



COMPLETED FACILITIES MAINTENANCE SOLUTIONS

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## INTRODUCTION

RJS - Complete Facilities Maintenance Solutions is excited to partner with your organization. We are confident that we can provide exceptional service. We understand that the cleanliness and disinfection of the facilities are very important because people are simply more comfortable and productive in an environment that is clean and safe. Our janitorial service ensures the highest level of cleanliness for the health of your employees and students and provides an unbeatable first impression.

This agreement is to provide janitorial services to the following locations:

<b>Lighthouse Community Charter Public School (K-12)</b> 444 Hegenberger Rd. Oakland, CA 94621	<b>Lodestar A Lighthouse Community Public School</b> 701 105 <sup>th</sup> Avenue Oakland, CA 94603
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## AGREEMENT

**Term:** The term of this Agreement shall commence on ( ) and shall continue in full force and effect until ( ) unless otherwise terminated pursuant to the termination provisions of this Agreement.

**Services Provided.** Rojas Janitorial Services (RJS) agrees to provide janitorial services to the facilities operated by School and agrees to provide the following services:

### NIGHTLY CLEANING SCHEDULE (MONDAY-FRIDAY)

- Clean – Lobby, school offices, hallways, all classrooms, elevator, all stairwells and common areas.
- Clean fingerprints and smudges from all entrance glass and entry doors.
- Neatly arrange all reading materials, product displays, marketing, and furniture in the reception areas.
- Dust all horizontal surfaces of office furniture and front desk including, counters, desks, computer monitors, tables, file cabinets, copy and fax machines, etc.
- Spot clean horizontal surfaces for removal of spillage, marks, and coffee rings.

- Thoroughly spot clean all interior in each classroom.
- Spot clean and shampoo with steam clean any liquid spill or stain found on the carpet.
- Thoroughly mop the floor of with disinfectant to all ceramic tiles.
- Empty all trash receptacles and remove to a collection point.
- Replace new trash liners to all trashcans.
- Vacuum all carpeted areas in each classroom.
- Vacuum all mats, roll up, clean beneath and replace.
- Thoroughly disinfect all tables and chairs every night, return all chairs in proper places.
- Disinfect all light switches and door handles.
- Thoroughly clean all windows.
- Wipe down exterior doors.

#### ***Lunchroom, Common Areas, and Lounge***

- Wipe clean tables, chairs, sink, counters, and exterior of cabinets in the cafeteria and faculty lounge.
- Wipe clean exterior of all countertop appliances in the kitchen including the interior of microwaves
- Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off.
- Vacuum mats and runners.
- Wipe clean all countertops and sinks.
- Clean and disinfect all drinking fountains and water coolers.

#### ***Restrooms***

- Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
- Empty trash receptacles and wash/wipe with disinfectant, as needed.
- Wipe clean exposed pipes, counters, ledges, mirrors, and air grills with approved disinfectant.
- Sweep tile floor.
- Disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
- Disinfect interior and exterior of urinals. Polish all chrome fittings.

- Empty sanitary napkin receptacle and spray with a disinfectant.
- Change urinal deodorizers as needed.
- Thoroughly remove odor inside the restrooms.
- Change urinal deodorizers as needed.
- Disinfect door handles, partition handles, and light switches.
- Clean sinks, disinfect counters, and polish chrome fittings.
- Remove splash marks from walls around sinks.
- Clean and polish mirrors and fixtures.
- Sweep the bathroom floor.
- Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
- Wipe clean handrails with a disinfectant.
- Wipe clean tile walls with a disinfectant.
- Spot clean walls and partitions to remove smudges and graffiti.

**MONTHLY CLEANING SCHEDULE**

- Thoroughly dust all vertical surfaces of furniture, including desks, tables, chairs, file cabinets, etc.
- High dusting of air vents tops of doors, door frames, ceiling corners, and edges etc.
- Dust all baseboards.
- Dust all blinds
- Vacuum upholstered furniture to remove dust and lint.
- Vacuum carpet edges and corners along walls and partitions.
- Wipe down all artificial plants.

**2X A YEAR CLEANING SCHEDULE**

- Shampoo and steam all carpeted areas.
- Machine scrub the tiles and wax the floor.

**Insurance:** RJS shall maintain appropriate insurance coverage including general liability insurance and worker's compensation insurance

**Compliance:** RJS shall comply with all applicable laws, regulations, and safety standards while performing the cleaning services.

**Payment Terms**

**Payment Amount:** Janitorial services will be charged in the following form for each school.

<b>Lighthouse Community Charter Public School (K-12)</b> 444 Hegenberger Rd. Oakland, CA 94621 <b>\$12,420 per month</b>	<b>Lodestar A Lighthouse Community Public School</b> 701 105 <sup>th</sup> Avenue Oakland, CA 94603 <b>\$14,490 per month</b>
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\*There will be months that this amount will change – such as if there no classes or if there is a holiday or there is an event that requires additional hours.

During the days that there are no classes due to holidays or vacations RJS will replace cleaning with the following services:

- Paint touch-ups
- Shampoo carpet/rugs

- Polish floors
- Wax floors

If the school decides that they do not need work on the days that the school is closed, then the bill will be adjusted accordingly.

**Invoicing** - RJS shall submit invoices to the Client for payment within one week of the completion of services. Payment is due 21 days later.

**Termination** - Notice of intent to terminate shall be given by a party desiring to terminate this contract a minimum of sixty days (without cause) or thirty days (with cause) prior to the initial termination date or the termination date of any renewed term of this contract. Notice of intent to terminate shall be given in writing.

**Confidentiality** - Both parties agree to keep confidential any proprietary or sensitive information obtained or disclosed during the term of this Agreement.

**Miscellaneous:**

**Indemnification** - RJS agrees to indemnify and hold harmless the School from any claims, damages, or liabilities arising out of the RJS's services.

**Governing Law** - This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**Entire Agreement** - This Agreement constitutes the entire understanding between the parties concerning the subject matter and supersedes all prior agreements, understandings, or negotiations.

**Signatures**

Client Signature

. RJS Signature

Client Name:

RJS Name:

Date

Date

This contract is subject to the terms and conditions outlined herein and shall be effective as of the date first above written.

### **OTHER SERVICES OFFERED**

- Maintenance jobs such as light bulb replacement, faucet replacement, interior repairs such as plumbing, wall repair, painting, assembling furniture, landscaping and others.
- **Maintenance is charged at \$30.00 per hour.**

#### **DAY PORTER (\$25/hour)**

- Inspect around the building and remove any residue or debris found and pressure wash as needed.
- Pressure wash front courtyard and surrounding area.
- Sweep front sidewalk pavement and around the building.
- Sweep the parking area and remove any debris.
- Power wash and remove any debris on the driveway.
- Set up handwashing sinks for all entry areas
- Inspect and clean all Restroom constantly.
- Remove trash inside the Restroom once found  $\frac{3}{4}$  full.
- Wipe and disinfect all tables and chairs in common areas
- Throw trash out prior to the shift completion
- Empty trash, compost and recycle after lunch service
- Throw out any food and clean kitchen area after food service is over
- Wipe down cafeteria tables and sweep after lunch service
- Support with any additional cleaning and disinfecting that the school may need.