

ATTACHMENT 3: LIBRARY CLEANING SERVICES

Facility		Date						
Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration								
DAILY TASKS		M	Tu	W	Th	F	Sa	Su
1.	Empty and place a new liner bag (if needed) in trash receptacles. Damp wipe, if necessary.							
2.	Empty desk recycling totes into large recycling bin.							
3.	Spot clean walls, light switches and doors. (check for finger marks, spots, soil build-up, graffiti, etc.)							
4.	Damp mop floors including stairs and landings. Remove any gum, tar or other foreign matter.							
5.	Spot vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).							
6.	Dust/polish staff area horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. (except bookshelves) Check underneath tables/chairs, legs, etc. for needed attention. (2 times per week) <i>Staff may request their desk be dusted/polished by leaving a note on their desk.</i>							
7.	Clean and sanitize drinking fountains.							
8.	Dust all unobstructed work areas.							
9.	Do other general and emergency cleaning as required.							
10.	Report any maintenance defects to the Library Facilities Coordinator.							
11.	Keep custodial closet clean.							
12.	Vacuum floor mats and wash as necessary.							
13.	Clean all main Library entrance, Staff Entrance							
14.	Clean counter tops at Circulation desk, Reference desks, and the Youth Services Information desk and Young Adult station and all table tops inside including shared surfaces in staff areas..							
15.	Damp mop floor, clean tables, chairs, sink and counters in break room.							
16.	Clean meeting room sink, counter refrigerator vacuum and wipe tables as needed							
17.	Clean counters and vending machine.							
18.	Clean all children's area tables, counters and chairs as needed.							
19.	Clean stainless steel railing on monumental staircase							
20.	Vacuum elevator floors							

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21.	Sweep 2 <sup>nd</sup> floor outdoor reading deck and outside café deck								
22.	Clean “ribbon” in Youth Services area								
23.	Vacuum all floors daily in Ft. Myers Regional Library								
24.	Clean public computer surfaces								
25.	Spot clean interior vinyl/plastic furniture feet marks								
26.	Clean glass on monumental staircase								
27.	Clean/polish stone on monumental staircase								
28.	Clean elevator walls and doors								

<b>DAILY SERVICE – KITCHEN AREA</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		M	Tu	W	Th	F	Sa	Su
1.	Clean sinks, counters, tables, chairs, with detergent/disinfectant.							
2.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.							
3.	Re-supply paper towels and soap dispensers.							
4.	Damp wipe all kitchen appliances including vending machines.							
5.	Damp wipe walls, as necessary.							
6.	Damp mop floor.							

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NIGHTLY SERVICE – RESTROOMS		M	Tu	W	Th	F	Sa	Su
1.	Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.							
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.							
3.	Damp wipe all partitions and ledges.							
4.	Damp wipe walls, light switches and doors, if needed. (check for finger marks, spots, soil build-up, graffiti, etc.)							
5.	Clean under basins, around toilets and urinals.							
6.	Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.							
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. <b>(ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE)</b>							
8.	Wet mop floors using detergent/disinfectant.							

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<b>DAILY SERVICE – OUTSIDE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		M	Tu	W	Th	F	Sa	Su
1.	Sweep and pick up trash at all building entrances, (i.e., main entrance, staff entrance, etc.) within a radius of twenty feet.							
2.	Sweep and pick up trash around the entire building and property.							
3.	Empty and place a new liner bag in trash receptacles around buildings. Spot clean.							
4.	Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>							
5.	Sweep cobwebs and dust from walls around all entrances and windows.							
6.	Shake and sweep down exterior floor mats if applicable.							
7.	Clean smoking sand urns, refill as needed.							
8.	Clean tables/chairs/benches in the outside areas, where applicable.							
9.	Clean dumpster area.							

Facility		Date						
Fort Myers Regional Library								
<b>DAY PORTER DUTIES (as well as all duties assigned by FMRL Manager and/or County)</b>		M	Tu	W	Th	F	Sa	Su
1.	Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.							
2.	Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.							
3.	Damp wipe all partitions, ledges, walls, light switches and doors.							
4.	Clean under basins, around toilets and urinals.							
5.	Empty and place a new liner bag in trash receptacles.							
6.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (ONLY ANTI-BACTERIAL FOAMING SOAP WILL BE ACCEPTABLE)							
7.	Sweep and mop floors as needed.							
8.	Empty and place a new liner bag in front entrance trash receptacles as needed							
9.	Sweep and pick up trash in vestibule entry and main lobby. Clean area glass if necessary.							

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<b>WEEKLY TASKS</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Clean all interior partition glass that can be reached.		
2.	High dust all public areas and staff areas.(above hand height) includes shelves, moldings, ledges, etc. (except bathrooms and bookshelves)		
3.	Dust vertical surfaces.		
4.	Dust venetian blinds and sun shades.		
5.			
6.	Dust mop and damp mop storage areas.		
7.	Dust all bookshelves and tops (shelf areas not covered by books) and window sills.		
8.	Dust and remove cobwebs from ceiling areas of standard height.		
9.	Spray buff all corridors, hallways, and lobbies if applicable.		
10.	Scrub all non-skid tile floor areas.		
11.	Vacuum and spot clean all public and staff area carpet and upholstery.		
12.	Brush, vacuum and/or spot clean all modular panels and upholstered furniture.		
13.	Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc. and study areas.		
14.	Take master recycling bin(s) to designated location for servicing and return once they are emptied.		
15.	Collect and dispose of trash from outside the buildings. This includes all planter areas, parking lot areas, and the lawn.		
16.	Clean wall ceramic tile in baths		
17.	Clean the exterior book drop screen and pick up debris near unit.		
18.	/dust all book returns		
19.	partitions at 2 <sup>nd</sup> floor public computers		
20.	door handles		
21.	Clean/sweep staff stairwells		
22.	Wipe down/dust vestibule surfaces		
23.	Clean all indoor vinyl/plastic furniture		

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**JANITORIAL DETAIL CLEANING TASK - SPECIAL PROJECTS CHECKLIST**

Facility	Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration	Date	,201
<b>A. MONTHLY SERVICE</b>		<b>Completed</b>	<b>Date Completed</b>
1.	Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.		
2.	Clean light covers (external only).		
3.	Dust and/or clean ceiling fans, if applicable.		
4.	Pressure wash steps, walks and patios and furniture as needed; keeping them free of gum, tar, and other foreign matter. <i>Clean glass and building areas if required after washing due to over spray.</i>		
5.	clear areas of staff desks		
6.	Clean display alcove on first floor between displays at Ft. Myers Regional Library		
7.	Wipe down walls underneath public computers		

<b>B. QUARTERLY SERVICE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.		
2.	Clean light fixtures and covers (interior) and all hanging pendant lighting. Remove cobwebs.		
3.	Clean awnings, if applicable.		
4.	Clean Carpet and Upholstery.		
5.	Clean book drops (interior/exterior, if applicable) and book drop carts.		
6.	Pressure wash exterior of building. <i>Clean glass and building areas if required after washing due to over spray.</i>		

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7.	High Ceiling Cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents & pipes. Remove dust, cobwebs, bugs, etc.		
8.	Clean low-level interior/exterior windows. (may be required to be done more often).		
9.	Clean mechanical Room, Electrical Room, Data Room (with the assistance of county personnel), if applicable.		
10	Wax vinyl floors if applicable with approved manufacturer's guidelines.		
11.	2 <sup>nd</sup> floor real wood table top across from Genealogy. Oil / polish per instructions, TBD		

<b>C. SEMI ANNUAL SERVICE</b> Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration		<b>Completed</b>	<b>Date Completed</b>
1.	Strip and wax all non marmoleum vinyl floors		
2.	Clean high glass interior/exterior—this may require a sub contractor as it is high and a lift may be needed.		

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**JANITORIAL DETAIL CLEANING TASK – FOR CORNOG PLAZA**

Facility		Fort Myers Regional Library, Talking Books, Meeting Room/Events Office Area, and Library Administration					Date	
<b>DAILY TASKS</b>		M	Tu	W	Th	F	Sa	Su
1.	Clean café exterior dining table/chair sets on café deck and sweep the deck							
2.	Empty desk recycling totes into large recycling bin.							
3.	Empty trash/recycling containers							
4.	Remove trash and provide general clean-up within fountain's reservoir of water, on reservoir ledge, and on featured sculpture in fountain reservoir							
5.	Remove trash on plaza pavers, in grassy areas, planter areas, amphitheater seating, and parking areas							
6.	Remove fallen palm fronds and sweep or blow plaza outdoor steps (including amphitheater) if necessary							
<b>WEEKLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Wipe down trash/recycling containers							
2.	Remove gum, tar, and other foreign matters on plaza pavers							
<b>MONTHLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Empty decorative cigarette butt receptacles to ensure no overflow							
<b>QUARTERLY TASKS: CORNOG PLAZA</b>		<b>Completed</b>			<b>Date Completed</b>			
1.	Pressure clean areas as needed-clean overspray from glass							