

Specifications  
Effective 7/1/18

CUSTODIAL SERVICE  
FOR  
OHIO DEPARTMENT OF PUBLIC SAFETY  
GARFIELD HEIGHTS DRIVER'S EXAMINATION POST  
14000 Broadway Avenue  
Maple Heights, Ohio 44137

It is the intent of these specifications to provide custodial service for the Ohio Department of Public Safety, Garfield Heights Driver's Examination Post. Services will be provided five (5) days per week, Monday through Friday excluding state holidays. Toilet tissue, hand soap, trash liners and paper towels will be provided by the Ohio Department of Public Safety, Garfield Heights Driver's Examination Post. It will be the responsibility of the custodial crew to notify you when the inventory supply is diminishing. These specifications will be effective July 1, 2018 through June 30, 2019.

***GENERAL AREAS***

Daily Tasks

Pick-up litter around building  
Sweep inside and outside entrance ways  
Vacuum walk off mats  
Dust mop floors  
Wet mop floors  
Clean and disinfect drinking fountain  
Spot clean entrance door glass  
Vacuum carpeting  
Dust desk, chairs tables, file cabinets, etc. (misc. furniture, shelves typewriters).  
Dust wall hangings  
Dust window sills  
Sanitize telephones  
Empty trash receptacles  
Spot clean walls  
Spot clean interior glass

\*\*Update effective dates above

Weekly Tasks

Clean glass partitions  
Spray buff floors

Quarterly Cleaning Tasks

Wash all windows (interior and exterior)  
Dust venetian blinds

***REST ROOMS***

Daily Tasks

Empty trash receptacles  
Clean and polish sinks and fixtures  
Clean and disinfect toilets  
Clean and disinfect urinals  
Polish mirrors  
Polish and refill soap dispensers  
Polish and refill towel dispensers  
Replenish toilet paper  
Sweep floors  
Wet mop and disinfect floors  
Spot clean walls

Weekly Tasks

Clean waste cans

Bi-Annual Tasks

Strip and reseal tile floors

***FLOOR CARE***

Daily Tasks

Spot clean carpeting  
Vacuum traffic lanes

Bi-Weekly Tasks

Thoroughly vacuum all carpeting

Monthly Tasks

Wash interior windows

Twice Annual Tasks

Strip/re-wax floors

***BREAK ROOM***

Daily Tasks

Clean and disinfect sink  
Wipe off outside of appliances and cabinets  
Wipe/clean counter top  
Wipe off chairs  
Dust/wet mop floor  
Empty waist cans and reline as needed  
Clean and polish drinking fountain

Weekly Tasks

Clean waste cans

Monthly Tasks

Spray buff tile floor

***ALL AREAS***

Weekly Tasks

Dust door and sills

Monthly Tasks

Dust baseboards  
Remove cobwebs