, engineer, and consultants harmless from and against any and all claims, demands, liabilities, losses, damages, costs, expenses, liens, penalties, suits, or judgments, arising in whole or in part, directly or indirectly, at any time from any injury to or death of persons or damage to property as a result of the willful or negligent act or omission of Contractor, or which results from Contractor's noncompliance with any Law respecting the condition, use, occupation or safety of the Project site, or any part thereof, or which arises from Contractor's failure to do anything required under this Contract or for doing anything which Contractor is required not to do under this Contract, or which arises from conduct for which any Law imposes strict liability on Contractor in the performance of or failure to perform the terms and conditions of this Contract, except as may arise from the sole willful or negligent act or omission of City or any of its City Council members, officers, employees.

This indemnification shall extend to any and all claims, demands, or liens made or filed by reason of any construction, renovation, or remodeling work performed by

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Contractor under this Contract at any time during the term of this Contract, or arising thereafter.

SEVERABILITY

Nothing contained in the Contract shall be construed so as to require the commission of any act contrary to law. Should a conflict arise between any provision

contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract or act, the latter shall prevail and the provision of this Contract which is affected shall be curtailed and limited but only to the extent necessary to bring it within the requirements of the law. If such curtailment or limitation is not possible, the affected provision shall be of no force and effect. Except as aforesaid, such illegality shall not affect the validity of this Contract.

COMPLETE AGREEMENT

This Contract supersedes any and all agreements, either oral or in writing, between the Parties with respect to the subject matter herein. Each party to this Contract acknowledges that no representation by any party which is not embodied herein or any other agreement, statement, or promise not contained in this Contract shall be valid and binding.

INTERPRETATION

- (a) The parties hereto acknowledge and agree that each has been given the opportunity to independently review this Contract with legal counsel, and/or has the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions of the Contract.
- (b) In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsmanship of such provision.

APPLICABLE LAW

- (a) The parties hereto understand and agree that the terms of this Contract, and its Exhibits, have been negotiated and executed within the State of California and shall be governed by and construed under the laws of the State of California.
- (b) In the event of a dispute concerning the terms of this Contract, the parties hereto expressly agree that the venue for any legal action shall be with the appropriate court in the County of San Joaquin, State of California.

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SIGNATURES

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

Approved as to Form: City of Lathrop
City Attorney

Salvador Navarrete Date

Recommended for Approval: City of Lathrop
Parks, Recreation and Maintenance Director

Todd Sebastian Date

Approved by: City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Stephen J. Salvatore Date
City Manager

Contractor: Karla's Janitorial Services and Suppliers
Karla Mejia
1485 Bayshore Blvd. M.B. 205
San Francisco, CA 94124
(415)494-5378

Federal ID #: 83-0764483
Business License #:

Signature Date

Print Name and Title

JANITORIAL SERVICES

SECTION 00300

BID PROPOSAL FORMS

**JANITORIAL SERVICES
BID PROPOSAL**

BASE BID PRICES

BID ITEM	DESCRIPTION	MONTHLY PRICE	ANNUAL PRICE
1	City Hall Building	\$ 2,574.00	\$ 30,888.00
2	Community Center	\$ 1,480.00	\$ 17,760.00
3	Senior Center	\$ 1,287.00	\$ 15,444.00
4	Generations Center	\$ 1,394.25	\$ 16,731.00
5	Corporation Yard	\$ 643.50	\$ 7,722.00
6	Police Department	\$ 1,501.50	\$ 18,018.00

ANNUAL TOTAL BASE BID AMOUNT: \$106,563.00
(Basis of Award)

ANNUAL TOTAL BASE BID AMOUNT IN WORDS:

One Hundred Six Thousand Five Hundred Sixty-Three
(Basis of Award)

INFORMATION REQUIRED OF BIDDER

The Bidder (Contractor) shall furnish the following information. This information is considered essential in enabling the City to determine if the Bidder is experienced in similar types of work and if the Bid is based on a careful study of methods applicable to the work and full realization of the various factors which may affect the progress of the work. Failure to comply with this requirement may render the Bid non-responsive and may cause its rejection. Additional sheets shall be attached as required.

BIDDER'S INFORMATION

- (1) Bidder's name and address:
Karla's Janitorial & Suppliers, LLC.
1485 Bayshore Blvd. M.B. 205
San Francisco, CA 94124
- (2) Bidder's telephone number: (415) 494-5347
- (3) Bidder's fax number: (415) 494-5378
- (4) Federal Tax ID No. 83-0764483
- (5) NOT USED
- (6) Person who inspected site of proposed work for Contractor's firm:
 Name: Karla Mejia Date of Inspection: 09/19/2022
- (5) Is the business a Corporation , Partnership _____ or is Individually Owned? _____
- (6) If incorporated, which state? California
- (7) Is your firm operating as a franchise? Yes _____ No
- (8) If yes, list the franchiser, and number of years your business has been franchised:

- If a partnership, list all partners: _____

- (9) How long have you been in business under this name? 4
- (10) How many years under former name(s)? List name(s) and years. Karla's Maids - 10 Years

EMPLOYEES

(11) Total number of current employees 60

Part-time: 10

Full-time: 50

(12) Please indicate the approximate number of employees who will be assigned to this contract on a monthly basis, and per job title. Should the contractor require more space, please attach a separate sheet of paper.

No. of Employees	Job Title	Full-Time	Part-Time
2	Account Manager	2	
1	Supervisor	1	
1	Janitor Lead	1	
3	Janitor	2	

EXPERIENCE OF PERSONNEL

Management:

Name: Luis Garcia Title: Managing Member

List experience, including number of years: Sales, customer service, estimates, managing over 100+ employees, business analysis, & quality control. Over 20 years of combined experience.

Project Manager for this Contract:

Name: Sheyla Garcia Title: Account Manager

Tuesday - Lathrop City Hall

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICES/WORK STATIONS					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
CONFERENCE ROOMS/COUNCIL CHAMBER					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Janitor and Staff Comments
KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop City Hall

NAME:		DATE:		Arrival Time:		SIGNATURE:	
RESTROOMS		Departure Time:		Completed		Janitor and Staff Comments	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions				
OFFICES/WORKSTATIONS							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed			Janitor and Staff Comments
LOBBY / HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed			Janitor and Staff Comments
CONFERENCE ROOMS/COUNCIL CHAMBER							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed			Janitor and Staff Comments
KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed			Janitor and Staff Comments
THURSDAY WEEKLY TASK							
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.		Completed			Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop City Hall

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		Janitor and Staff Comments
OFFICES/WORK STATIONS					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles		Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables		Janitor and Staff Comments
CONFERENCE ROOMS/COUNCIL CHAMBER					
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables		Janitor and Staff Comments
KITCHEN/SINK AREAS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves		Janitor and Staff Comments
SATURDAY WEEKLY TASK					
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms and Council Chamber	Clean and disinfect handsets of phones and wipe down protective shields			

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop City Hall

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
Quarterly Services Required						
1st QTR First week of July		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
2nd QTR First week of October		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
3rd QTR First week of January		Machine scrub tile and grout	Clean Light Switch / Countertops / Chairs / Book Cases / Phone - Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone - Handles	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
4th QTR First week of April		Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.

Semi Annual Services Required - Lathrop City Hall

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
Quarterly Services Required						
TBD December		Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room and art gallery floors		
TBD August		Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room and art gallery floors		

Tuesday - Lathrop Community Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions		Janitor and Staff Comments
OFFICE					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Staff Audit Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit Janitor and Staff Comments
IMP ROOM (W/ OFFICE)					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Staff Audit Janitor and Staff Comments
GYMNASIUM					
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain	Completed	Staff Audit Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Staff Audit Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards	Completed	Staff Audit Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Community Center

NAME:		DATE:	Arrival Time:	Departure Time:	SIGNATURE:
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICE					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
MP ROOM (W/ OFFICE)					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Janitor and Staff Comments
GYMNASIUM					
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
THURSDAY WEEKLY TASK					
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and Mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Community Center

NAME:	DATE:	Arrival Time:		SIGNATURE:
		Completed	Staff Audit	
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Janitor and Staff Comments
OFFICE				
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Janitor and Staff Comments
LOBBY / HALLWAYS				
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Janitor and Staff Comments
MP ROOM (WJ/OFFICE)				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep, Vacuum & Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Janitor and Staff Comments
GYMNASIUM				
Trash / liners	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Light Switch's / Handles / Fountain	Disinfect Light Switch's / Handles / Fountain	Janitor and Staff Comments
KITCHEN				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Janitor and Staff Comments
SATURDAY WEEKLY TASK				
Disinfect handles and bars on all doors, interior and exterior.	Clean and disinfect all tables and chairs in Multipurpose room, and Offices	Clean and disinfect handsets of phones and wipe down protective shields		Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Community Center

NAME:	DATE:	Quarterly Services Required	Arrival Time:		Signature:
			Completed	Staff Audit	
1st QTR		Machine scrub tile, front, and gym floors	Wipe down Venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	Janitor and Staff Comments
2nd QTR		Machine scrub tile, front, and gym floors	Wipe down venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	
3rd QTR		Machine scrub tile, front, and gym floors	Clean light switch / Countertops / Chairs / Book Cases / Phone / Handles	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	
4th QTR		Machine scrub tile, front, and gym floors	Wipe down Venetian blinds	Wipe/clean/remove any visible dust from vents. Clean cook top vent hoods in kitchen.	

Semi Annual Services Required - Lathrop Community Center

NAME:	DATE:	Semi Annual Services Required	Arrival Time:		Signature:
			Completed	Staff Audit	
1BD December		Clean Light Switch's, Disinfect Light Switch's / Handles /	Strip, seal and wax bathroom floors	Auto Scrub and Wax Gym floors	Janitor and Staff Comments
1BD August		Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors	Auto Scrub and Wax Gym floors	

Tuesday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
FITNESS ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch	Completed	Janitor and Staff Comments
CLASSROOM					
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs	Completed	Janitor and Staff Comments
GAMEROOM					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Janitor and Staff Comments
MULTIPURPOSE ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Handles / Countertops / Sinks / Oven / Microwave	Disinfect Switch's / Handles / Countertops / Sinks / Oven / Microwave	Completed	Janitor and Staff Comments
TUESDAY WEEKLY TASK					
Remove all Cobwebs from ceilings, corners and window frames	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash interior / Exterior doors and all handles	Clean all baseboards	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:		SIGNATURE:	Janitor and Staff Comments
		Departure Time:			
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
FITNESS ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch	Completed	Janitor and Staff Comments
CLASSROOM					
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs	Completed	Janitor and Staff Comments
GAMEROOM					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Janitor and Staff Comments
MULTIPURPOSE ROOM					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed	Janitor and Staff Comments
THURSDAY WEEKLY TASK					
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and Mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Senior Center

NAME:	DATE:	Arrival Time:		Completed	SIGNATURE:	Janitor and Staff Comments
		Departure Time:				
RESTROOMS						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Staff Audit	Janitor and Staff Comments
OFFICES						
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Staff Audit	Janitor and Staff Comments
LOBBY / HALLWAYS						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit	Janitor and Staff Comments
FITNESS ROOM						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch	Disinfect Light Switch	Completed	Staff Audit	Janitor and Staff Comments
CLASSROOM						
Trash / liners Shredder	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs	Disinfect Light Switch's / Handles / Tables / Chairs	Completed	Staff Audit	Janitor and Staff Comments
GAMEROOM						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables / Sink Fixtures	Completed	Staff Audit	Janitor and Staff Comments
MULTIPURPOSE ROOM						
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Light Switch's / Handles / Tables / Chairs / Roll up window	Disinfect Light Switch's / Handles / Tables / Chairs / Roll up window	Completed	Staff Audit	Janitor and Staff Comments
KITCHEN						
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed	Staff Audit	Janitor and Staff Comments
SATURDAY WEEKLY TASK						
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in Multipurpose room, classroom and Game room			Completed	Staff Audit	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Senior Center

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Quarterly Services Required	
					Completed	Janitor and Staff Comments
1st QTR: First week of July	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.		
2nd QTR: First week of October	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.		
3rd QTR: First week of January	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.		
4th QTR: First week of April	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.		

Semi Annual Services Required - Lathrop Senior Center

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Quarterly Services Required	
					Completed	Janitor and Staff Comments
TBD: December	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors				
TBD: August	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors				

Tuesday - Lathrop Generations Center

NAME:		DATE:		Arrival Time:		SIGNATURE:	
RESTROOMS		Departure Time:		Completed		Janitor and Staff Comments	
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions				
OFFICES/WORK STATIONS/CUBICLES				Completed	Staff Audit		
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles				
LOBBY/HALLWAYS				Completed	Staff Audit		
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables				
CONFERENCE ROOMS/MEETING ROOMS				Completed	Staff Audit		
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables				
BREAK ROOM/KITCHEN/SINK AREAS				Completed	Staff Audit		
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves				
TUESDAY WEEKLY TASK				Completed	Staff Audit		
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards				

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Generations Center

NAME:		DATE:		Arrival Time:		SIGNATURE:	
				Departure Time:			
RESTROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Staff Audit	Janitor and Staff Comments	
OFFICES/WORK STATIONS/CUBICLES							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Staff Audit	Janitor and Staff Comments	
LOBBY / HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit	Janitor and Staff Comments	
CONFERENCE ROOMS/MEETING ROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Staff Audit	Janitor and Staff Comments	
BREAK ROOM/KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Staff Audit	Janitor and Staff Comments	
THURSDAY WEEKLY TASK							
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.		Completed	Staff Audit	Janitor and Staff Comments	

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Generations Center

NAME:		DATE:	Arrival Time:	SIGNATURE:
RESTROOMS		Completed	Staff Audit	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	
OFFICES/WORK STATIONS/CUBICLES		Completed	Staff Audit	Janitor and Staff Comments
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	
LOBBY / HALLWAYS		Completed	Staff Audit	Janitor and Staff Comments
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	
CONFERENCE ROOMS/MEETING ROOMS		Completed	Staff Audit	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	
BREAK ROOM/KITCHEN/SINK AREAS		Completed	Staff Audit	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	
SATURDAY WEEKLY TASK		Completed	Staff Audit	Janitor and Staff Comments
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms	Clean and disinfect handsets of phones and wipe down protective shields		

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Generations Center														
NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:	Janitor and Staff Comments	Quarterly Services Required							
							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.	Staff Audit		
1st QTR First week of July							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
2nd QTR First week of October							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
3rd QTR First week of January							Machine scrub tile and grout	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
4th QTR First week of April							Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.			
Semi Annual Services Required - Lathrop Generations Center														
NAME:	DATE:	Arrival Time:	Departure Time:	Completed	SIGNATURE:	Janitor and Staff Comments	Semi Annual Services Required							
							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room	Staff Audit				
1BD December							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room					
ERB August							Machine scrub tile and grout	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room					

Tuesday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:		SIGNATURE:
		Departure Time:		
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed Janitor and Staff Comments
OFFICES				
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed Janitor and Staff Comments
LOBBY / HALLWAYS				
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed Janitor and Staff Comments
KITCHEN				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed Janitor and Staff Comments
TUESDAY WEEKLY TASK				
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards	Completed Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:		SIGNATURE:	Janitor and Staff Comments
		Departure Time:			
RESTROOMS					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Partitions	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
OFFICES					
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone	Completed	Janitor and Staff Comments
LOBBY / HALLWAYS					
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
KITCHEN					
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed	Janitor and Staff Comments
THURSDAY WEEKLY TASK					
Remove scale / ring from toilets and urinal using approved non-abrasive material	Sweep and Mop floors / All bathrooms floors need to be disinfected	Clean and polish kitchen appliances including microwave oven, refrigerators, oven surfaces and drip pan		Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Corporation Yard

NAME:	DATE:	Arrival Time:	SIGNATURE:
		Departure Time:	
RESTROOMS			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed Janitor and Staff Comments
OFFICES			
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone	Completed Janitor and Staff Comments
LOBBY / HALLWAYS			
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed Janitor and Staff Comments
KITCHEN			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwave	Completed Janitor and Staff Comments
SATURDAY WEEKLY TASK			
Disinfect handles and bars on all doors, interior and exterior.	Clean and disinfect all tables and chairs in Multipurpose room, classroom and Game room		Completed Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Corporation Yard

NAME:	DATE:	Quarterly Services Required	Arrival Time:		SIGNATURE:
			Completed	Staff Audit	
			Departure Time:		Janitor and Staff Comments
1st QTR: First week of July	Wash all windows of building interior and exterior	Wipe down Venetian blinds	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
2nd QTR: First week of October	Wash all windows of building interior and exterior	Wipe down Venetian blinds	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
3rd QTR: First week of January	Wash all windows of building interior and exterior	Wipe down Venetian blinds	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	
4th QTR: First week of April	Wash all windows of building interior and exterior	Wipe down Venetian blinds	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean cook top vent hood in kitchen.	

Semi Annual Services Required - Lathrop Corporation Yard

NAME:	DATE:	Quarterly Services Required	Arrival Time:		SIGNATURE:
			Completed	Staff Audit	
			Departure Time:		Janitor and Staff Comments
TBD: December	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors			
TBD: August	Steam clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom floors			

Tuesday - Lathrop Police Department

NAME:	DATE:	Arrival Time:	SIGNATURE:
		Departure Time:	
RESTROOMS			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables
CONFERENCE ROOMS/MEETING ROOMS			
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables
BREAK ROOM/KITCHEN/SINK AREAS			
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves
TUESDAY WEEKLY TASK			
Remove all Cobwebs from ceilings, corners and window frames.	Dust Pictures, Ledges and Shelves, Cabinets (Furniture Polish)	Wash Interior / Exterior doors and all handles	Clean all baseboards

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Thursday - Lathrop Police Department

NAME:	DATE:	Arrival Time:	SIGNATURE:	
		Departure Time:		
RESTROOMS				
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Janitor and Staff Comments
Trash / liners	Vacuum	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Janitor and Staff Comments
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Janitor and Staff Comments
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Janitor and Staff Comments
Remove scale / ring from toilets and urinals using approved non-abrasive material	Sweep and mop floors / all bathroom floors need to be disinfected	Clean and polish kitchen appliances including microwave ovens, refrigerators and oven surfaces.	Completed	Janitor and Staff Comments

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Saturday - Lathrop Police Department

NAME:		DATE:		Arrival Time:		SIGNATURE:	
				Departure Time:			
RESTROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep & Spot Mop Floor	Clean Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions / Changing Station	Disinfect Switch's / Handrails / Sinks / Fixtures / Toilets / Urinals / Walls / Mirrors / Partitions	Completed	Staff Audit	Janitor and Staff Comments	
OFFICES/WORK STATIONS/CUBICLES							
Trash / liners	Vacuum	Clean Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect Light Switch / Countertops / Chairs / Book Cases / Phone / Handles	Completed	Staff Audit	Janitor and Staff Comments	
LOBBY / HALLWAYS							
Trash / liners	Sweep / Vacuum / Floor mats / Spot Mop Floor	Clean Switch's / Display / Chairs / Phone / Handles / Fountain / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Phone / Handles / Fountain / Tables	Completed	Staff Audit	Janitor and Staff Comments	
CONFERENCE ROOMS/MEETING ROOMS							
Trash / liners / Check Paper Products / Soap Dispensers	Vacuum Floor	Clean Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Disinfect Switch's / Countertops / Chairs / Book Cases / Handles / Tables	Completed	Staff Audit	Janitor and Staff Comments	
BREAK ROOM/KITCHEN/SINK AREAS							
Trash / liners / Check Paper Products / Soap Dispensers	Sweep / Vacuum / Formats / Spot Mop Floor	Clean Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Disinfect Switch's / Countertops / Handles / Sinks / Oven / Microwaves	Completed	Staff Audit	Janitor and Staff Comments	
SATURDAY WEEKLY TASK							
Disinfect handles and bars on all doors, interior and exterior	Clean and disinfect all tables and chairs in conference rooms and Council Chamber	Clean and disinfect handsets of phones and wipe down protective shields		Completed	Staff Audit	Janitor and Staff Comments	

By signing above, you acknowledge that you have completed the above task and noted any area of concerns / questions in the comments.

Quarterly Services Required - Lathrop Police Department

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments:
Quarterly Services Required					
1st QTR First week of July	Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
2nd QTR 1st week of October	Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
3rd QTR First week of January	Machine scrub tile and grout	Clean light switch / Countertops / Chairs / Book Cases / Phone / Handles	Disinfect light switch / Countertops / Chairs / Book Cases / Phone / Handles	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.
4th QTR First week of April	Machine scrub tile and grout	Wipe down Venetian blinds	Wash all windows of building interior and exterior	Clean all trash containers with detergent	Wipe/clean/remove any visible dust from vents. Clean interior of refrigerator in break room.

Semi Annual Services Required - Lathrop Police Department

NAME:	DATE:	Arrival Time:	Departure Time:	SIGNATURE:	Janitor and Staff Comments:
Quarterly Services Required					
TBD December	Stream clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room			
TBD August	Stream clean/shampoo all carpeted areas using industry approved equipment	Strip, seal and wax bathroom, break room			