



Room 204 - Neighborhood Services - 2nd Floor
7325 W. Forest Home Ave, Greenfield, Wisconsin

BOARD OF PUBLIC WORKS MEETING Agenda

Tuesday, November 26, 2024 - 6:30 PM

1. Call to order
2. Roll Call
3. Approval of the September 24, 2024, meeting minutes.
4. Citizen Commentary
5. Discussion and decision on approving the installation of cross walk signals at the intersection of Grange Avenue and Honey Creek Drive.
6. Approve a two-year agreement with ShurClean LLC for Custodial Services.
7. Superintendent of Public Works report
8. Engineering Report
9. Other topics for future agendas
10. Adjournment

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

MINUTES OF THE BOARD OF PUBLIC WORKS MEETING HELD AT THE GREENFIELD CITY HALL
ON TUESDAY, SEPTEMBER 24, 2024

1. Call to order

The meeting was called to order by Bruce Bailey at 6:32pm.

2. Roll Call

Present: Alderperson Bruce Bailey, Alderperson Andrew Drzewiecki, Alderperson Pam Akers

Citizen Members: Denise Collins

Excused: John Graber

Also present: Jeff Katz, Director, Neighborhood Services; Randy Esch, Superintendent of Public Works; Bryan Haas, City Engineer

3. Approval of the June 25, 2024, meeting minutes

Motion by Denise Collins, seconded by Alderperson Pamela Akers to approve the June 25, 2024 meeting minutes. Motion carried unanimously.

4. Citizen Commentary

None

5. Approve a contract to abandon three sanitary manholes within Interstate 894 with Edgerton Contractors in the amount of \$ 9,000.00.

Mr. Katz said the City has three manholes on the shoulder of the I-894 freeway that need to be repaired. Since the contractor is already working in this area for the I-894 project, it is less expensive to have the contractor repair the manholes.

Motion by Alderperson Andrew Drzewiecki, seconded by Denise Collins to approve a contract to abandon three sanitary manholes within Interstate 894 with Edgerton Contractors in the amount of \$ 9,000.00. Motion carried unanimously.

6. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on South 40th Street.

Mr. Katz stated that South 40th Street borders the west side of Zablocki Park. When there is soccer in the park, cars park on both sides of South 40th Street. In meeting with the Fire Department, it was determined that emergency vehicles would not be able to travel down 40th Street if cars are parked on both sides of the street. The new ordinance would not allow parking on the east side of the street.

Motion by Alderperson Pamela Akers, seconded by Alderperson Andrew Drzewiecki to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on South 40th Street. Motion carried unanimously.

7. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on West Carpenter Avenue.

Mr. Katz stated that 55th Street was a wide dead end street that went to West

Carpenter Ave. As part of a recent road improvement project, parking was reconfigured to be perpendicular parking on the south side of West Carpenter Ave. The proposed no parking zone on the north side of the street will allow two-way traffic to remain.

Motion by Alderperson Pamela Akers, seconded by Denise Collins to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on West Carpenter Avenue. Motion carried unanimously.

8. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on South 60th Street and West Edgerton Avenue. Mr Katz said a traffic signal is located at the intersection of South 60th Street and West Edgerton Avenue. In order to provide safe vehicular movement through the intersection, no parking zones are needed on each intersection approach.

Motion by Alderperson Pamela Akers, seconded by Denise Collins to approve an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding parking restrictions on South 60th Street and West Edgerton Avenue. Motion carried unanimously.

9. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding stop signs on West St. Francis Avenue at South 47th Street. Mr. Katz said when St. Francis Ave was reconstructed, the location of the stop signs was adjusted and changed to a four-way stop. At the intersection of West St. Francis Avenue and South 47th Street, all eastbound and westbound traffic must stop before entering the intersection.

Motion by Alderperson Andrew Drzewiecki, seconded by Alderperson Pamela Akers to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code regarding stop signs on West St. Francis Avenue at South 47th Street. Motion carried unanimously.

10. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 61 regarding a 4-way stop at the South 60th Street and West Edgerton Avenue intersection. Mr. Katz said Ordinance 61 created a 4-way stop sign at the South 60th Street and West Edgerton Avenue intersection. A traffic signal is now located at this intersection, so a 4-way stop sign is not required.

Motion by Alderperson Pamela Akers, seconded by Denise Collins to approve an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 61 regarding a 4-way stop at the South 60th Street and West Edgerton Avenue intersection. Motion carried unanimously.

11. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by

repealing Ordinance 2114 regarding parking restrictions on South 49th Street and West St. Francis Avenue.

Mr. Katz stated Ordinance 2114 created no parking zones on South 49th Street and West St. Francis Avenue. The road has since been reconstructed and no parking zones are no longer needed.

Motion by Denise Collins, seconded by Alderperson Andrew Drzewiecki to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2114 regarding parking restrictions on South 49th Street and West St. Francis Avenue. Motion carried unanimously.

12. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2611 regarding parking restrictions on South 46th Street.

Mr. Katz said Ordinance 2611 created a no parking zone in front of the property at 4650 South 46th Street. The no parking zone was created to allow handicap access to a vehicle, but is no longer needed.

Motion by Denise Collins, seconded by Alderperson Pamela Akers to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2611 regarding parking restrictions on South 46th Street. Motion carried unanimously.

13. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2712 regarding stop signs on West St. Francis Avenue at South 48th Street.

Mr. Katz said Ordinance 2712 added stop signs on West St. Francis Avenue at South 48th Street. The road has since been reconstructed and the stop signs were removed. A new four-way stop was created by posting stop signs on West St. Francis Avenue at South 47th Street.

Motion by Alderperson Andrew Drzewiecki, seconded by Alderperson Pamela Akers to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2712 regarding stop signs on West St. Francis Avenue at South 48th Street. Motion carried unanimously.

14. Adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2821 regarding parking restrictions on South 46th Street.

Mr. Katz stated Ordinance 2821 created a handicap parking zone in front of the property at 4640 South 46th Street. The resident has since moved and the handicap parking zone is no longer needed.

Motion by Alderperson Pamela Akers, seconded by Denise Collins to adopt an ordinance amending Section 8.04 of the Greenfield Municipal Code by repealing Ordinance 2821 regarding parking restrictions on South 46th Street. Motion carried unanimously.

15. Superintendent of Public Works report

Mr. Esch said some of the Public Works staff have attended training through CIVMIC, APWA, and the Midwest Snow and Ice Conference. The landscape and sod have been placed in some of the areas at The Turf. DPW has completed crack sealing throughout the City. The Public Works Expo is this week Thursday from 9am-2pm at Konkell Park. The DPW mechanics are transitioning the trucks to start fall leaf pickup. Public Works serviced 2242 Diggers Hotline tickets and 406 services requests.

16. Engineering Report

Mr. Haas provided an update on the Greenfield construction projects. He said many construction projects have been completed for this year:

1. Resurfaced Mitchell Highlands, Phase 2
2. 68th St concrete between Edgerton Ave and Layton Ave
3. Resurfaced of 55th St and Carpenter Ave, north of Edgerton Ave leading into Konkell Park.
4. The Powerline Trail Phase 2 from 60th St to 35th St and Pondview Park is now open.
5. A sanitary sewer lining project will begin later this year.
6. The Turf Skatepark: construction is ongoing. The contractors are working on the street course and re-building the existing 5 bowls.

Mr. Haas also provided an update on other agency projects:

1. WisDOT I-894 resurfacing and Loomis Road bridge project is ongoing. Loomis Road should be re-opened in the next 1–2 weeks. I-894 resurfacing will be completed next year.
2. WisDOT is resurfacing Loomis Rd starting at 51st St at Greenfield's limits and going south and should be complete by fall.
3. In 2025 the WisDOT has several projects tentatively planned for construction, including resurfacing Forest Home Ave through Greenfield, resurfacing a stretch of 27th St, resurfacing I-894 from 84th St to Lincoln Ave and new noise walls along I-894.

17. Other topics for future agendas

None

18. Adjournment

Motion by Alderperson Andrew Drzewiecki, seconded by Denise Collins to adjourn at 6:56pm. Motion carried unanimously.

Minutes transcribed by Stefanie Richter, Administrative Assistant, Engineering,
Distributed: 10/17/24



Board of Public Works Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 26, 2024

RELATING TO:

Discussion and decision on approving the installation of cross walk signals at the intersection of Grange Avenue and Honey Creek Drive.

SUMMARY:

A resident, Maxine Young of 5632 S 41st Street, contacted Alderperson Saryan. She walks her child to Elmdale School, crossing Grange at Honey Creek Drive.

She is concerned that it is difficult and unsafe to cross the street, especially for children during the start and end of the school day. The intersection becomes very busy and congested with cars and busses during the short but critical drop off and pick up times.

The school will not provide a crossing guard. Converting the intersection to a four way stop will not fully address the problem.

A proposed solution is to add Rapid Flash Beacons at all four cross walks. The beacons are operated by push buttons, and alert drivers to pedestrians in the cross walk.

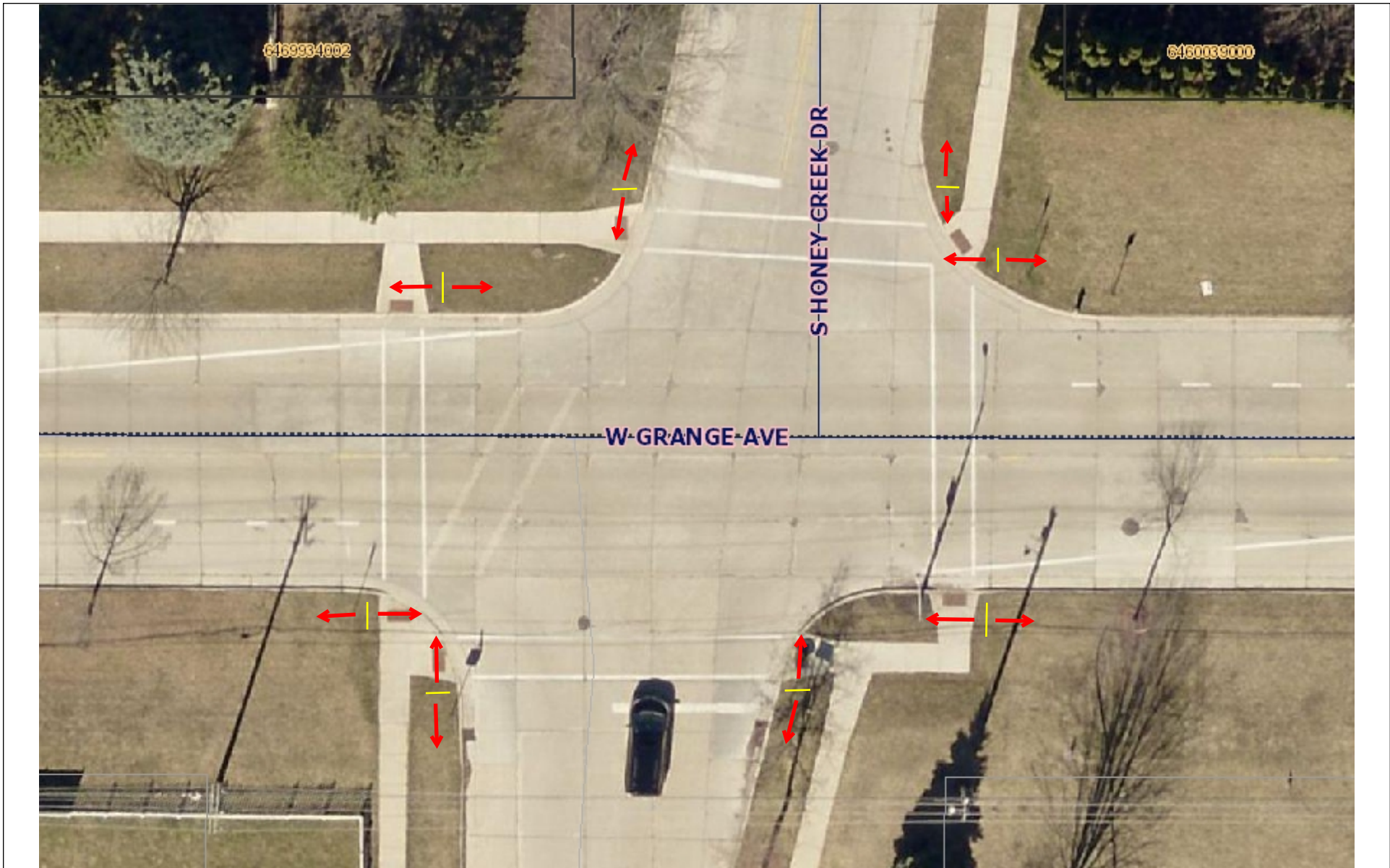
The south half of the intersection is in the City of Milwaukee. Greenfield would need Milwaukee's approval.

FINANCIAL:

The cost of the improvement would be approximately \$30,000-\$40,000 plus installation labor.

RECOMMENDATION:

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



City of Greenfield GIS

DISCLAIMER: The City of Greenfield does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives. Greenfield GIS map data is for tax and real property listing purposes and does not represent a plat of survey.



SCALE: 1" = 31'

City of Greenfield

7325 West Forest Home Ave.
Greenfield, WI 53220

Print Date: 11/20/2024





Board of Public Works Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 26, 2024

RELATING TO:

Approve a two year agreement with ShurClean LLC for Custodial Services.

SUMMARY:

ShurClean has been providing custodial services since 2020 for City Hall, the Library, and Public Works.

We are generally satisfied with their service, and are responsive to any concerns that occasionally arise.

They are proposing a two year contract for 2025 and 2026 establishing the monthly rates for each building.

The contract can be terminated for any reason with a 30 day notice.

FINANCIAL:

The current rates have been the same since 2023. They are proposing an annual 4.5% increase for 2025 and 2026.

RECOMMENDATION:

Approve a two year agreement with ShurClean LLC for Custodial Services.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



SERVICE AGREEMENT

This **AGREEMENT**, made January 1, 2025, by and between ShurClean, LLC (Contractor) and The City of Greenfield (Owner).

1. **SERVICES:** Contractor will provide janitorial and other related services according to the attached specifications. Contractor may perform the services by any reasonable means, and shall not be responsible for delays in performance beyond its control.
2. **TERM:** This Agreement shall be in effect for **two (2) years**, commencing January 1, 2025, and shall continue thereafter until December 31, 2026.
3. **TERMINATION:** If Owner is dissatisfied with the quality of the services, Owner may then terminate this Agreement by **thirty (30) days** written notice to Contractor. Owner may terminate this Agreement at any time if the premises are destroyed or upon thirty (30) days written notice if Owner vacates the premises. Contractor may terminate this Agreement by thirty (30) days written notice to Owner, and may terminate services at any time if the premises are destroyed, and may terminate services at any time without notice for non-payment.
4. **PRICE:** Owner agrees to pay Contractor for the services:

2025 Rates

City Hall -	\$3,383.71 per month fixed fee
Library -	\$2,502.78 per month fixed fee
Public Works -	\$ 752.40 per month fixed fee
Occasional Services-	\$ 20.90 per hour loaded rate

2026 Rates

City Hall -	\$3,535.98 per month fixed fee
Library -	\$2,615.40 per month fixed fee
Public Works -	\$ 786.26 per month fixed fee
Occasional Services-	\$ 21.84 per hour loaded rate

Contractor will provide all cleaning tools and equipment with the exception of the power floor cleaning machines located in the City Hall and the Public Works building. All consumables, including cleaning chemicals, will be provided by the City of Greenfield.

The Contractor will invoice the Owner on a monthly basis for work performed. Payment for services is due 30 days from the date of the invoice or 30 days from the last day of each month in which the services are performed, whichever is later. An interest charge of 1.5% per month is made on the unpaid balance.

Owner shall pay all collection costs the Contractor incurs in order to collect amounts due from Owner under this agreement. Owner's obligation to pay the Contractor's collection costs shall survive the termination of this agreement.

5. **CHANGE IN WORK PERFORMED:** The price stated in this agreement is based upon the service area and frequency of services in the attached specifications. If there is any change in such area or services, Owner and Contractor agree to negotiate a reasonable price adjustment.
6. **EXTRAORDINARY COST CHANGES:** If any extraordinary event affects Contractor's costs, upon notice to Owner the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national, financial or economic disturbances, epidemics and other events not reasonably foreseeable or against which Contractor cannot reasonably protect itself.
7. **HOLIDAYS:** Contractor is not obligated to perform services on any legal holiday. Services on holidays, when requested, shall be charged on an overtime basis. A holiday on the sixth or seventh day of the work week shall be subject to an additional charge of one full day at straight time if wages are required to be paid for that day.
8. **INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless Owner from loss, liability, cost, or expense (including reasonable attorney's fees) for bodily injury, death and property damage (Hereinafter referred to as "claim(s)", but only to the extent same are caused by negligence, misconduct or other fault of Contractor, its agents and employees, which

arise out of work performed under this Agreement. The foregoing provision shall only benefit Owner if Owner notifies Contractor in writing of such claim within five (5) days of same being reported to Owner or its representative. Contractor shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity or causes beyond Contractor's reasonable control. If Contractor is required to clean or wax floors when being used by employees, customers, tenants, or business visitors, Owner shall, notwithstanding Contractor's negligence, and to the full extent permitted by law, indemnify, defend and hold harmless Contractor from claims for injury and death resulting there from. Contractor shall not be liable for disposal of documents or valuable items, other than office furnishings, left on floors, and Owner shall indemnify and hold harmless Contractor from claims for such disposal. Owner shall indemnify, defend and hold harmless Contractor from claims for injuries to Contractor's employees and other resulting from the condition of Owner's premises or equipment, but only to the extent same are not caused by Contractor's fault. Nothing contained within this Agreement is intended to be a waiver of estoppel of the contracting municipality Owner or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes §§ 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the municipality Owner or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin Law.

9. **INSURANCE AND TAXES:** Contractor agrees to maintain in effect, during the term hereof, insurance for Workers' Compensation with statutory limits; and personal injury and property damage (commercial general liability) with \$1,000,000 combined single limit liability per occurrence. Contractor has the right to be self-insured where permitted by State law. Contractor shall furnish to Owner, on request, a Certificate of Insurance evidencing such coverage and specifying that thirty (30) days prior notice of cancellation will be sent to Owner. The Contractor shall provide the Owner a "janitorial service industry bond" in the minimum amount of \$25,000 to protect the Owner from loss caused by dishonest acts of the Contractor's employees. The bond shall be unconditional and remain in force during the entire term of the Agreement and shall survive the termination of this Agreement. Contractor shall be responsible for paying all payroll based taxes affecting its employees. Owner agrees to pay for any sales and use taxes as well as increases in any taxes, worker's compensation, liability insurance and other similar expenses of Contractor.
10. **CONFORMANCE WITH LEGAL OBLIGATIONS:** Owner agrees to keep its facilities in a safe condition and in conformance with Federal, State, and local laws, ordinances and regulations, and agrees to indemnify, defend and

hold harmless Contractor from loss and liability (including reasonable attorney's fees) caused by Owner's failure to do so.

11. **CONFIDENTIALITY:** As used in the Agreement, "Confidential Information" refers to any data or information relating to the business of the Owner which would reasonably be considered to be proprietary to the Owner including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Owner and where the release of that Confidential Information could reasonably be expected to cause harm to the Owner. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Owner or as required by law. The Contractor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Owner, without the prior written consent of the Owner. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of the Agreement.
12. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor, and all persons employed to furnish services hereunder are employees of Contractor and not of Owner. In the event any employees or former employees of Contractor or its affiliates are employed by Owner or any of Owner's affiliates during the term of this Agreement, or within ninety (90) days after its termination, Owner agrees to pay to Contractor a fee equal to ten (10) percent of the annualized compensation of each such employee or former employee.
13. **BINDING:** This Agreement shall insure to, and bind the successors, assigns, agents and representatives of the parties.
14. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified, except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and the attached specifications, the former shall be controlling.
15. **NOTICES:** Notices, requests, demands and other communications hereunder shall be in writing and delivered or mailed with postage prepaid,

To Owner at:

City of Greenfield
7325 W. Forest Home Avenue
Greenfield, WI 53220

To Contractor at:

ShurClean, LLC
4 Gaslight Drive, #403
Racine, WI 53403

Or at any other address which may be given by either party to the other in the manner provided above.

IN WITNESS WHEREOF, the PARTIES have executed and delivered this AGREEMENT under Corporate seal as of the latest date of signature below.

CITY OF GREENFIELD

SHURCLEAN LLC

By: _____

Michael J. Neitzke Date _____

Mayor

By: _____

Date _____

By: _____

Jennifer Goergen Date _____

City Clerk

By: _____

Paula Schafer Date _____

Finance Director

By: _____

Chris Geary Date _____

City Attorney

Approved as to form

Certificate of Liability Insurance

Exhibit A

City Hall – Monday

**All Bathrooms – 1st Floor Lobby – 2nd Floor Lobby – Lobby Stairs – Kitchen – Trash – Recycling
Clerk's Suite – Administration Suite – Conference Room 105 – Council Chamber**

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats

- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms & Council Chamber

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

City Hall – Tuesday

All Bathrooms – 1st Floor Lobby – Basement Lobby – Lobby Stairs – Kitchen – Elevators – Trash Neighborhood Services Suite – Parks & Recreation Suite – Assessor's Suite

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Elevator

Daily

- ☐ clean door tracks
- ☐ vacuum carpet
- ☐ clean walls & doors

City Hall – Wednesday

All Bathrooms – 1st Floor Lobby – 2nd Floor Lobby – Lobby Stairs – Kitchen – Trash – Recycling Finance Suite – Health Suite – Conference Room 105 – Loading Dock

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Loading Dock

Daily

- ☐ sweep & mop floors
- ☐ clean light switches, handles & doors

City Hall – Thursday

All Bathrooms – 1st Floor Lobby – Basement Lobby – Lobby Stairs – Kitchen – Elevators – Trash Employee Lounge – Besson Room – Mothers Room – Locker Rooms

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms & Locker Rooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Employee Lounge & Besson Room & Mothers Room

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Elevator

Daily

- ☐ clean door tracks
- ☐ vacuum carpet
- ☐ clean walls & doors
- ☐ clean control panels
- ☐ vacuum air vents & light fixtures

City Hall – Friday

All Bathrooms – 1st Floor Lobby – Lobby Stairs – Kitchen – Trash – Stairwells – Recycling Conference Room 204 – Conference Room 206 – Storerooms

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Store Rooms

Daily

- ☐ sweep & mop floors
- ☐ clean light switches, handles & doors
- ☐ clean service closets and floor sinks

Exhibit B

Library

Monday – Tuesday – Wednesday– Thursday – Friday – Saturday

As Needed

- ☐ clean evident soil on/in trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ spot removal on carpeting

Bathrooms

Daily

- ☐ empty & reline waste receptacles
- ☐ clean & refill all consumables, including toilet tissue
hand towels, sanitary disposal bags, liquid soap
- ☐ clean & sanitize all sinks, faucets & counters
- ☐ clean & sanitize inside & outside of toilets &, urinals, and
sanitary disposal containers
- ☐ disinfect light switches, door handles & doors
- ☐ spot clean mirrors, walls, partitions, doors & kick plates
- ☐ sweep & mop bathroom floors & baseboards
- ☐ report any plumbing problems

Weekly

- ☐ clean mirror & edges in bathroom
- ☐ detail floor edges, corners & behind toilets
- ☐ disinfect walls, partitions & doors
- ☐ remove all lime scale

Monthly

- ☐ dust all ceiling air vents
- ☐ machine scrub bathroom floors
- ☐ spot clean top of door jambs

Offices

Daily

- ☐ disinfect light switches, door handles & doors
- ☐ dust chairs, desks & office furniture
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ detail topside & underneath of office chair mats
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ dust chairs, desks & tables
- ☐ dust mop/sweep hard floors
- ☐ damp mop hard floors as needed for salt & mud
- ☐ disinfect light switches, door handles & doors
- ☐ dust railings & benches
- ☐ empty & reline waste receptacles, separate recycling
- ☐ spot clean entrance & interior glass
- ☐ vacuum stairs
- ☐ vacuum walk-off mats
- ☐ wet mop basement stairs as needed for salt & mud

Weekly

- ☐ clean glass doors, all windows & window seals
- ☐ dust baseboards & moldings
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust all ceiling air vents
- ☐ spot clean top of door jambs
- ☐ dust/vacuum all hand railings & ironwork

Community Room & Conference Rooms

Daily

- ☐ disinfect light switches, door handles & doors
- ☐ dust desks, chairs, tables & other furniture
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacle, separate recycling
- ☐ spot clean walls, windows & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture

Kitchen

Daily

- ☐ clean & disinfect counters, light switches, door handles & doors
- ☐ clean & disinfect tabletops
- ☐ clean & refill all consumables
- ☐ sweep & spot clean all hard floor surfaces
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean & sanitize sink
- ☐ clean glass doors, windows & window ledges
- ☐ damp mop hard floor
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture
- ☐ wipe down chairs

Monthly

- ☐ clean & sanitize backsplash
- ☐ clean & sanitize inside of microwave
- ☐ clean & sanitize outside of refrigerator & appliances
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ hand edge exterior of floor, including under appliances & cabinets
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painted surfaces
- ☐ wipe down cabinet exteriors
- ☐ wipe out inside of refrigerator

Elevator

Daily

- ☐ wipe/disinfect control panels
- ☐ polish all doors, interior and exterior
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust ledges
- ☐ spot clean walls
- ☐ vacuum carpets
- ☐ vacuum floor edges, corners & door floor track

Monthly

- ☐ dust ceiling air vents & light fixtures
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet

Book Stack Areas 1ST & 2ND Floors

Daily

- ☐ disinfect light switches, door handles, water fountains & doors
- ☐ dust chairs, countertops
- ☐ sanitize desks & tables
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ clean underneath tables, desks, chairs & counters
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust book shelf tops
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture
- ☐ clean all wood chair backs and arm rests with wood soap

Basement

Daily

- ☐ disinfect light switches, door handles, water fountains & doors
- ☐ dust chairs, countertops
- ☐ sanitize desks & tables
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ sweep stairs, sanitize hand railings
- ☐ sweep floor edges, corners & under desks & tables

Monthly

- ☐ detail underneath tables, desks, chairs & counters
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture
- ☐ sanitize all metal furniture
- ☐ clean all wood chair backs and arm rests with wood soap

Exhibit C
Public Works
Monday – Wednesday – Friday

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms & Locker Rooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale
- ☐ sweep & machine scrub floors

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs
- ☐ sweep & machine scrub tile floors

Offices

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Entrance – Lobby – Reception Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep & mop floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces
- ☐ sweep & machine scrub floors

Monthly

- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lunchroom

Daily

- ☐ refill all consumables
- ☐ clean counters, sinks, light switches, door handles & doors
- ☐ clean tabletops
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles
- ☐ remove marks from walls, doors, kick plates, baseboards
- ☐ spot clean fronts of appliances
- ☐ wipe clean and straighten chairs and stools
- ☐ wipe clean inside and outside of microwave
- ☐ wipe clean ledges, sills, horizontal surfaces

Weekly

- ☐ sweep & machine scrub floors

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painted surfaces
- ☐ clean cabinet exteriors