

JANITORIAL SPECIFICATION
RADNOR LAKE NATURAL AREA
1160 OTTER CREEK ROAD
NASHVILLE, TN37220

1. The Contractor shall finish all, Labor, Equipment, Materials and Supervision to perform the services required at the frequencies specified. All equipment must be maintained in a satisfactory operative
2. The Contractor shall employ at all times, the quantity and quality of supervision necessary to the effective and efficient management of cleaning operations.
3. All supervisors shall have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to both properly train and direct the cleaners in their individual tasks and to maintain and control an effective inspection and follow up program.
4. All services are to be performed as specified in the Event and on all legal holidays proclaimed by the commissioner of personnel.
5. Where all furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.
6. After sweeping and dust mopping operations, all floors shall be clean and free of dust and streaks. Canister or Shop Vacuum all corners, behind radiators, under furniture, behind doors, on stair landings or treads. No dirt shall be left where sweepings were picked up.
7. Wet mopping and scrubbing: All floors shall be properly prepared, thoroughly swept to remove visible dirt and debris and removal of gum, tar, and similar substance from the floor surface. On completion of the moping and scrubbing, the floor shall be clean and free of dirt, water streaks, mop marks, strings, etc. It shall be properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners or cracks clean. When scrubbing is designated, it shall be performed by machine or by hand with a brush. All carpeted areas will be vacuumed and free of similar debris as described above.
8. Dusting: Dust shall not be removed from place to place, but removed directly from the areas in which it lies by the most effective means, appropriately treated dust cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high

areas on the furniture and equipment below. The following condition shall exist after the compilation of all dusting tasks listed below:

- a) There shall be no dust streaks.
- b) Corners, cervices, moldings, base boards and ledges shall be dust free.
- c) There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
- d) When inspected with flashlight, there shall be few or no traces of dust on any surface.

9. Damp Wiping: This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surface and then dried to provide polished appearance. The wetting solutions shall contain an appropriate cleaning agent. When damp wiping in toilets areas, a multipurpose (disinfectant / deodorizer) cleaner shall be used. The multipurpose (disinfectant/deodorizer) does not necessarily have to be a green product.
10. Bright metal polishing: May be performed by damp wiping and drying with a suitable cloth, provided a polished appearance is obtained by this method. However, if a polished appearance cannot be produced, an appropriate metal polish, which has been approved by park personnel, shall be used.
11. Porcelain Ware Cleaning: Porcelain fixtures (drinking foundations, wash basins, urinal, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, dripping and watermarks.
12. Miscellaneous:
 - a) Rugs and Carpets: After each vacuuming, all rugs and carpets shall be clean and free of dust balls, dirt and other debris and the nap shall lie in one direction. Spot clean.

**** Contractor to provide all equipment necessary to perform service, in addition to all supplies, including two ply jumbo toilet tissue (Ability One skilcraft or equal to), liquid unscented hand soap (Softsoap or equal to), screened urinal blocks (Tough Guy or equal to) and trash liners. Large two ply toilet tissue will be fully stocked daily- (two) (2) full rolls in all stalls.

Visitor Center Cleaning Contract is for 7 days a week (365 days per year), including all holidays. The peak cleaning periods for the park is September 15 thru December 1 and March 1st thru May 1). During the peak cleaning times, cleaning will be twice daily on the weekends and once on the week days. Cleaning hours will to be from 6 AM – 7AM and 12 PM – 1 PM. Peak cleaning shall include the following:

- A) Restock of toilet paper. Toilet Paper to be large rolls that fit park dispensers as per specifications.
- B) Refilling of hand soap dispensers (full) with hand soap as per specifications.
- C) Sweeping and canister or shop vacuum all tile floors.
- D) Emptying all trash cans in restrooms and replace liners.
- E) Wiping down all sinks, urinals and toilets with disinfectant.
- F.) Wiping down water fountain with disinfectant and dry shine to prevent spotting.

Daily Cleaning @ Visitor Center, 1160 Otter Creek Road, Nashville, TN 37220

- a) Sweep and vacuum (shop vac) in men / women's restrooms. Also, mop with disinfectant. Area is approximately 3100 Sq. Ft.
- b) Clean, sanitize and polish all fixtures including toilet bowls (inside and out), urinals (inside and out), hand basin and water fountain in lobby.
- c) Glass in both rest rooms and on entry doors is to be cleaned with glass cleaner daily.
- d) Refill (fill dispenser full) existing soap dispensers.
- e) Refill toilet tissue dispensers daily with large rolls.
- f) Empty wastebaskets in both rest rooms and replace with new liners. All trash will be hauled off-site by vendor daily.
- g) Lobby floor is to be swept, entire floor vacuumed, mopped with disinfectant and entry mats vacuumed. All tile areas are to be shop vacuumed prior to mopping.
- h) Empty trash in all existing offices and audio visual room. All trash is to be hauled off-site by vendor. Trash receptacles are to be restocked with new liners.
- i) Trash receptacle in west parking lot is to be emptied (daily). Replace with new liner and haul all trash off-site (daily).
- j) Vacuum carpet in AV Room daily.
- k) Clean water fountains and sanitize daily.

Weekly cleaning @ Visitor center, 1160 Otter Creek Road, Nashville, TN 37220:

- A) Clean / disinfect all trash cans every Friday.
- B) Clean the countertops, sink and microwave in break room weekly.
- C) Install new screened urinal block monthly.
- D) Clean all display case glass in audio visual room and lobby on Fridays (**not to include reptile display cases**).
- F) Wash down restrooms with spray hose, scrub brush and bleach all floor tile and wall tile (up to 3').
- G) Gift shop floor is to be swept, entire floor vacuumed, and mopped with disinfectant. Wall corners and edges are to be shop vacuumed.

East and West parking lot restrooms cleaning contract is for 7 days a week (365 days per year) including all Holidays.

Daily cleaning @ east and west parking lot restrooms, Approx 400 Sq. Ft. each:

- a) Sweep and vacuum (shop vac) men / women's restrooms. Mop with disinfectant.
- b) Clean, sanitize and polish all fixtures including toilet bowls (inside and out), urinals (inside and out). Also, hand basin and water fountain in lobby. Mirrors in both rest rooms is to be cleaned with glass cleaner
- c) Refill (fill dispenser full) existing soap dispensers with soap as per specifications.
- d) Refill toilet tissue dispensers with jumbo two (2) ply toilet tissue as per specifications.
- e) Empty wastebaskets in both rest rooms and replace with new liners. Trash to be hauled off-site by vendor daily.
- f) All tiles areas are to be shop vacuumed prior to mopping.
- g) Clean water fountain and sanitize daily.

Weekly cleaning @ east and west parking lot restrooms every Monday:

- a) Clean / disinfect all interior and exterior trash cans every Monday.
- b) Install new screened urinal block with monthly.
- c) Mop water is to be dumped in restroom drains (never outside).
- d) Wash down restrooms with spray hose, scrub brush and bleach all floor tile and wall tile (up to 3').
- e) East parking lots two trash receptacles in parking lot is to be emptied and replaced with new liners. Trash is to be hauled off-site weekly.

Vendor shall sign in at the Visitor Center before starting shift and wear an Identification name tag or a company shirt with logo.

There will be four (4) scheduled meetings per year (once per quarter) to review specifications of contract and address any issues that arise.

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