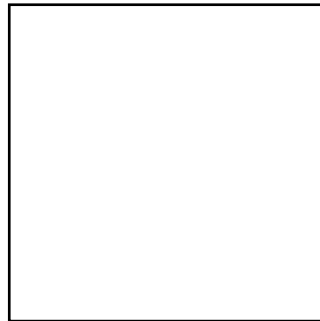


ATTACHMENT B – Building Cleaning Frequencies

(Please see ATTACHMENT C for Building Floorplans)

NOTE: Both Burger Baylor Administrative Wing and the Annex Meeting Room Conference Center Space will be remodeled.

Must have proper amount of supplies on hand at all times! Premium toilet paper and paper towels are required!



Wayne RESA Education Center Cleaning Schedule (33500 Van Born Road, Wayne, MI 48184)

I. DAILY TASKS:

Entrances and Vestibules

- Wash the external and internal entrance glass, taking special care of removing fingerprints and tape.
- Clean all window ledges to remove dust and debris.
- Empty and disinfect all trash containers and replace liners.
- Spot wash doors, push and kick plates, ledges and other vertical and horizontal surfaces.
- Mop tile floor surfaces using a mild detergent.
- Vacuum floor mats and mop tile underneath mats.
- Dust ceiling vents.
- Vacuum and dust foyer area

Lobbies, Hallways and Production Service Area (Print Shop)

- Dust all horizontal and vertical ledges.
- Empty and disinfect all trash containers and replace liners.
- Clean mats and mop tile underneath mats.
- Vacuum/sweep and mop all ceramic and tile floors and borders.
- Clean sinks, countertops and desks.

Public and Private Restrooms

- All restrooms should be restocked and spot cleaned AT LEAST once per hour!
- Empty and disinfect all trash containers and replace liners
- Wash walls, doors partitions, push and kick plates, paper towel dispensers, toilet paper dispensers, mirrors, frames and handicap rails.
- Disinfect and clean all horizontal and vertical ledges.
- Clean, disinfect sinks and counter tops and polish all fixtures.
- Clean toilets and urinals with a germicidal solution.
- Wet mop floors with a germicidal solution.
- Fill dispensers (paper towels, liquid soap, toilet paper, etc.)

Private Offices

- Empty and disinfect all trash containers and replace liners as needed.
- Disinfect telephones with a germicidal solution.
- Dust vertical and horizontal surfaces as needed.
- Spot clean all windows and door glass.
- Spot vacuum carpet areas.

Kitchen and Vending Areas

- Empty and disinfect all trash containers and liners.
- Clean and disinfect interior and exterior of buffet bar.
- Clean and disinfect microwave cart.
- Fill dispensers
- Vacuum and mop tile floor.
- Clean and disinfect interior and exterior of kitchen sinks.
- Clean and disinfect food preparation counter tops.

Lounges and Conference Rooms

- Empty and disinfect all trash containers and replace liners.
- Clean all table tops and spot vacuum chairs.
- Disinfect counter tops, cabinets and tables.
- Clean sinks.
- Fill dispensers
- Vacuum carpeted floors and detail corners.
- Mop all tiled floors.

Note: Conference Rooms will be spot checked. Trash removed as needed throughout the day.

Elevators

- Clean all vertical walls
- Clean chrome door with a stainless-steel cleaner and buff off residue.
- Sweep and mop floor

Stairwells and Landings

- Damp wipe and spot clean walls to remove any marks.
- Vacuum mats and mop tile beneath mats.
- Vacuum and mop stairs using a mild detergent.
- Clean handrails with a mild detergent.
- Dust baseboard and risers.
- Mop landings and stairs.
- Mop and apply salt removal solution to stairwell.

Offices / Cubicles / Common Areas

- Empty and disinfect all trash containers and replace liners as needed.
- Disinfect telephones with a germicidal solution.
- Dust vertical and horizontal surfaces as needed.
- Spot clean all windows and door glass.
- Spot vacuum carpet areas.

II. WEEKLY TASKS:

Lobbies, Hallways and Production Service Area (Print Shop)

- Clean all interior glass.
- Dust ceiling vents.
- Spot wash walls, doors and kick plates.

Public and Private Restrooms

- Dust ceiling vents.
- Treat all drains with an approved biodegradable solution.
- Wash walls and partitions with a detergent cleaner and rinse with a germicidal cleaner.

Private Offices

- Empty and disinfect all trash containers and replace liners.
- Dust all horizontal and vertical ledges (doors, frames, windowsills, cabinets, desk tops, open areas, vents, perimeter heat covers, blinds, etc.)
- Clean doors, walls, kick plates, tabletops, chairs, cabinets, and radiator.
- Vacuum entire office.

Lounges and Conference Rooms

- Dust blinds, window ledges, perimeter heat covers and table legs.
- Dust ceiling vents.
- Spot clean walls

Stairwells and Landings

- Dust window ledges, doorframes, hinges, and exterior of fire equipment cabinets.
- Dust blinds, window ledges, and table legs.
- Dust ceiling vents.
- Spot clean walls.

Entire Building

- Internal windows at eight (8) feet and below must be cleaned.

III. QUARTERLY TASKS:

All Buildings

- Machine scrub tile floors with a detergent cleaner and germicidal cleaner.

IV. BIANNUALLY TASKS:

Private Offices

- Dust and detail entire office.

Lounges and Conference Rooms

- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.
- Wash walls with a mild detergent.

Stairwells and Landings

- Machine scrub tile landings and stairs.

Overall Buildings

- Strip, buff and refinish all ceramic, Vinyl Composition Tile (VCT) floors.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

Offices / Cubicles / Common Areas

- Dust and detail entire office.
- Strip, buff and refinish all Luxury Vinyl Tile (LVT) floors.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

V. ANNUAL TASKS:

Entire Building

- Internal and external windows must be cleaned. This includes windows at higher elevations.

**Wayne RESA Burger Baylor Building (28865 Carlyle,
Inkster, MI 48141)**

I. DAILY TASKS:

Entrances and Vestibules

- Wash the external and internal entrance glass, taking special care of removing fingerprints and tape.
- Clean all window ledges to remove dust and debris.
- Empty and disinfect all trash containers and replace liners.
- Spot wash doors, push and kick plates, ledges and other vertical and horizontal surfaces.
- Mop tile floor surfaces using a mild detergent.
- Vacuum floor mats and mop tile underneath mats.
- Dust ceiling vents and light fixtures.
- Vacuum and dust foyer areas.

Lobbies, Hallways and Teacher Work Rooms

- Dust all horizontal and vertical ledges.
- Empty and disinfect all trash containers and replace liners.
- Clean mats and mop tile underneath mats.
- Vacuum/mop all ceramic and VCT floors and borders.
- Disinfect water coolers.

Public and Private Restrooms

- Empty and disinfect all trash containers and replace liners.
- Dust all horizontal and vertical ledges.
- Wash walls, doors partitions, push and kick plates, paper towel dispensers, toilet paper dispensers, mirrors, frames and handicap rails.
- Clean, disinfect sinks and counter tops and polish all fixtures.
- Clean toilets and urinals with a germicidal solution.
- Wet mop floors with a germicidal solution.
- Fill dispensers (paper towels, liquid soap, toilet paper, etc.)

****Once new classroom center opens, custodian will be contacted by teachers to clean bathrooms as needed.***

Classrooms

- Empty trash and replace liners
- Vacuum carpet. Spot clean as needed.
- Sweep and mop VCT/ tile floors
- Clean and disinfect counter tops and sinks.
- Clean and disinfect desks and chairs three (3) times per week.

- Clean and disinfect restrooms and replace paper products
- Clean chalk and whiteboards as needed.
- Wipe ledges.
- Lock doors.
- Secure windows.

Seclusion Rooms

- Clean and disinfect wall and floor mats
- Empty trash
- Vacuum carpet, spot clean as needed.
- Dust light fixtures.

Student Shower Rooms

- Clean and disinfect showers.
- Empty trash.
- Sweep and mop floors.

Offices

- Empty and disinfect all trash containers and replace liners as needed.
- Dust horizontal surfaces including desks and cabinets.
- Disinfect telephones with a germicidal solution.
- Spot clean all windows and door glass.
- Spot vacuum carpet areas.

Cafeteria

- Set up tables for breakfast.
- Clean up after breakfast – Empty trash, clean tables and sweep floors.
- Set up for lunch.
- Clean up after lunch period. – Clean and disinfect tables, remove trash, sweep floor and use auto scrubber floor machine on floors.

Kitchen

- Empty and disinfect all trash containers and liners.
- Clean and disinfect interior and exterior of buffet bar.
- Clean and disinfect microwave cart.
- Fill dispensers
- Sweep and mop tile floor.
- Clean and disinfect interior and exterior of kitchen sinks.
- Clean and disinfect food preparation counters tops.

Gymnasium

- Dust mop / sweep floors
- Remove trash from bleacher areas

Bio-hazard Cleanup

- Cleaning and disinfecting of bodily fluids (e.g., vomit, urine, and feces)

Conference/Meeting Rooms

- Empty and disinfect all trash containers and replace liners.
- Clean all table tops and spot vacuum chairs.
- Disinfect counter tops, cabinets and tables.
- Spot clean glass.
- Clean water containers.
- Clean sinks.
- Fill dispensers
- Vacuum carpeted floors and detail corners.
- Mop all tiled floors.

II. WEEKLY TASKS:**Lobbies, Hallways and Teacher Work Rooms**

- Clean all interior glass.
- Dust ceiling vents and light fixtures.
- Spot wash walls, doors and kick plates.
- Polish all trim.
- Disinfect water containers.

Public and Private Restrooms

- Dust ceiling vents and light fixtures.
- Treat all drains with an approved biodegradable solution.

Classrooms

- Move all chairs, desks and furniture. Vacuum thoroughly.
- All daily tasks listed above.

Offices

- Dust all horizontal and vertical ledges (doors, frames, windowsills, cabinets, desk tops, open areas, vents, perimeter heat covers, blinds, etc.)
- Clean doors, walls, kick plates, tabletops, chairs, cabinets, and ventilators.
- Vacuum entire office.

Kitchen

- Take apart Buffet bar and clean/disinfect entire exterior surface.
- Treat floor drains with an approved biodegradable solution.

Gymnasium

- Auto scrub wood floor.
- Verify proper operation of exterior doors.

Conference/Meeting Rooms

- Disinfect water containers.
- Dust blinds, window ledges, perimeter heat covers and table legs.
- Dust ceiling vents.
- Spot clean walls.

Entire Building

- Internal windows at eight (8) feet and below must be cleaned.

III. BIANNUALLY TASKS:

Public and Private Restrooms

- Wash walls with a detergent cleaner and rinse with a germicidal cleaner.
- Machine scrub tile floors with a detergent cleaner and germicidal cleaner.

Offices

- Dust and detail entire office.
- Place chairs on desks, prior to shampooing carpet.
- Strip, buff and refinish all ceramic, Vinyl Composition Tile (VCT) floors.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

IV. ANNUAL TASKS:

Gymnasium

- Floor must be stripped and waxed.

Entire Building

- Internal and external windows must be cleaned. This includes windows at higher elevations.

Wayne RESA Early Childhood Center (29115 Carlisle, Inkster, MI 48141)

I. DAILY TASKS:

Entrances and Vestibules

- Wash the external and internal entrance glass, taking special care of removing fingerprints and tape.
- Clean all window ledges to remove dust and debris.
- Empty and disinfect all trash containers and replace liners.
- Spot wash doors, push and kick plates, ledges and other vertical and horizontal surfaces.
- Mop tile floor surfaces using a mild detergent.
- Vacuum floor mats and mop tile underneath mats.
- Dust ceiling vents and light fixtures.
- Vacuum and dust foyer areas.

Lobbies, Hallways, Classrooms and Common Areas

- Dust all horizontal and vertical ledges.
- Empty and disinfect all trash containers and replace liners.
- Clean mats and mop tile underneath mats.
- Vacuum/mop all applicable flooring.

Restrooms

- Empty and disinfect all trash containers and replace liners.
- Dust all horizontal and vertical ledges.
- Wash walls, doors partitions, push and kick plates, paper towel dispensers, toilet paper dispensers, mirrors, frames and handicap rails.
- Clean, disinfect sinks and counter tops and polish all fixtures.
- Clean toilets and urinals with a germicidal solution.
- Wet mop floors with a germicidal solution.
- Fill dispensers (paper towels, liquid soap, toilet paper, etc.)

Classrooms

- Empty trash and replace liners
- Vacuum carpet. Spot clean as needed.
- Sweep and mop floors
- Clean and disinfect counter tops and sinks.
- Clean and disinfect desks and chairs three (3) times per week.
- Clean and disinfect restrooms and replace paper products
- Clean whiteboards as needed.
- Wipe ledges.

- Secure windows.

Bio-hazard Cleanup

- Cleaning and disinfecting of bodily fluids (e.g., vomit, urine, and feces)

Offices / Common Areas

- Empty and disinfect all trash containers and replace liners as needed.
- Dust horizontal surfaces including desks and cabinets.
- Disinfect telephones with a germicidal solution.
- Spot clean all windows and door glass.
- Spot vacuum carpet areas.

Kitchen

- Empty and disinfect all trash containers and liners.
- Clean and disinfect interior and kitchen surfaces.
- Clean and disinfect microwave.
- Fill dispensers.
- Sweep, mop, and vacuum all applicable flooring.
- Clean and disinfect interior and exterior of kitchen sinks.
- Clean and disinfect food preparation counters tops.
- Clean refrigerators as needed.

II. WEEKLY TASKS:

Lobbies, Hallways, Classrooms and Common Areas

- Clean all interior glass.
- Dust ceiling vents and light fixtures.
- Spot wash walls, doors and kick plates.

Restrooms

- Dust ceiling vents and light fixtures.
- Treat all drains with an approved biodegradable solution.

Classrooms

- Move all chairs, desks and furniture. Vacuum thoroughly.
- All daily tasks listed above.

Offices / Common Areas

- Dust all horizontal and vertical ledges (doors, frames, windowsills, cabinets, desk tops, open areas, vents, perimeter heat covers, blinds, etc.)
- Clean doors, walls, kick plates, tabletops, chairs, cabinets, and ventilators.
- Vacuum entire office.

Kitchen

- Treat floor drains with an approved biodegradable solution.

Entire Building

- Internal windows at eight (8) feet and below must be cleaned.

III. BIANNUALLY TASKS:**Restrooms**

- Wash walls with a detergent cleaner and rinse with a germicidal cleaner.
- Machine scrub tile floors with a detergent cleaner and germicidal cleaner.
- Strip, buff and refinish all ceramic, Vinyl Composition Tile (VCT) floors.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

Offices / Common Areas

- Dust and detail entire office.
- Place chairs on desks, prior to shampooing carpet.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

IV. ANNUAL TASKS:**Entire Building**

- Internal and external windows must be cleaned. This includes windows at higher elevations.

Wayne RESA Annex Building (5454 Venoy Road, Wayne, MI 48184)

I. DAILY TASKS:

Entrances and Vestibules

- Wash the external and internal entrance glass, taking special care of removing fingerprints and tape.
- Clean all window ledges to remove dust and debris.
- Empty and disinfect all trash containers and replace liners.
- Spot wash doors, push and kick plates, ledges and other vertical and horizontal surfaces.
- Mop tile floor surfaces using a mild detergent.
- Vacuum floor mats and mop tile underneath mats.
- Dust ceiling vents.
- Vacuum and dust foyer area

Lobbies and Hallways

- Dust all horizontal and vertical ledges.
- Empty and disinfect all trash containers and replace liners.
- Clean mats and mop tile underneath mats.
- Vacuum/sweep and mop all ceramic and tile floors and borders.
- Disinfect water coolers.
- Clean sinks, countertops and desks.

Restrooms

- Empty and disinfect all trash containers and replace liners
- Wash walls, doors partitions, push and kick plates, paper towel dispensers, toilet paper dispensers, mirrors, frames and handicap rails.
- Disinfect and clean all horizontal and vertical ledges.
- Clean, disinfect sinks and counter tops and polish all fixtures.
- Clean toilets and urinals with a germicidal solution.
- Wet mop floors with a germicidal solution.
- Fill dispensers (paper towels, liquid soap, toilet paper, etc.)
-

Offices / Cubicles / Common Areas

- Empty and disinfect all trash containers and replace liners as needed.
- Disinfect telephones with a germicidal solution.
- Dust vertical and horizontal surfaces as needed.
- Spot clean all windows and door glass.
- Spot vacuum carpet areas.

Prep Kitchen

- Empty and disinfect all trash containers and liners.
- Clean and disinfect microwave.
- Fill dispensers
- Vacuum and mop flooring as applicable.
- Clean and disinfect interior and exterior of kitchen sinks.
- Clean and disinfect food preparation counters tops.

Conference Rooms

- Empty and disinfect all trash containers and replace liners.
- Clean all table tops and spot vacuum chairs.
- Disinfect counter tops, cabinets and tables.
- Clean water containers.
- Clean sinks.
- Fill dispensers
- Vacuum and mop all applicable flooring.

Elevators

- Clean all vertical walls
- Clean chrome door with a stainless steel cleaner and buff off residue.
- Sweep and mop floor.

Stairwells and Landings

- Damp wipe and spot clean walls to remove any marks.
- Vacuum mats and mop/vacuum beneath mats.
- Vacuum and mop stairs using a mild detergent.
- Clean handrails with a mild detergent.
- Dust baseboard and risers.
- Mop landings and stairs.

II. WEEKLY TASKS:

Lobbies and Hallways

- Clean all interior glass.
- Dust ceiling vents.
- Spot wash walls, doors and kick plates.
- Polish all trim.
- Disinfect water containers.

Restrooms

- Dust ceiling vents.
- Treat all drains with an approved biodegradable solution.
- Wash walls and partitions with a detergent cleaner and rinse with a germicidal cleaner.

Offices / Cubicles / Common Areas

- Empty and disinfect all trash containers and replace liners.
- Dust all horizontal and vertical ledges (doors, frames, windowsills, cabinets, desk tops, open areas, vents, perimeter heat covers, blinds, etc.)
- Clean doors, walls, kick plates, tabletops, chairs, cabinets, and radiator.
- Vacuum entire office.

Conference Rooms

- Disinfect water containers.
- Dust blinds, window ledges, perimeter heat covers and table legs.
- Dust ceiling vents.
- Spot clean walls.

Stairwells and Landings

- Dust window ledges, doorframes, hinges.
- Dust blinds, window ledges, and table legs.
- Dust ceiling vents.
- Spot clean walls.

Entire Building

- Internal windows at eight (8) feet and below must be cleaned.

III. QUARTERLY TASKS:

Restrooms

- Machine scrub tile floors with a detergent cleaner and germicidal cleaner.

IV. BIANNUALLY TASKS:

Offices / Cubicles / Common Areas

- Dust and detail entire office.
- Strip, buff and refinish all Luxury Vinyl Tile (LVT) floors.
- At winter break and spring break the entire facility, all buildings, must have carpet shampooed.

Conference Rooms

- Shampoo carpet.
- Mop all flooring.
- Detail offices, conference rooms, cubicles, common areas.
- Wash walls with a mild detergent.

Stairwells and Landings

- Machine scrub main lobby flooring.
- Mop LVT.
- Shampoo all carpeting.

Overall Buildings

- Wash walls with a mild detergent.
- Shampoo and extract all carpeted areas in the buildings.
- Clean all exterior and interior glass.
- Mop all flooring as applicable.

V. ANNUAL TASKS:

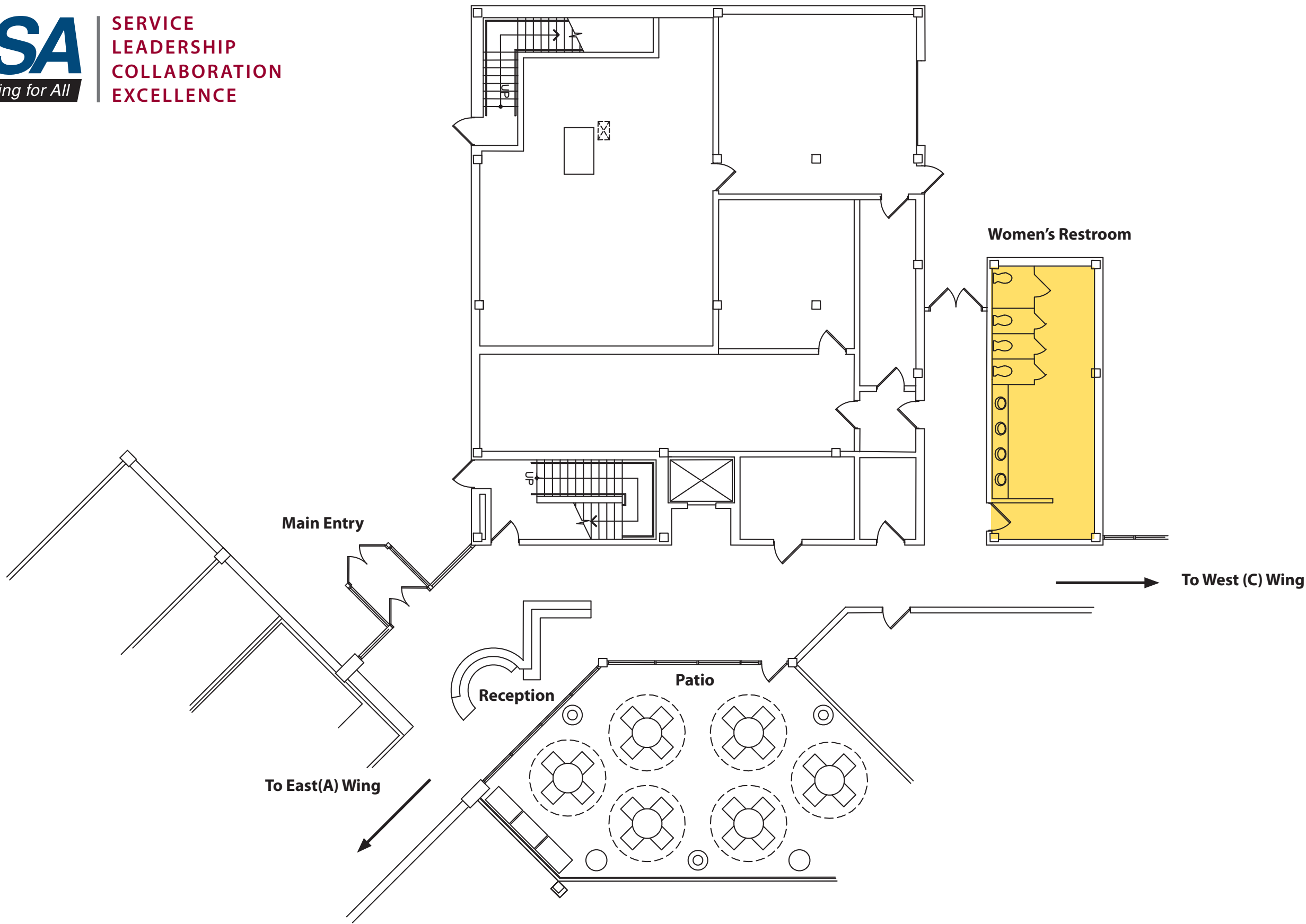
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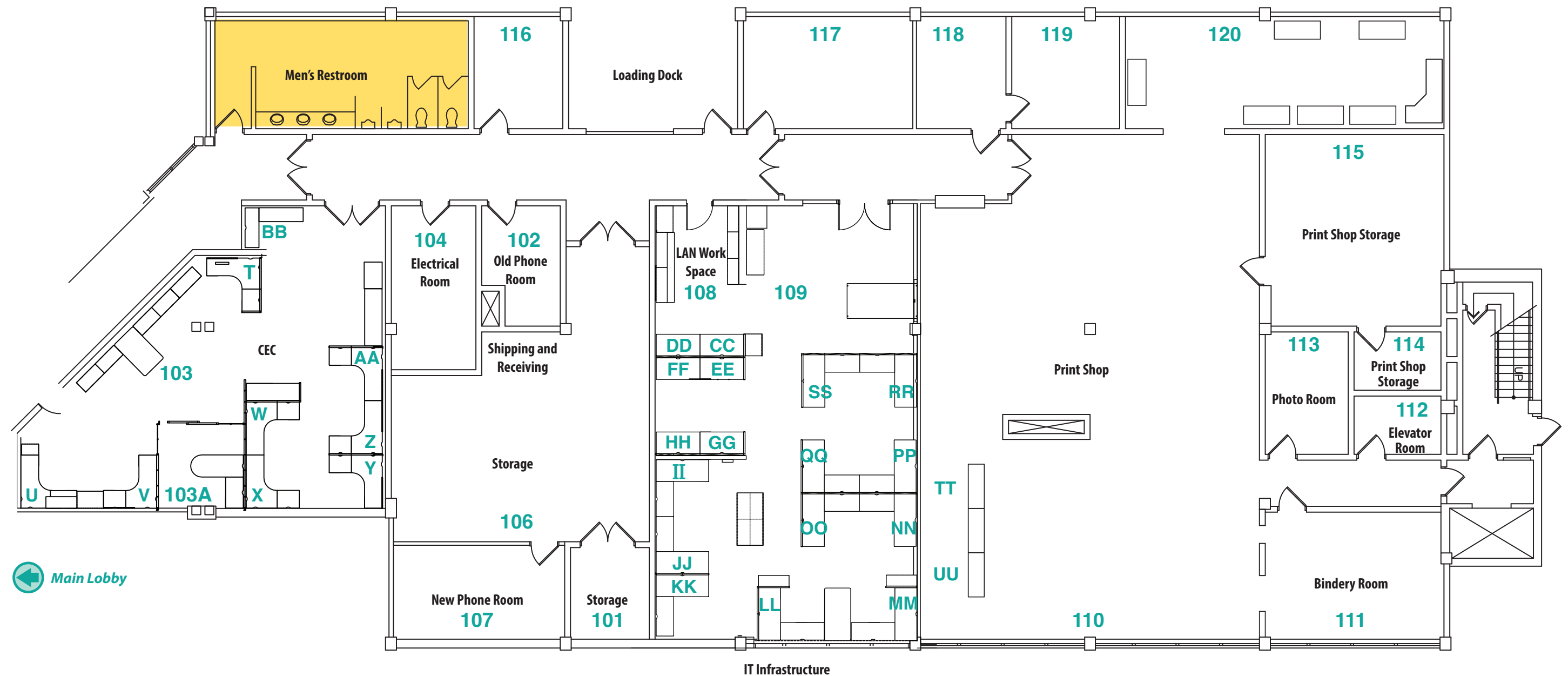
- Internal and external windows must be cleaned. This includes windows at higher elevations.

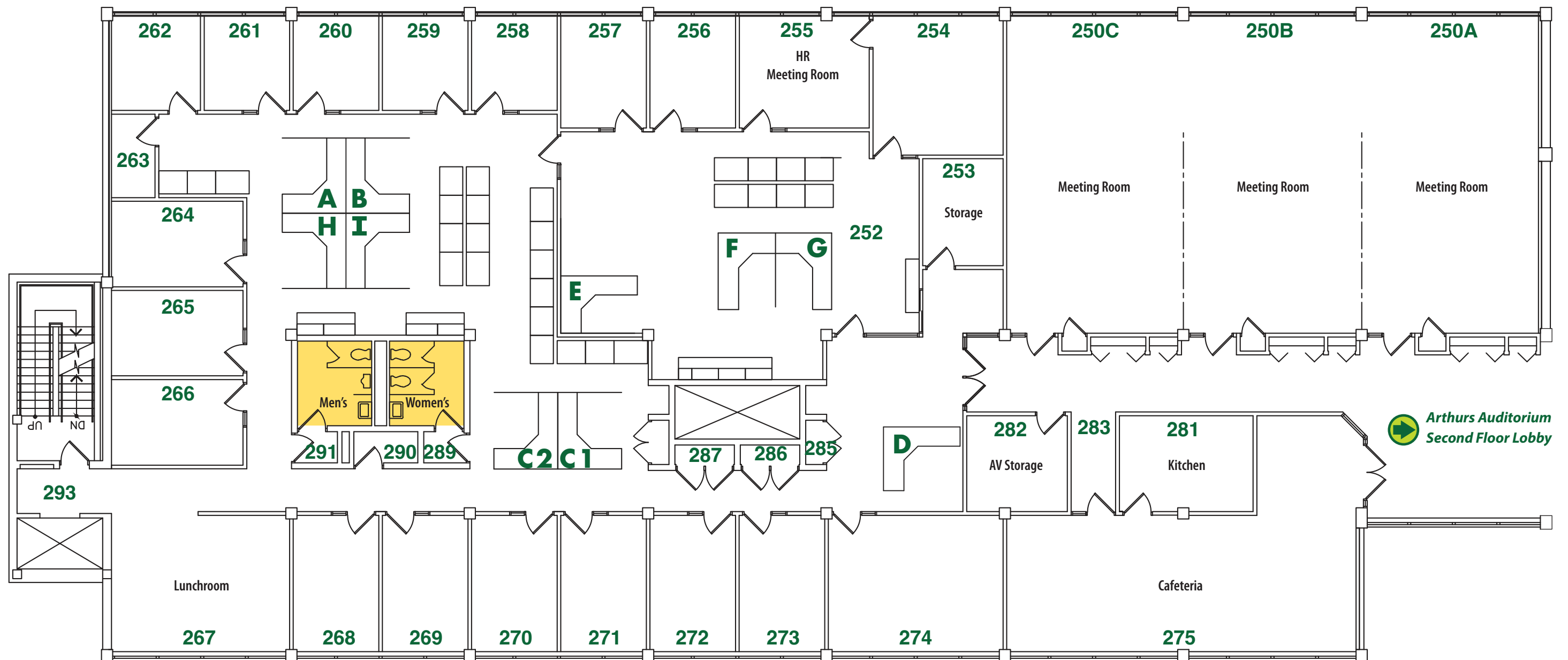


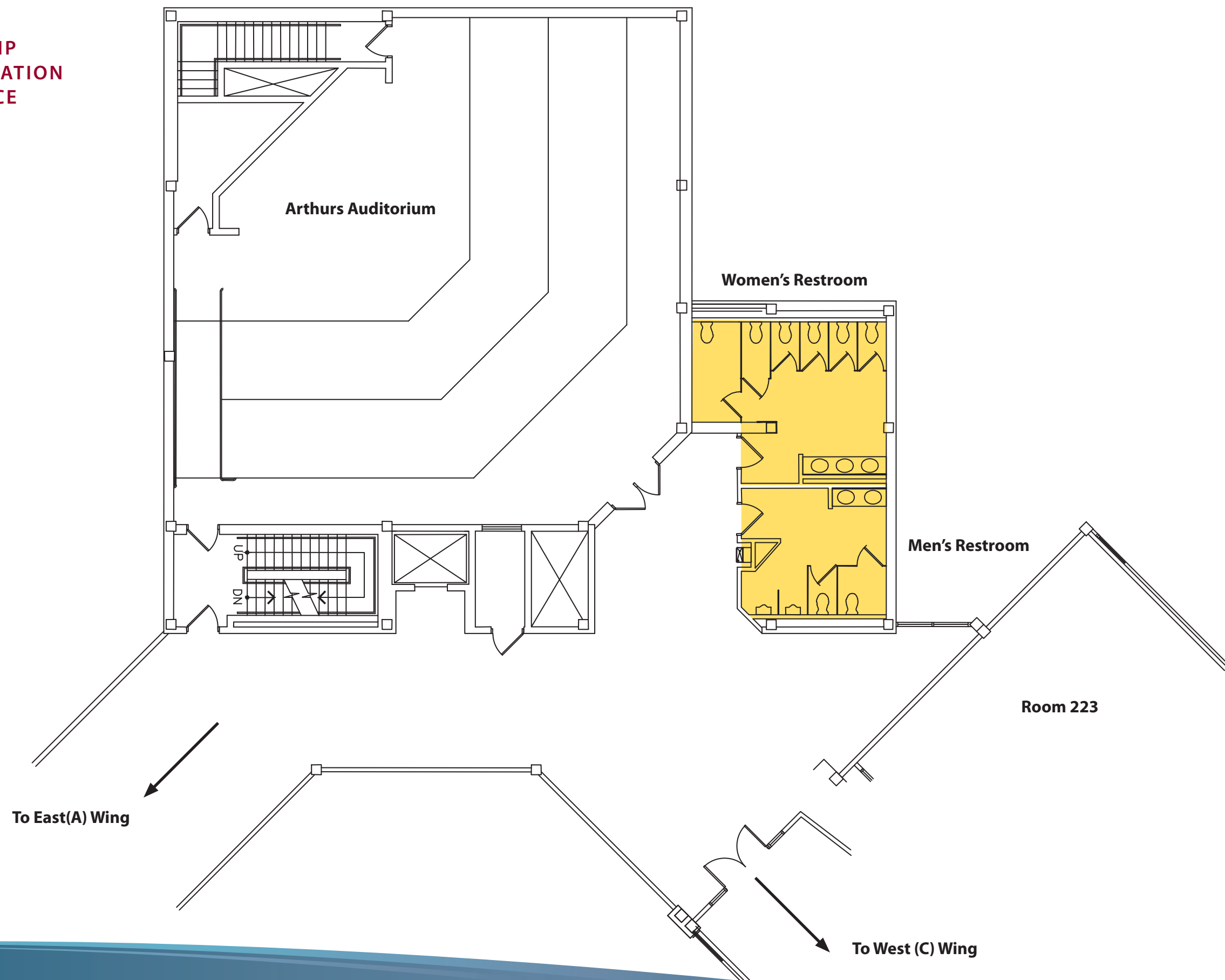
ATTACHMENT C – Building Maps

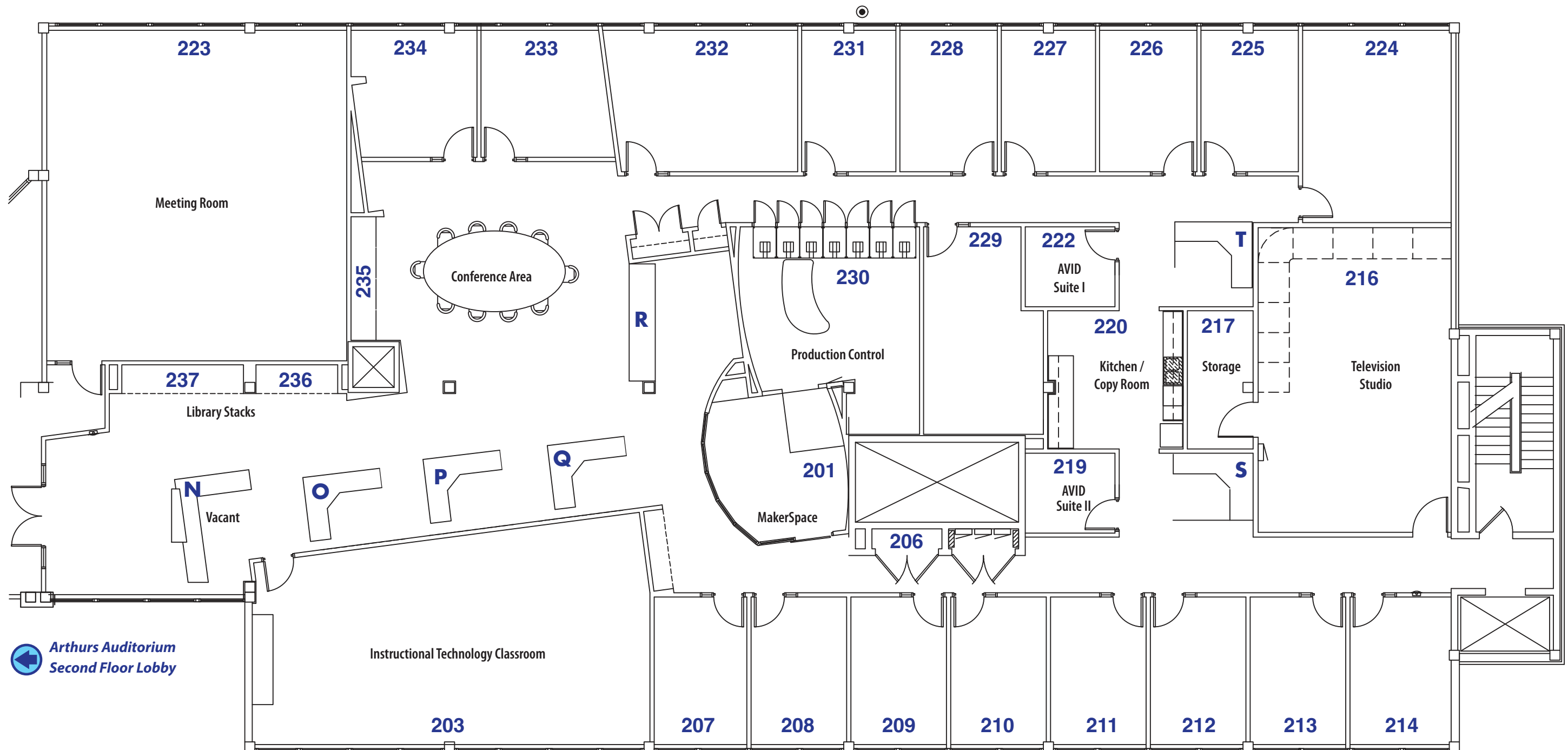


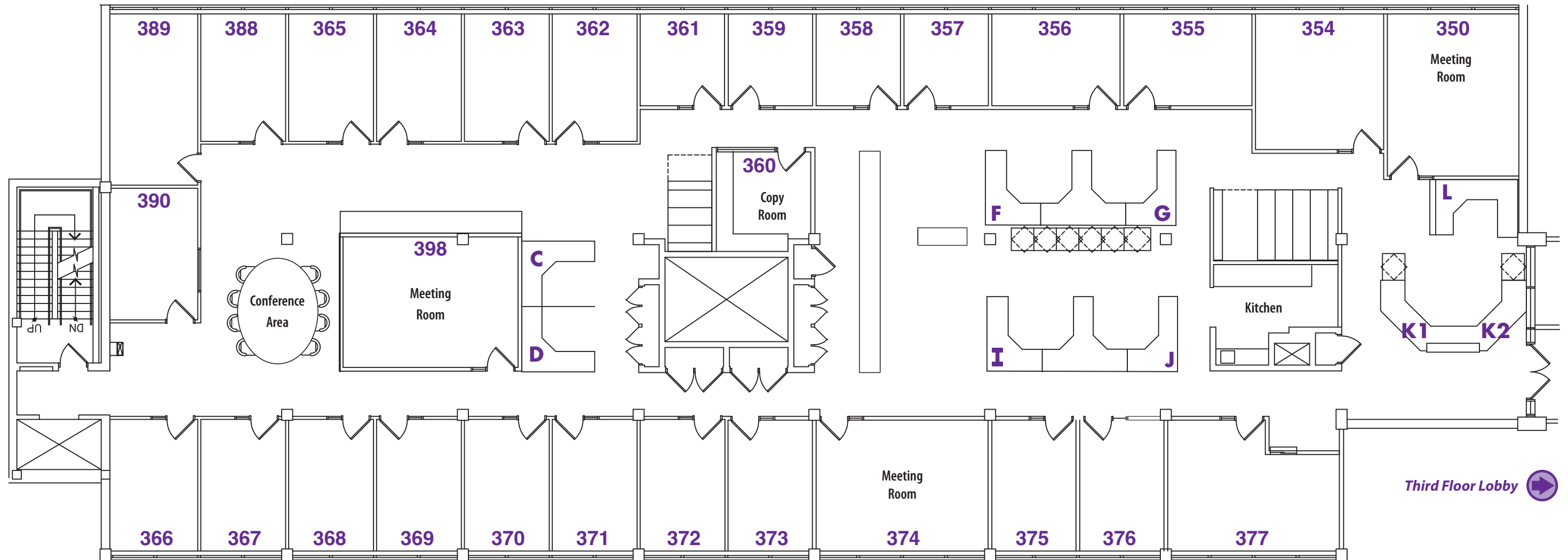


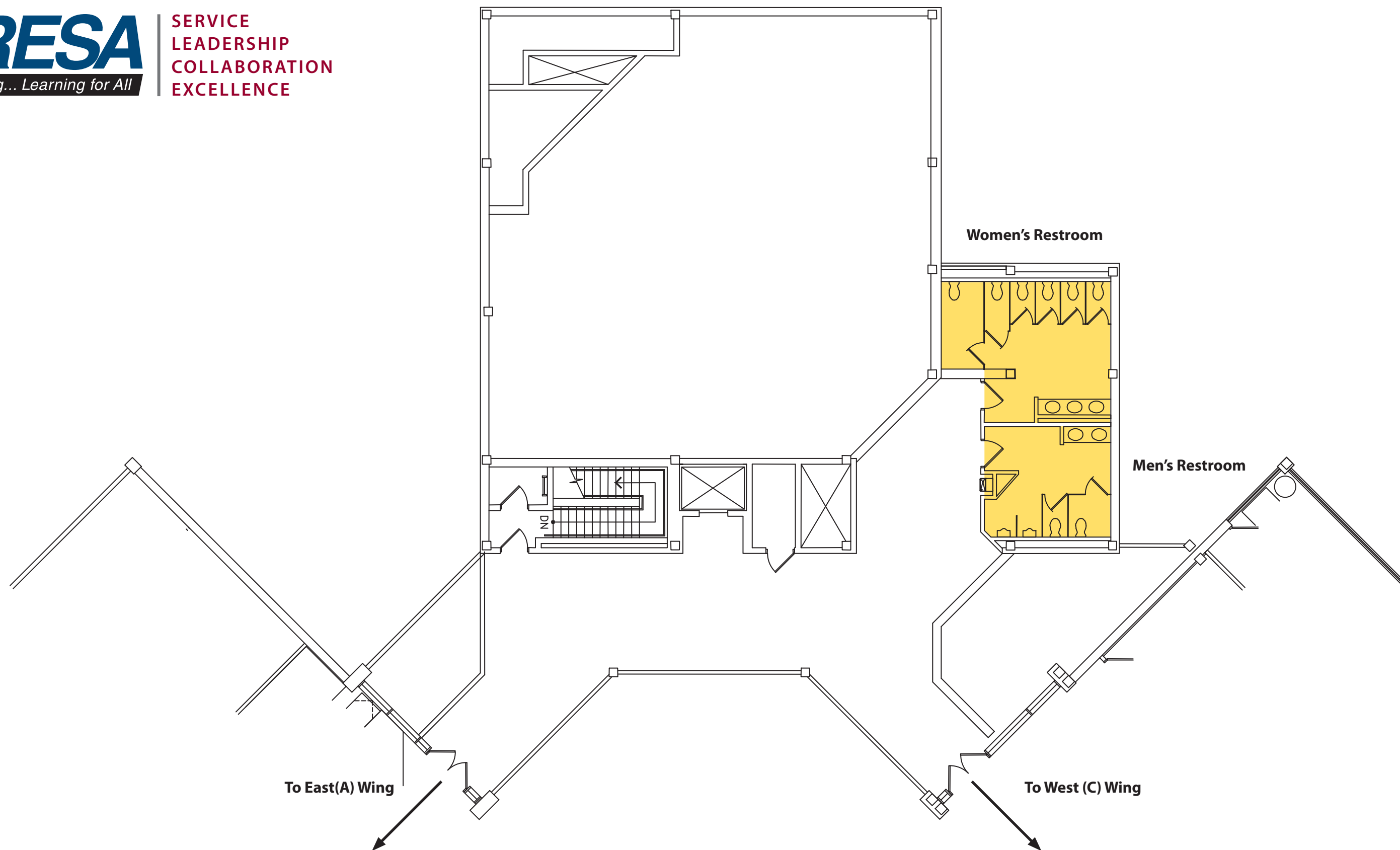


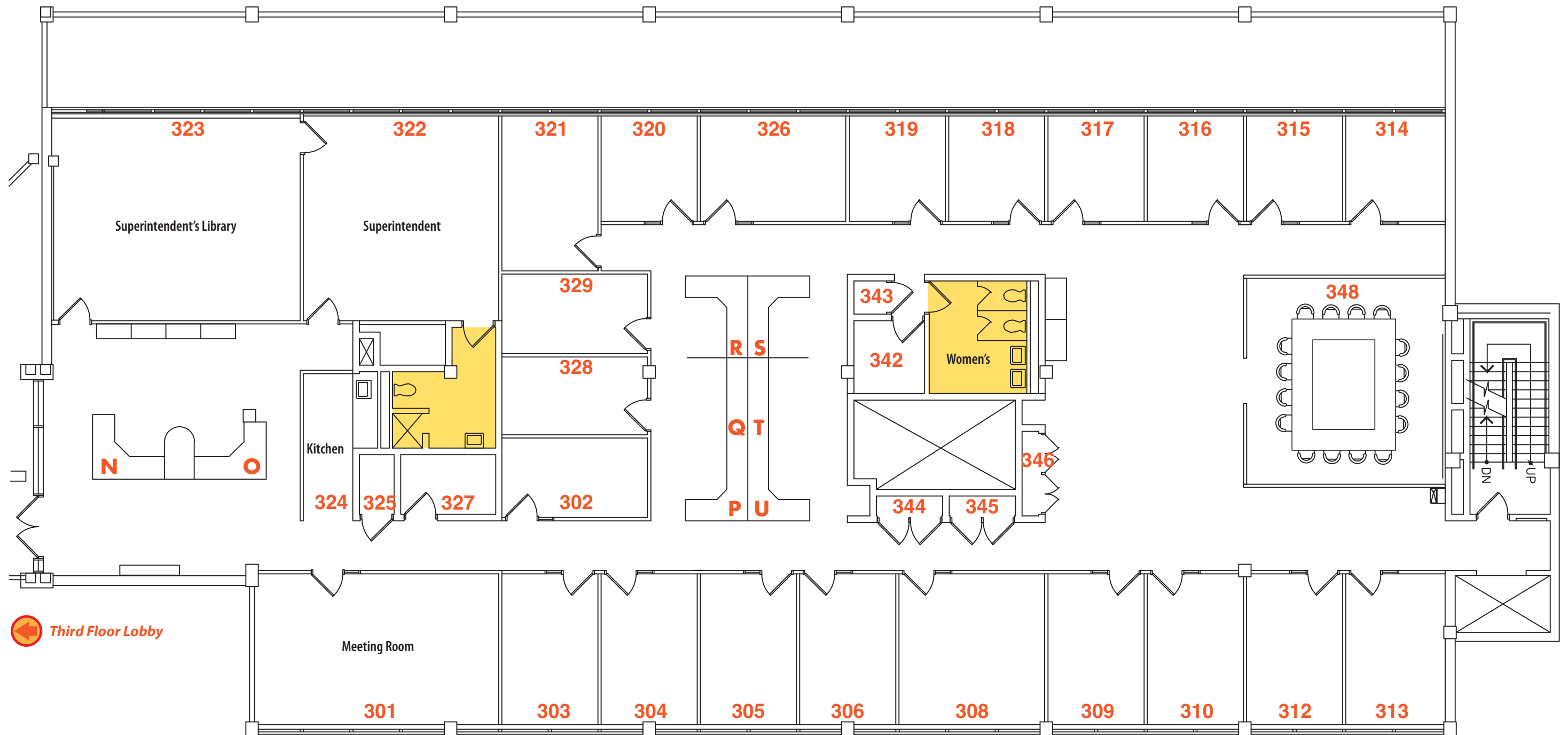


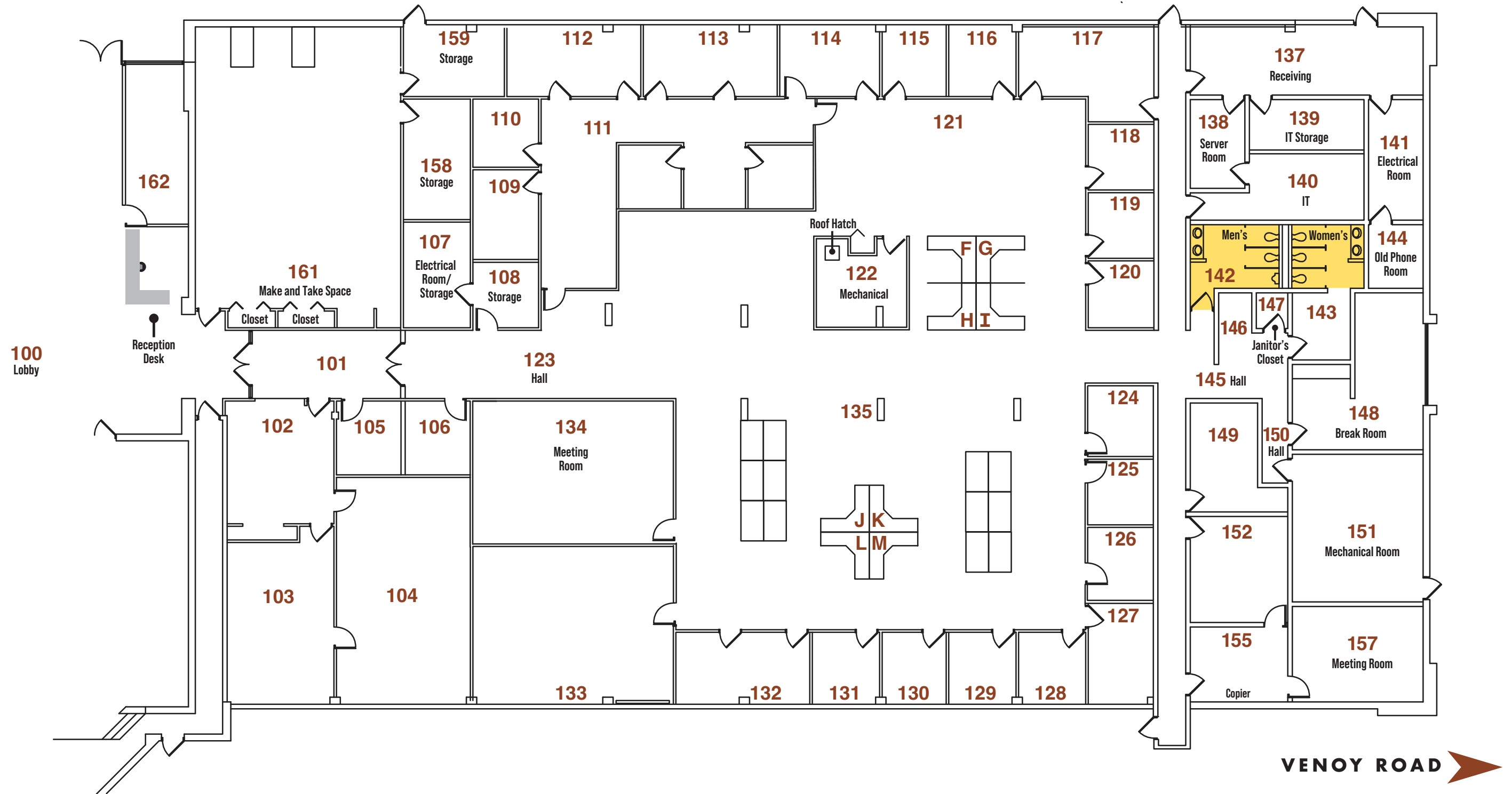


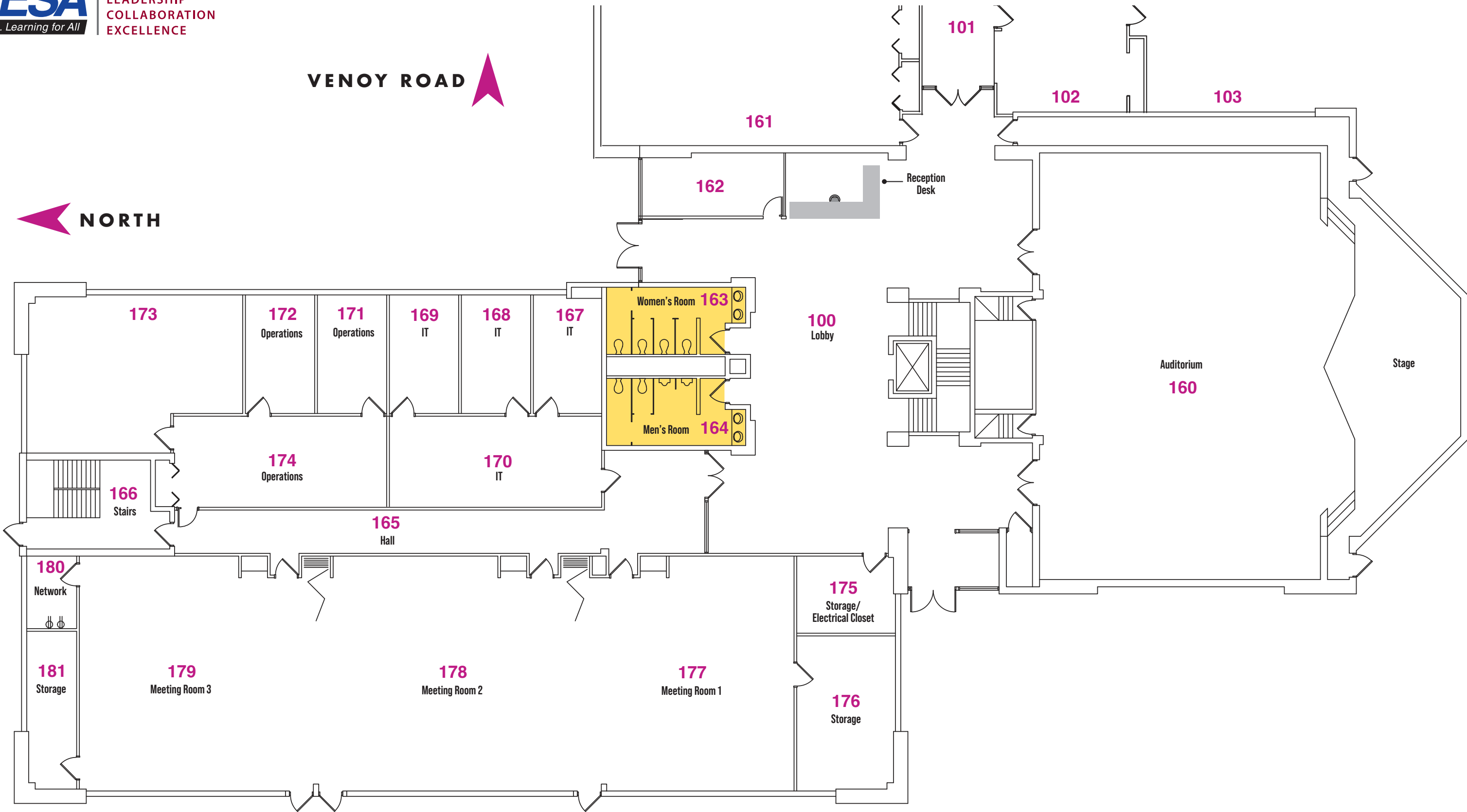


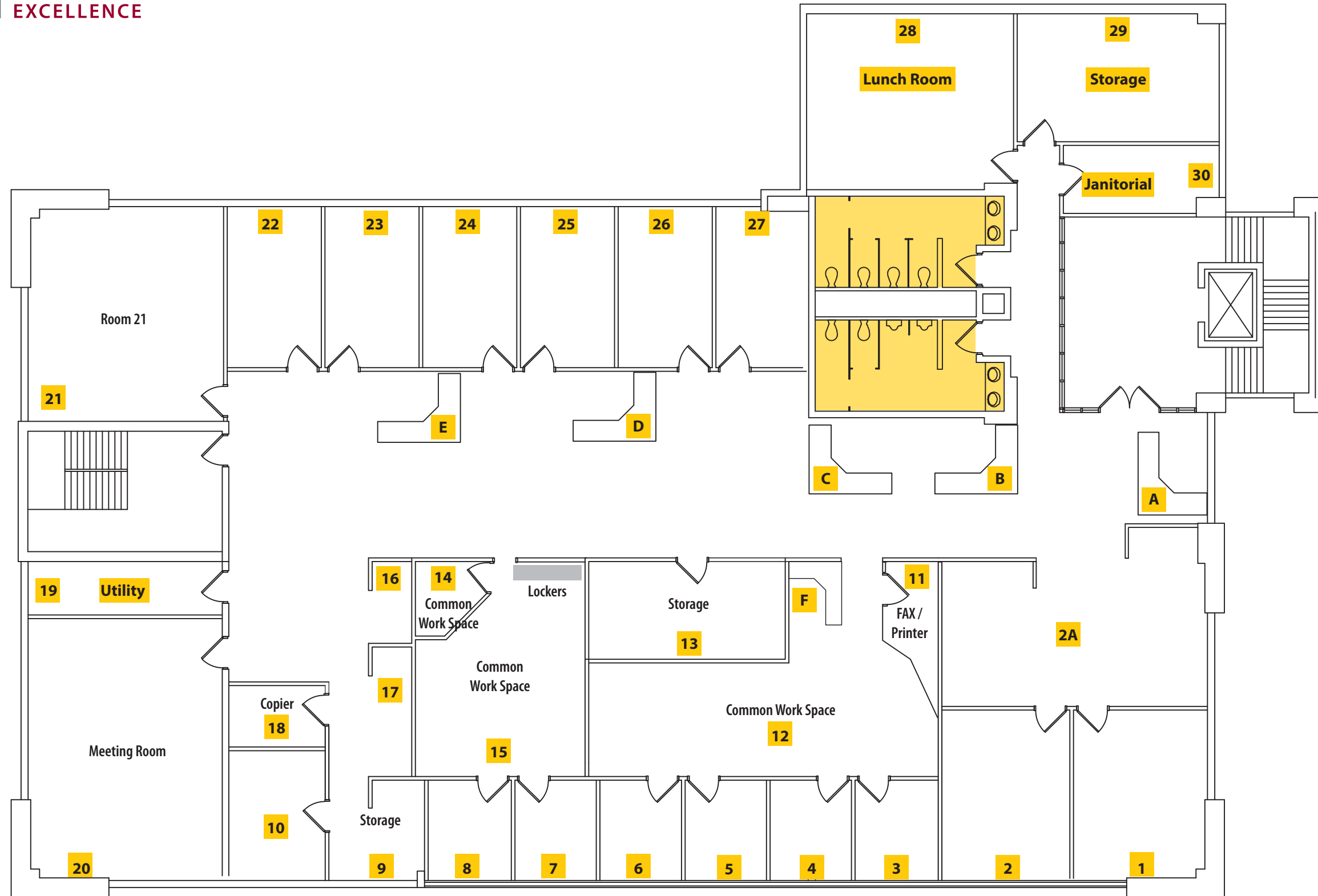


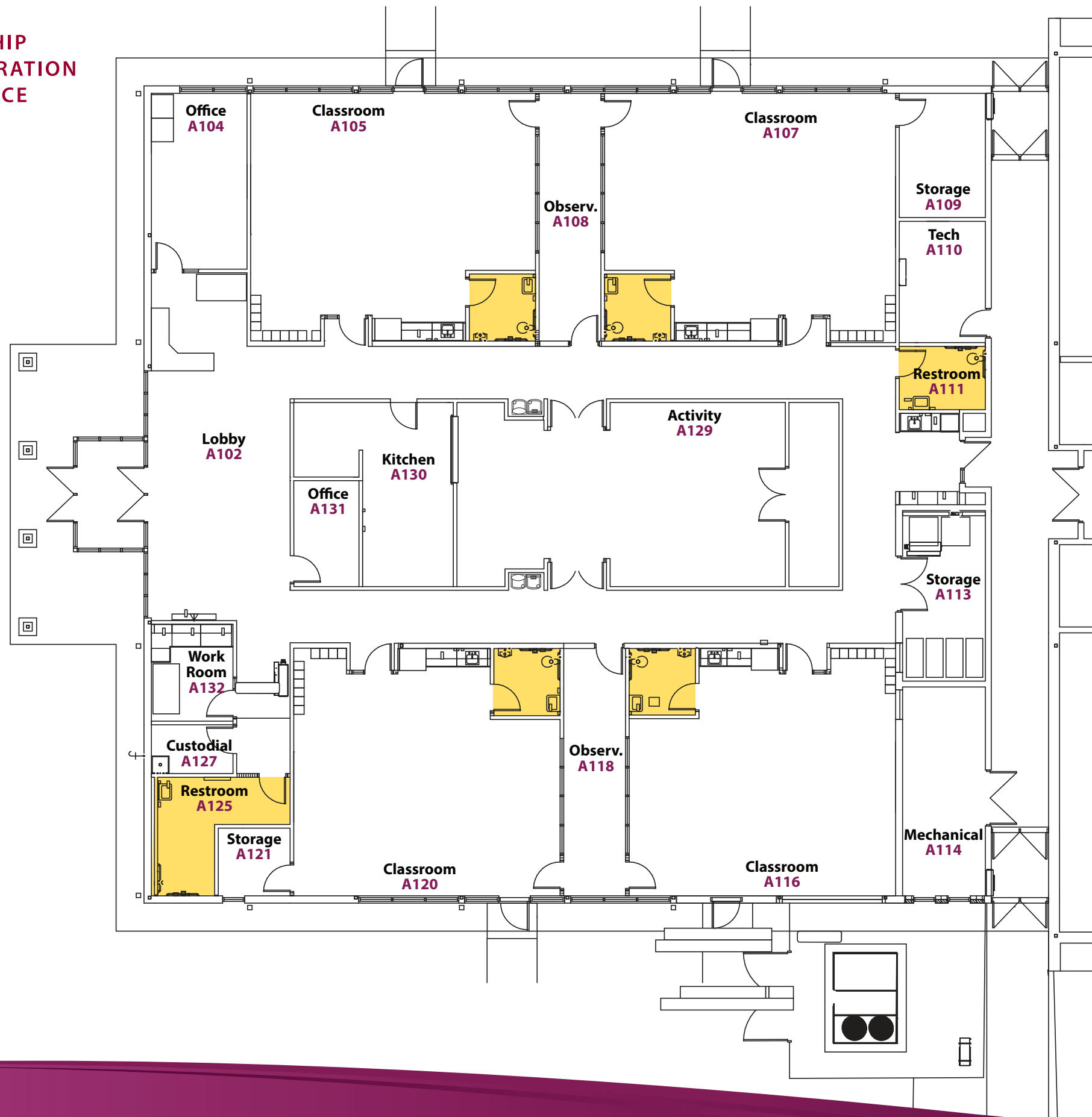










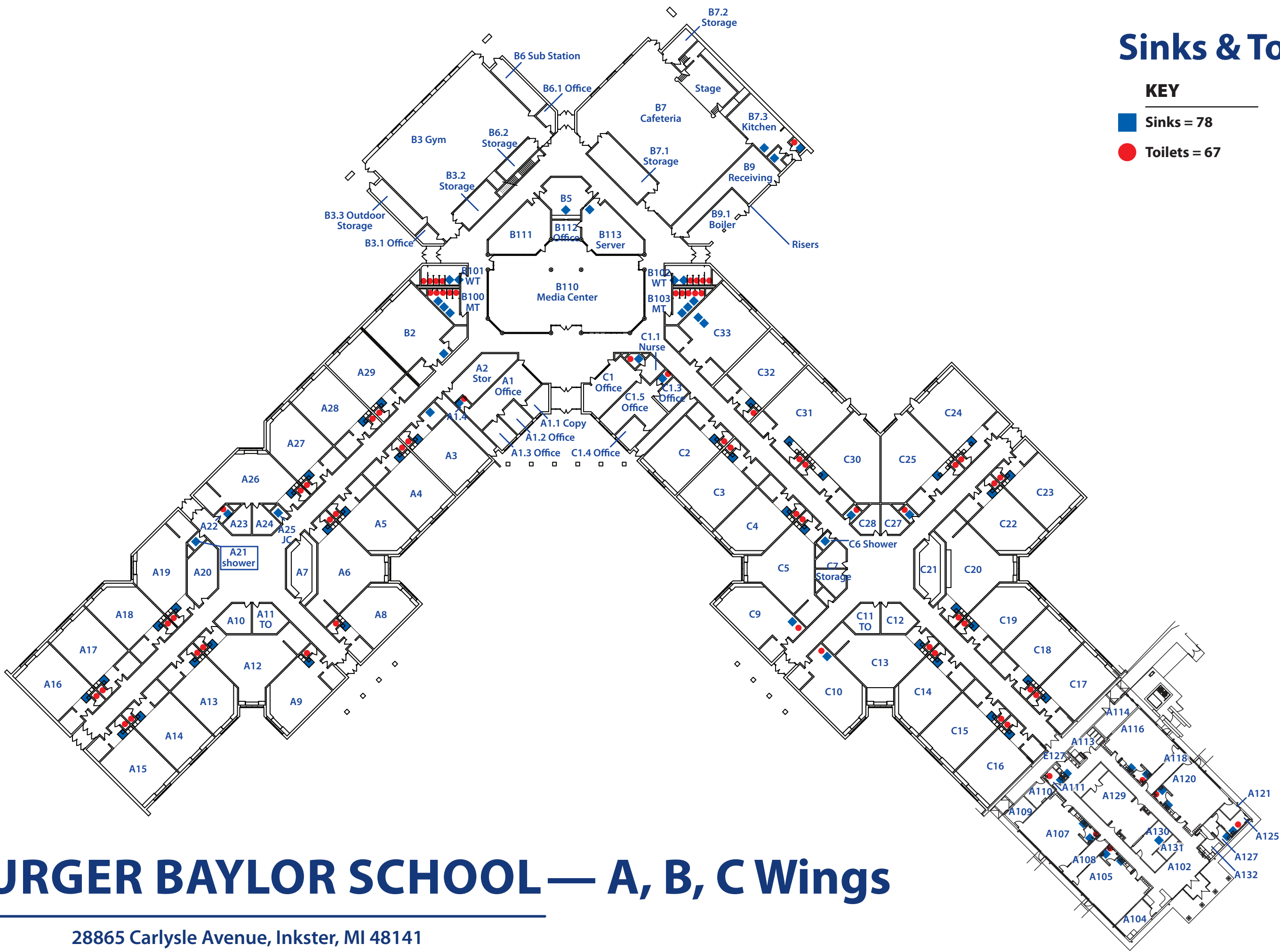


Sinks & Toilets

KEY

■ Sinks = 78

● Toilets = 67



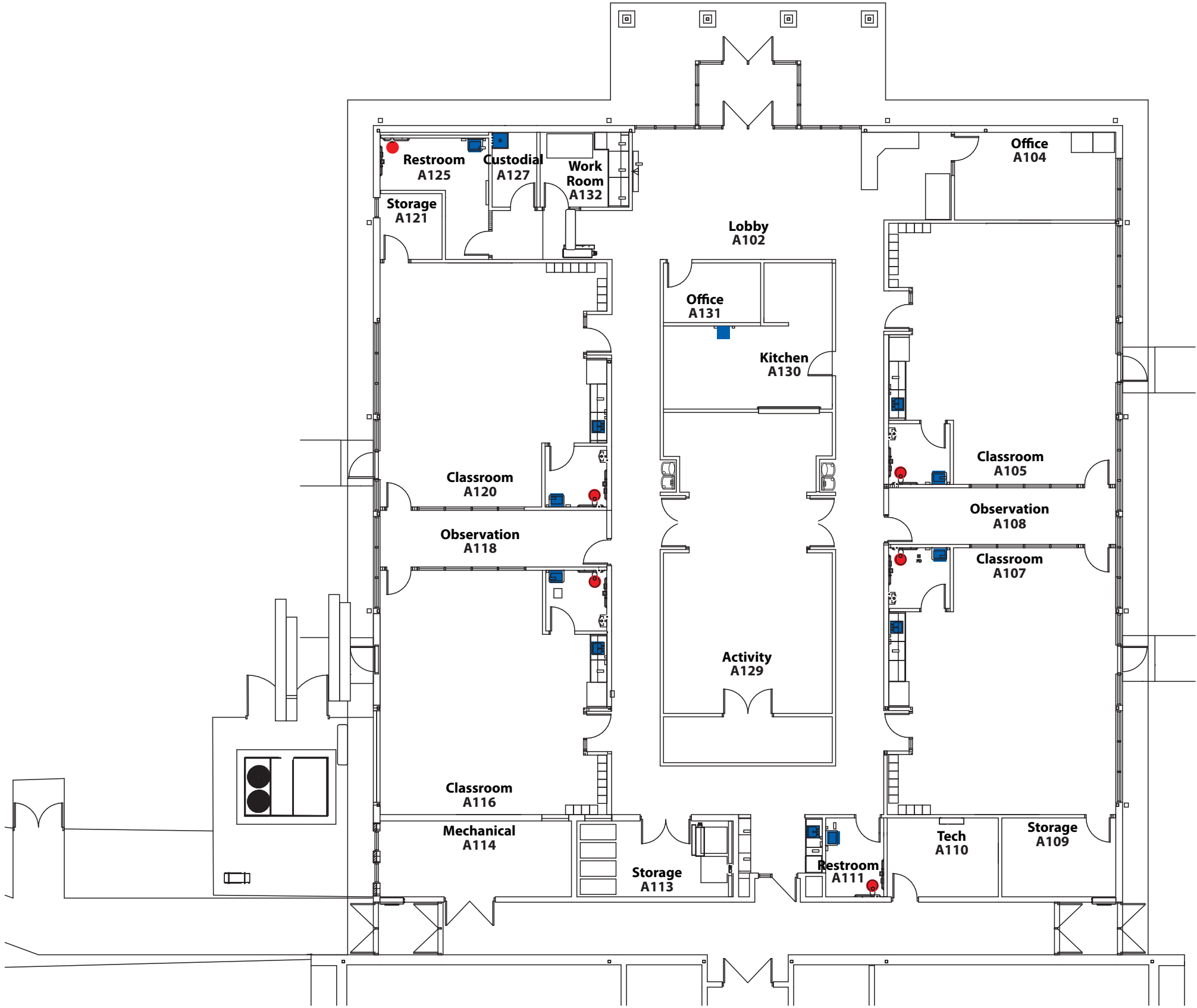
BURGER BAYLOR SCHOOL— A, B, C Wings

28865 Carlyle Avenue, Inkster, MI 48141

Sinks & Toilets

KEY

- Sinks
- Toilets



GSRP CLASSROOMS

29115 Carlisle Avenue, Inkster, MI 48141

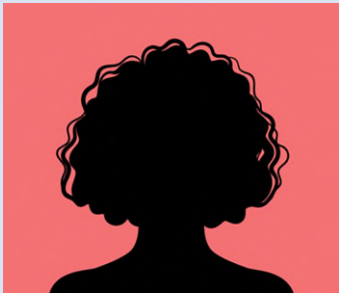
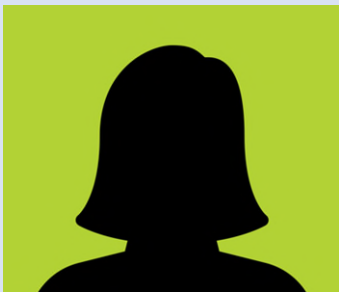
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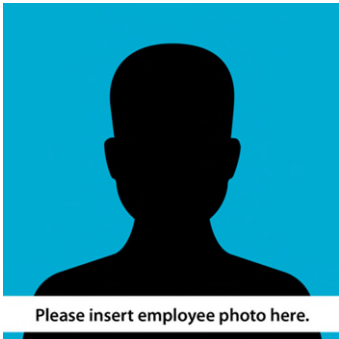
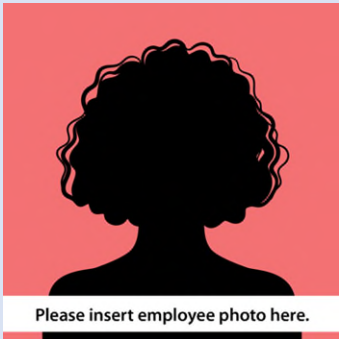
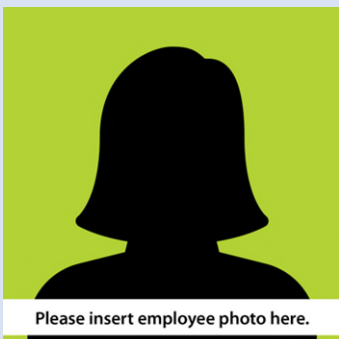
RFP #42-2025-2026-10 Janitorial Services



WRESA (Building Name) List

(Please type date here)

Employee Photo	Employee Name	Position
 Please insert employee photo here.	Please type name here.	Account Manager Phone Number Email address
 Please insert employee photo here.	Please type name here.	Site Supervisor Phone Number Email address (Enter schedule/hours)
 Please insert employee photo here.	Please type name here.	Custodian Phone Number (Enter schedule/hours)

	Please type name here.	Night Custodian Phone Number (Enter schedule/hours)
	Please type name here.	Backup Custodian Phone Number (Enter schedule/hours)
	Please type name here.	Backup Supervisor Phone Number (Enter schedule/hours)
	Please type name here.	Company Vice President Phone Number email (Enter schedule/hours)



Please insert employee photo here.

Please type name here.

**Company Director
of Operations**

Phone Number
email