

SCOPE OF WORK

Janitorial Services at two Chancery buildings located at :-

- 1) 2107 & 2111 Massachusetts Ave, NW, Washington DC-20008(Chancery-I)**
- 2) 2536 Massachusetts Ave, NW, Washington DC 20008(chancery -II)**

Works to be carried out by the Agency.

1. Daily
 - a) Sweep and damp mop all hard floor surfaces (Stone, terrazzo, vinyl, asphalt, rubber, ceramic tile, granite pavers, etc), uncarpeted raised floors and other types of non-waxed flooring. Sweep and mop all interior wood floor surfaces.
 - b) Spot vacuum all rugs and carpeted areas (including carpeted raised floors). Spot sweep or vacuum all internal stairways as required.
 - c) Dust and wipe clean with damp cloth all furniture, file cabinets, equipment and windowsills, etc.
 - d) Dust all chair rails, trim, etc.
 - e) Empty and clean all general waste receptacles and remove wastepaper and waste materials to designated areas.
 - f) Empty recycling receptacles and remove to designated areas.
 - g) Damp dust interiors of all waste disposal and recycle receptacles.
 - h) If necessary, Clean glass furniture tops
 - i) If necessary, Brush fabric-covered chairs
 - j) Remove finger prints, dirt, smudges, graffiti, etc from the glass door, door frames, glass partitions, light switches, walls, elevator call buttons, elevator door jambs and doors.
 - k) Remove finger marks from all painted or vinyl covered surfaces near light switches, entrance doors, etc.

l) Dust low reach areas (up to 70-inches, but not limited to, structural and built-in furniture ledges, baseboards, windowsills, doors and chairs.

2. Weekly

a. Clean and polish glass and plastic desktops and tabletops.

b. Mop/sweep service stairways and remove all debris

c. Clean all marble base and tile floor base.

3. Monthly

a. Dust all hard to reach areas not reached in daily dusting including but not limited to, all picture frames, charts, graphs, similar wall hangings, walls doors, baseboards, partitions, electrical and light fixtures, vents, louvers, ducts and sprinklers.

b. Vacuum all upholstered furniture

4. Semi-Annual

a. Dust all mini-blinds with treated cloth

b. Dust curtains

B Public and Common Areas

1. Daily/Nightly

a. Sweep and dust mop or vacuum full floor area

b. Remove any smudges from glass lobby areas

c. Empty and clean all general waste receptacles and remove waste-paper and waste materials to designated areas.

d. Empty recycling receptacles and remove to designated areas.

e. Spot clean and vacuum all interior and exterior walk-off mats as needed.

f. Sweep clean and mop floor in janitor's closets and other such service areas.

g. Wipe clean janitor's sink, including bright work. Slop sinks are to be cleaned after use.