

## TALL SHIP JANITORIAL SPECIFICATIONS

1. Provide routine janitorial services for the Tall Ship Association buildings. This is to include the following areas:

- a.. ELEVATORS (weekly)
  - (1) Vacuum floor in each car and clean spots/spills as required.
  - (2) Clean walls and panels.
  - (3) Clean ashtrays on each floor and remove trash from cans.
  - (4) Dry shampoo carpets (May & Nov).
  
- b. INTERIOR WALKWAYS (every other week)
  - (1) Wet mop walkways and spot mop walkways as required.
  - (2) Wipe down all railings and window sills to remove dirt, cobwebs, etc.
  - (3) Clean cobwebs and mud daubers from walls and ceilings.
  - (4) Blow walkways down (3 times a week).
  
- \*c. WINDOWS & INTERIOR WALKWAYS (May & Nov)
  - (1) Clean windows and screens.
  
- d. STAIRWELLS (every other week)
  - (1) Wet mop stairs.
  - (2) Wipe down railings.
  - (3) Clean cobwebs from walls & ceilings.
  
- e. ENTRANCES (3 times a week)
  - (1) Blow sidewalk entrances to all buildings.
  - (2) Clean any dirt or trash around drains or steps.
  
- f. TRASH ROOMS (at each visit)
  - (1) Wet mop area (every other week)
  - (2) Keep trash room and entrance area clean of any spills/stains.
  - (3) Wipe down door (interior/exterior) and walls as spills/stains occur.
  - (4) Change deodorant blocks as required.
  - (5) Keep can lids free of dust and grime.
  
- g. EXTERIOR LIGHTING (every other week)
  - (1) Check all lighting in walkways, entrances, trash rooms & storage areas.
  - (2) Replace burned out bulbs from furnished supply.
  - (3) Clean around light fixtures (monthly).
  
- \*h. STORAGE AREAS (as noted)
  - (1) Check dehumidifier's in all areas for proper operation (quarterly).
  - (2) Report any problems to supervisor.
  - (3) Add ½ cup bleach (Jul & Aug)
  - (4) Sweep out areas (quarterly)

TALL SHIP JANITORIAL SPECIFICATIONS (Continued)

- i. POSTAL STATIONS (as noted)
    - (1) Blow area (weekly).
    - (2) Clean lockers and mail boxes (monthly).
    - (3) Mop area (every other week).
    - (4) Empty trash cans as required.
  - 2. Any non-routine maintenance requests will be performed at an additional cost to the Association.
- \* Could be rainy day projects.

Approved by the Board of Directors  
09-18