

## **Exhibit #1 : Cleaning Specifications (SAMPLE)**

The cleaning specifications identified in Exhibit #1 must be rigorously followed and must be carefully considered in preparing staffing plans for the proposal.

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Cleaning Specification A

In-Patient Areas

Cleaning Specification B

Non-Patient Areas

## Exhibit #1 - Cleaning Specification A: In-Patient Areas

<u>Duty</u>	<u>Description</u>	<u>Frequency Days Per Week</u>
1. <b>Sweep</b>	Sweep all hard-surfaced floors with dust control tool. Sweeping to include corners, baseboards, and hard-to-reach areas. Once daily.	7
2. <b>Police Sweep</b>	Sweep all heavily trafficked areas. Once daily.	7
3. <b>Vacuum</b>	Vacuum carpeted floor areas. Once daily.	7
4. <b>Wet Mop</b>	Wet mop all hard-surfaced floors with approved germicidal solution. Once daily.	7
5. <b>Spot Mop</b>	Spot mop as required.	7
6. <b>Mop Up Spills</b>	Mop up major spills on request.	7
7. <b>Baseboards</b>	Keep baseboards free of dust, splash marks, old finish, and seal.	7
8. <b>Spray Buff or Burnish</b>	Spray buff/burnish all patient room floors.	1*
	Spray buff/burnish all traffic areas including corridors and nursing stations.	2*
9. <b>Strip and Refinish</b>	Strip old finish from hard-surfaced floors, apply suitable non-slip floor finish.	Semi-Annually or as required by GHS
10. <b>Apply Finish</b>	Wash or light scrub hard-surfaced floors, apply non-slip floor finish.	As Required**

\* These frequencies are a minimum. Floors will be maintained in a clean state, free of build-up, dirt, or black marking, and with a gloss acceptable to the hospital.

\*\* The frequency of stripping and/or refinishing will be such as to maintain the hard-surfaced floors in a clean state, free of build up, dirt, or black marking, and with a gloss acceptable to the hospital.

## Exhibit #1 – Cleaning Specification A – In-Patient Areas

<u>Duty</u>	<u>Description</u>	<u>Frequency Days Per Week</u>
11. <b>Carpet Spotting</b>	Check and remove spots and stains from carpeted areas.	7
12. <b>Spray Clean</b>	Spray clean using floor machine and "bonnet" pad all carpeted floor areas.	As Required***
13. <b>Shampoo Carpets</b>	Top shampoo or heavy deep extraction shampooing of carpets.	Quarterly
14. <b>Damp Dust</b>	Damp dust with germicidal solution the head, foot, and side rails of beds, bedside tables, overbed tables, chairs, cabinets, desks, miscellaneous furniture and fittings, window sills and ledges, bedside lamps, television sets, telephones, and external surface of vents. Once daily.  Long-term patient beds -- establish cycle cleaning with nursing.	7
15. <b>Empty and Clean</b>	Empty and clean all waste containers. Replace fresh liners. Deposit trash in holding area for pickup. Twice daily, a.m. and p.m.	7
16. <b>Clean Bathroom Fittings</b>	Thoroughly clean and disinfect hand basins, baths, commodes, seat covers (both sides), towel and paper fittings, and sinks. Scrub shower cabinet floors and wipe clean shower walls and curtains. Cleaning will include inside and outside of basins, baths, and toilets and damp dusting of pipes. Once daily.	7
17. <b>Replenish Supplies</b>	Replenish hand soap, paper towels, toilet tissue, and toilet seat covers. Once daily.	7

\*\*\* The frequency of spray cleaning and shampooing of carpets will be such as to maintain the carpet in a clean state, free of soiled areas, acceptable to the hospital.

## Exhibit #1 – Cleaning Specification A – In-Patient Areas

<u>Duty</u>	<u>Description</u>	<u>Frequency Days Per Week</u>
18. <b>Water Fountains</b>	Clean and polish. Once daily.	7
19. <b>Low-Level Glass</b>	Clean and remove finger marks from low-level interior glass partitions, door panels, mirrors, etc. Once daily.	7
20. <b>Vertical Surfaces</b>	Remove finger marks and smears from walls, doors, door jams, etc. Once daily.	7
21. <b>Stainless Steel</b>	Damp wipe, clean, and polish stainless steel and other metal, railings, wall corner coverings, door handles, doorframes, and footplates.	7
22. <b>High Dust</b>	Dust all high-level ledges and fittings not listed for daily dusting.	7
23. <b>Isolation Cleaning</b>	Perform daily cleaning and terminal cleaning in isolation rooms as described in Specification C and/or as amended by hospital's Infection Control Committee.	As Required
24. <b>Discharges and/or Transfers</b>	Upon discharge or transfer of a patient: (GHS stipulates that this service must be completed within 60 minutes of notification.)	As Required
<b>a. Bed</b>	Strip bed of soiled linen. Thoroughly wash bed and springs and mattress with germicidal solution. Make bed with fresh linen.	
<b>b. Furniture</b>	Wipe thoroughly all furniture in the room. Scrub inside of clothes closet. Polish furniture.	

## Exhibit #1 – Cleaning Specification A- In-Patient Areas

<u>Duty</u>	<u>Description</u>	<u>Frequency Days Per Week</u>
<b>c. Bathroom</b>	Thoroughly clean bathroom fixtures as outlined above, replenish paper and soap supplies.	
<b>d. Waste</b>	Empty, wash, and place fresh liner in waste container.	
<b>e. Floors</b>	Sweep, damp mop, and spray buff hard-surfaced floors. Vacuum, spot and spray clean carpeted floors. Scrub shower floors. Remove spots and stains.	
<b>f. Walls</b>	Check and wash clean where necessary--painted and tiled walls.	
<b>g. Curtains and Drapes</b>	Inspect cubicle curtain and drapes, replace if needed. All draperies to be removed for cleaning and re-hung a minimum of once per year.	Semi-Annually
<b>h. Windows</b>	Check clean interior window surfaces.	
<b>NOTE:</b>	Such discharge and transfer cleaning will be carried out on request 24 hours per day. Contractor must ensure staffing is available to meet the requirement.	
<b>25. Polish Furniture</b>	Apply appropriate furniture polish and rub to high shine on all wood furniture.	As Required
<b>26. Windows</b>	Spot clean interior of outside windows.	Daily
<b>27. Wash Walls</b>	Wash completely interior wall surface.	As Required
<b>28. Stretchers/ Wheelchairs</b>	Clean stretchers and wheelchairs that are kept in patient rooms.	Daily

**Exhibit #1 - Cleaning Specification B: Non-Patient Areas**

	<b><u>Duty</u></b>	<b><u>Description</u></b>	<b><u>Frequency Days Per Week</u></b>
1.	<b>Sweep</b>	Sweep all hard-surfaced floors with dust control tool.	Daily
2.	<b>Vacuum</b>	Vacuum carpeted areas. Spot vacuum carpeted areas.	Daily
3.	<b>Spot Mop</b>	Remove spots and spillages from floors.	Daily
4.	<b>Damp Mop</b>	Damp mop with germicidal solution all clinical areas, entrances, lobbies, and corridors. Other areas.	Daily
5.	<b>Baseboards</b>	Keep baseboards free of dust, splash marks, and old seal.	1
6.	<b>Spray Buff or Burnish</b>	Corridors and waiting areas.	3
7.	<b>Strip and Reseal</b>	Strip old finish from hard-surfaced floors, apply suitable non-slip, metal-link finish.	Annually
8.	<b>Apply Finish</b>	Wash or light scrub hard-surfaced floors, apply non-slip, metal-link finish.	As Required
9.	<b>Carpet Spotting</b>	Check and remove spots and stains from carpets.	As Required
10.	<b>Spray Clean</b>	Spray clean using floor machine and "bonnet" pad all carpeted floor areas.	As Required
11.	<b>Shampoo Carpets</b>	Top shampoo and heavy deep extraction shampooing of carpets.	Quarterly

\* These frequencies are a minimum. Floors will be maintained in a clean state, free of build up, dirt, or black marking, and with a gloss acceptable to the hospital.

\*\* The frequency of spray cleaning and shampooing of carpets will be such as to maintain the carpet in a clean state, free of soiled areas, acceptable to the hospital.

## Exhibit #1 – Non-Patient Areas

<u>Duty</u>	<u>Description</u>	<u>Frequency Days Per Week</u>
12. <b>Dust</b>	Dust all low-level ledges, furniture and fittings, excluding technical equipment, to a height of 6 feet from floor.	Daily
13. <b>High Dust</b>	Dust all ledges and fittings above 6 feet from floor.	3
14. <b>Empty and Clean</b>	Empty and clean all waste containers.	Daily
15. <b>Bathroom Cleaning</b>	Thoroughly clean and disinfect hand basins, commodes, seat covers (both sides), towel and paper fittings. Damp mop floors. Dust low-level ledges. Clean and polish bright metal and mirrors. Remove marks from walls, doors and partitions. Replenish soap, towels, toilet paper, etc. Once daily.	Daily
16. <b>Water Fountains</b>	Clean and police. Once daily.	As required, but at least daily
17. <b>Polish Furniture</b>	Apply suitable furniture polish to wooden furniture and rub to a high shine.	As Required
18. <b>Clean Glass</b>	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels.	Daily
19. <b>Stairs</b>	Sweep all stairs and landings.  Dust rails and ledges. Damp mop stairs and landings. Check painted walls for marks and remove.	Daily  As Required, but at least weekly
20. <b>Painted Surfaces</b>	Check and remove finger marks from painted walls and doors.	5

## Exhibit #1

<b><u>Duty</u></b>	<b><u>Description</u></b>	<b><u>Frequency Days Per Week</u></b>
21. <b>Wash Walls</b>	Wash completely interior wall surfaces.	As Required
22. <b>Elevator Cleaning</b>	Wash and polish walls and doors. Sweep and damp mop floors. Apply finish as needed. Vacuum and spray clean carpeted floors. Keep tracks clean and free of debris. Clean ceilings monthly. Check clean twice daily in addition to above.	4 times Per day
23. <b>Policing Cleaning</b>	<p>Perform the following tasks in the entrance lobbies, adjacent public bathrooms, elevators, and emergency room department, waiting areas, and heavily used areas of the radiology department as necessary throughout the day to maintain areas in a clean and tidy condition.</p> <p>Spot entrance door glass. Check sweeps floors. Check and clean if necessary bathroom fixtures. Ensure there is an adequate supply of soap, toilet paper, and hand towels at all times.</p>	Several times Daily
24. <b>Windows</b>	Spot clean insides of those exterior windows reachable from the floor.	As Required
26. <b>Stretchers/ Wheelchairs</b>	Clean stretchers and wheelchairs.	Upon Request

Contractor shall describe all of the specific areas to be serviced (Schedule II) for each building listed above in Section \_\_\_\_\_. Contractor shall use the format demonstrated in the following example Exhibit XXX listing: the area to be serviced; the service specification from Schedule 1 and the service frequency (per week).