

## **Specifications**

### **Custodial Service**

#### **For**

**Ohio Department of Natural Resources  
Division of Oil and Gas  
14755 Cadiz Road Lore City, OH 43755  
40°07'51"N, 81°30'35"W**

It is the intent of these specifications to provide custodial care services for the Ohio Department of Natural Resources, Division of Oil and Gas Resources Management, Salt Fork State Park Office one day per week on **Tuesday**. The contractor will provide equipment and supplies for such services. Safety equipment will always be used and worn.

### **Weekly Tasks**

The following tasks are to be completed on a weekly basis throughout the building:

1. All wastebaskets inside the office will be emptied, replace liner(s), and the excess trash placed inside the onsite dumpster
2. Wipe down all wood work/trim
3. Dust all window blinds
4. Vacuum all carpeted areas
5. Sweep and mop all interior concrete floors

#### **Restrooms**

1. Clean toilets (inside and outside), sinks, countertops and mirrors to remove all staining
2. Sweep and mop floors
3. As needed, refill all hand towels and toilet paper

#### **Tech Station Area**

1. Clean all desks, tables, chairs, and phones
2. Clean the entrance around the front door

#### **Kitchenette**

1. Clean and remove all stains from inside and outside of the refrigerator
2. Clean the microwave inside and out
3. Clean and remove all stains from the sink and counter top

#### **Offices**

1. Clean all furniture, chairs, and phones

2. Spot clean carpet

#### Conference Room

1. Clean tables and chairs
2. Spot clean carpet

#### Entrance Walk

1. Sweep outside main door entrance walkway

#### **Monthly Tasks**

1. Clean the inside and outside of all windows and all glass in doors
2. Spot clean walls
3. Clean exterior windowsills

#### **Twice Yearly Tasks**

1. Clean Storage areas
2. Wash window blinds
3. Wash screens in the windows
4. Wash the indoor light covers throughout the whole building
5. Rinse door rugs

#### **Annual Tasks**

1. Shampoo carpets throughout the building

#### **As Needed**

1. Sweep exterior entranceway
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