
WORK SPECIFICATIONS

DANE COUNTY Madison SWEF # 16

Location: I -90 EB, North of CTH N

Maintenance Responsibilities:

Contractor:

1. Janitorial services for the weight facility, internal and external. Litter pick-up for the entire area including scale lane, parking area, and grounds. Provide all janitorial supplies including toilet paper, paper towels, soap and trash liners.
2. Lawn mowing and landscape maintenance inside parking areas, around building, and other areas as detailed on the mowing site plan.
3. Snow removal from specific sidewalk areas as detailed on the snow removal site plan. Provide de-icing materials.
4. Minor repair and maintenance services for building and grounds. Provide all light bulbs, water softener salt, and furnace filters.
5. Order and oversee professional service contractors working on site, such as repairing HVAC, septic pumping, plumbing, and sump pump repairs, electrical systems, water softener and fire extinguisher services. After final WisDOT-BHM acceptance of the construction project, Contractor may contact construction vendors for warranty work. Following construction warranty periods, Contractor may contract with alternate low responsive, responsible vendors to provide the professional services.
6. Report any major repair needs to the WisDOT Bureau of Highway Maintenance (BHM) SWEF Engineer.
7. Annual water sampling, more often if elevated numbers require. Take appropriate number of water sample(s) from well(s). DNR establishes how many samples required by water usage. Send samples to the State Laboratory of Hygiene or deliver to local state accredited lab for testing. Monitor and maintain a file of test results.

Wisconsin Department of Transportation:

1. Provide United States and Wisconsin Flags

County Highway Department:

1. Mowing and landscape maintenance near the mainline roadway and outlying areas.
2. Snow removal and ice control for roadway ramps and parking areas.

Work Schedule

Work Schedule will be set to meet the needs of the building occupants. Contractor will be given a one-week notice of change of hours in the work schedule, if necessary.

**Janitorial and Snow Removal Services will NOT be performed on the following holidays: New Year's Day, January 1
Martin Luther King Day, Third Monday in January
Memorial Day, Last Monday in May Independence Day, July 4
Labor Day, First Monday in September
Thanksgiving Day, Third Thursday in November
Christmas Eve Day, December 24
Christmas Day, December 25
New Year's Eve Day, December 31**

If a holiday falls on a regularly scheduled Janitorial service day, the service may be scheduled another day within the week as best meets building occupants' schedule.

JANITORIAL SERVICES

General Custodial Services performed 2 days per week (Tuesday, Friday after 3:00 p.m.; early morning services must be complete prior to 8:00 a.m.) and one additional service per quarter.

See Janitorial Schedule of Cleaning matrix

"As Needed" means: when visibly soiled or container contents requires disposal.

1. EXTERIOR
 - 1.1. Empty waste containers and damp wipe/wash, if contaminated by non-recyclables, as needed
2. ENTRY (100) & STAFF ENTRY (106)
 - 2.1. Clean glass doors and all glass surfaces to 8'6" height, as needed
 - 2.2. Damp wipe metal surfaces, as needed
 - 2.3. Sweep floors
 - 2.4. Wet mop/disinfect floors
 - 2.5. Clean and polish drinking fountains
 - 2.6. Damp wipe telephones
3. RESTROOMS – Women (101), Men (102), Staff Toilet (107)
 - 3.1. Empty waste containers, as needed
 - 3.2. Damp wipe/disinfect waste containers, as needed
 - 3.3. Replace can liners, as needed
 - 3.4. Refill dispensers, as needed
 - 3.5. Damp wipe/disinfect dispensers
 - 3.6. Damp wipe/disinfect sinks
 - 3.7. Clean/disinfect urinals
 - 3.8. Clean/disinfect toilets and seats
 - 3.9. Damp clean mirrors, fixtures and furnishings, as needed
 - 3.10. Spot clean walls, as needed
 - 3.11. Spot clean entry/exit doors and dust louvers, as needed
 - 3.12. Spot clean push and kick plates and polish dry, as needed
 - 3.13. Sweep floors
 - 3.14. Wet mop/disinfect floors
 - 3.15. Damp wipe/disinfect all brightwork and polish dry, as needed
 - 3.16. Remove graffiti on all surfaces, as needed
 - 3.17. Dust exhaust vents and air distribution units, as needed
4. DRIVER'S ROOM (113)
 - 4.1. Clean glass doors and all glass surfaces to 8'6" height, as needed
 - 4.2. Empty waste containers and damp wipe/wash, if contaminated by non-recyclables, as needed
 - 4.3. Replace can liners (non-recyclable waste containers), as needed
 - 4.4. Dust all furniture, as needed
 - 4.5. Dust equipment, as needed
 - 4.6. Dust accessible window sills, as needed
 - 4.7. Spot clean doors, as needed
 - 4.8. Spot clean walls, as needed
 - 4.9. Sweep/Vacuum floors
 - 4.10. Wet mop/disinfect floors

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5. SCALE/SERVICE SPACE (112), HALL (---)
 - 5.1. Dust mop hard floors
 - 5.2. Wet mop hard floors
 - 5.3. Empty waste containers and damp wipe/wash, if contaminated by non recyclables, as needed
 - 5.4. Replace can liners in non recyclable waste containers, as needed
 - 5.5. Clean all glass surfaces to 8'6" height, as needed

General Custodial Services performed One (1) day per week

1. EXTERIOR
 - 1.1. Wash vending machines, as needed
 - 1.2. Damp wipe map cases, as needed
 - 1.3. Empty smokers' urn and damp wipe exterior of urn, as needed
2. ENTRY (100) & STAFF ENTRY (106)
 - 2.1. Remove cobwebs, as needed
 - 2.2. Dust baseboards and flat surfaces, as needed
 - 2.3. Wash metal framework, as needed
 - 2.4. Remove and vacuum recessed mat
 - 2.5. Delime water fountains
 - 2.6. Dust wall fixtures, as needed
 - 2.7. Wash and disinfect waste containers, as needed
3. RESTROOMS – Women (101), Men (102)
 - 3.1 Acid clean/descalc insides of urinals and toilet bowls
 - 3.2 Wash and disinfect waste containers, as needed
 - 3.3 Damp wipe ceramic tile walls, as needed
 - 3.4 Damp wipe entry/exit doors and louvers, as needed
 - 3.5 Damp wipe handles, push & kick plates and polish dry, as needed
4. SCALE/SERVICE SPACE (112) & DRIVER'S ROOM (113)
 - 4.1. Dust all furniture, as needed
 - 4.2. Dust equipment (exclude computers) , as needed
 - 4.3. Dust accessible window sills, as needed
 - 4.4. Dust and damp wipe customer service counter upon request or when desk is cleared
 - 4.5. Arrange furniture in proper locations, as needed
 - 4.6. Spot clean walls, as needed
 - 4.7. Dust wall fixtures, as needed
 - 4.8. Wash metal framework, as needed
5. INTOX/REPORTS (111), OFFICE (109), TROOP/BREAK ROOM (108)

NOTE: Office (109) cleaning will be performed only when requested and when the door is unlocked.

 - 5.1. Empty waste containers and damp wipe/wash, if contaminated by non-recyclables, as needed
 - 5.2. Replace can liners (non recyclable waste containers) , as needed
 - 5.3. Dust all furniture, as needed
 - 5.4. Dust equipment (exclude computers) , as needed
 - 5.5. Dust accessible window sills, as needed
 - 5.6. Dust and damp wipe desk upon request or when desk is cleared
 - 5.7. Damp wipe telephones
 - 5.8. Arrange furniture in proper locations, as needed
 - 5.9. Spot clean walls, as needed
 - 5.10. Vacuum carpet in Office and Troop/Break Room, as needed
 - 5.11. Wet Mop resilient/hard floors in Intox/Reports room, as needed

6. HALL (---)
 - 6.1. Spot clean walls and doors, as needed
7. CUSTODIAN (110)
 - 7.1. Sweep and damp mop floors
 - 7.2. Clean utility sink
 - 7.3. Stock and organize supplies on shelves, carts, cabinets, as needed
 - 7.4. Spot clean doors, as needed, as needed
 - 7.5. Spot clean and/or damp wipe walls
 - 7.6. Wash walls as needed
 - 7.7. Clean equipment after use and return to designated location
8. STAFF ENTRY (106)
 - 8.1. Clean glass doors and all glass surfaces to 8'6" height, as needed
 - 8.2. Damp wipe metal surfaces, as needed
 - 8.3. Sweep/Vacuum floors
 - 8.4. Wet mop/disinfect floors, as needed

General Custodial Services performed Monthly

1. ENTRY (100) & STAFF ENTRY (106)
 - 1.1. Dust all walls
 - 1.2. Power scrub tile floors
2. RESTROOMS– Women (101), Men (102), Staff (107)
 - 2.1. Wash all walls, as needed
 - 2.2. Wash entry/exit doors and louvers, as needed
 - 2.3. Power scrub tile floors
3. SCALE/SERVICE SPACE (112), DRIVER'S ROOM (113)
 - 3.1. Dust all walls, as needed
 - 3.2. Vacuum acoustical ceiling panels, as needed
 - 3.3. Power scrub tile floors
4. OFFICE (109), TROOP/BREAK ROOM (108), INTOX/REPORTS(111)

NOTE: Office (109) cleaning will be performed only when requested and when the door is unlocked.

 - 4.1. Dust all walls, as needed
 - 4.2. Spot clean walls, extensively, as needed
 - 4.3. Damp wipe air distribution units and return air grilles, as needed
 - 4.4. Damp wipe accessible window sills, as needed
 - 4.5. Vacuum interior office blinds, as needed
 - 4.6. Damp wipe frames and trim of doors, as needed
 - 4.7. Wash all interior glass/sidelights, as needed
 - 4.8. Vacuum acoustical ceiling panels, as needed
5. HALL (---)
 - 5.1. Dust all walls, as needed
 - 5.2. Wash all interior glass/sidelights, as needed
 - 5.3. Damp wipe accessible window sills, as needed
 - 5.4. Vacuum interior office blinds, as needed
 - 5.5. Power scrub tile floors
6. MECHANICAL (105), STORAGE (103)
 - 6.1. Sweep and damp mop hard floors, as needed
 - 6.2. Spot clean doors, as needed
 - 6.3. Spot clean and/or damp wipe walls, as needed

General Custodial Services performed Quarterly

1. Wash all exterior glass/sidelights, as needed
2. Pressure wash all sidewalks to remove all foreign debris quarterly and as needed

General Custodial Services performed Semi-Annually

1. Clean all carpet using the professional extraction method.
2. Clean all upholstered furniture as needed using the professional extraction method.
3. Wash all interior light fixtures, as needed
4. Wash ceilings in all three restrooms, as needed
5. Wash interior "high" glass above 8'6" , as needed
6. Wash metal ceiling runners (metal strips and T-bars) , as needed

General Custodial Services performed Annually (May)

1. Pressure wash exterior block on building and support walls

LAWN MOWING AND LANDSCAPE MAINTENANCEMowing (according to site plan)

1. Collect and remove sticks, branches and other foreign debris prior to mowing.
2. Contractor shall use discretion when mowing near the public. The lawn maintenance cycle shall begin on vacated grounds first, then continue so as not to inconvenience the visitors. The safety of visitors shall not be jeopardized in order to complete the work.
3. Contractor shall provide all equipment, tools, fuels and other supplies required to carry out the operations.
4. Contractor shall meet all the standards of the Federal occupational safety and health act, State of Wisconsin safety codes and applicable environmental protection requirements.
5. Mower/trimmer blades shall be kept sharp and all mowing/trimming equipment shall be properly maintained.
6. Mow grass areas, as depicted on mowing plan (contact the Program Manager if you require a copy of current mowing plans for the site), to maintain a uniform height between 3" and 6".
7. Trim to the same uniform height all grass adjoining walkways, driveways, parking lots, buildings, trees, sign and light posts, etc. which is not cut by the mower. Care shall be used to prevent injury to fixed objects and trees.
8. Take adequate precautions to ensure grass and/or debris are not blown onto building and/or parked cars near the area of the lawn mowing.
9. Complete each mowing operation within 24 hours after the work commences.
10. Sweep free of grass clippings all walkways and steps immediately upon completion of each mowing operation.
11. Fill holes, repair uneven & scalped areas, and place topsoil, as needed.
12. Re-seed and fertilize repaired areas and areas in poor condition.

Trees and Shrubs

1. Determine areas where brush needs to be trimmed back (to allow open space around building for safety, etc.). Obtain approval from the Contract Administrator before beginning trimming operation.
2. Check mulch around trees and shrub groupings. Add mulch if necessary.
3. Check trees and shrubs for broken branches. Prune as necessary. Maintain natural character. Remove suckers on low tree branches and trunk. Prune just outside of the branch "collar". Do not "top" or "pollard" trees.
4. Report dead trees and shrubs to Program Manager.
5. Fertilize trees and shrubs, if necessary.
6. Annually in the spring after snow has melted all parking lot storm gutters are to be swept clean to prevent soils from entering static scale pits and storm sewer pumps. This

includes all areas of cement gutter.

SNOW REMOVAL

Sidewalk snow removal and deicing (According to Snow Removal Plan)

1. Remove snow following a 1" or more snowfall and perform deicing on sidewalks and scale pit stairway cover.
2. Regular Hours of service will be during regular scheduled workday hours and billed at the regular snow removal hourly rate. Snowfall of 1" or more or Icing occurring during overnight hours shall be removed the following morning at 6:00 a.m., seven days a week, and billed at the on-call snow removal hourly rate.
3. On-Call Snow Removal Service hours will also be billed if the crew is requested to return between the 6:00 a.m. service and the regular scheduled workday hours or after the 6:00 a.m. service on an unscheduled workday if weather conditions such as continuing snow or ice reasonably requires.

MINOR REPAIRS AND MAINTENANCE

Building Interior (report major repair needs to Contract Administrator)

1. Complete monthly preventative maintenance (PM) work orders generated by FAMIS.
 - 1.1. Water softener--check for proper operation. Fill with salt as needed.
 - 1.2. Air conditioner--check for proper operation. Clean or change filter if necessary.
 - 1.3. Furnace--check for proper operation. Change filter if necessary.
 - 1.4. Sump pump--check for proper operation
 - 1.5. Water Usage readings – record water meter counts daily.
 - 1.6. Other required preventative maintenance activities.
2. Rest Rooms :
 - 2.1. Toilets, urinals, and sinks--make minor repairs or adjustments as needed. Caulk around sink if necessary.
 - 2.2. Dispensers--make minor repairs or adjustments as needed. Replace if necessary.
 - 2.3. Walls--make minor repairs, 'touch up' paint if necessary.
 - 2.4. Doors--check locks, coat hooks, and hinges for proper operation. Repair and/or replace these items if necessary.
 - 2.5. Floors--check and report repair needs. Caulk seams along floors and walls
 - 2.6. Light fixtures--replace light bulbs as needed. Maintain on-site available inventory of all bulb types. Check for damage.
 - 2.7. Exhaust fan – check for proper operation. Clean exhaust duct and clean fan/motor assembly.
3. Doors--check frames, hasps, hinges, closures, handles, locks and kick plates to assure proper operation. Make minor repairs and replace items as necessary. Touch up paint if necessary.
6. Ceiling, windows and trim--make minor repairs as needed. 'Touch up' paint/stain if necessary.
7. Light fixtures--check for damage. Replace bulbs as needed. Report major electrical repairs that are needed to the Facility Manager.

Building Exterior (report major repairs to Contract Administrator)

1. Roof—visually check from ground for roof damage. Report major repair needs.
2. Eaves' troughs and down spouts—Remove accumulated matter, blockages and make minor repairs as needed.
3. Windows and window screens-- caulk, touch-up paint or stain windows as needed. Replace frame and/or window screens as needed.
4. Entry stoops and sidewalks--check for heaving and settling. Report damage. Check for adequate surface drainage and runoff--remove vegetation along edges if necessary.

5. Walls--check concrete block/masonry walls inside and outside for cracks and damage.
6. Sidewalks, Parking Areas, Roadways, Culverts--report holes, cracks, blockage, damage or hazards.

Onsite Wastewater System and Inspection Pit Holding Tank

1. Contract and oversee services for the holding tank. The holding tank size is 1,500 gallons and will be pumped as needed.
2. The inspection pit holding tank size is 3,000 gallons, receiving the inspection pit's drainage. The frequency of pumping the inspection pit holding tank is estimated at quarterly (four times per year).
3. These services will be paid for under the Minor Repairs and Maintenance section of the contract at actual cost.
4. Services are performed by vendor of choice, subcontracted by Wastewater Management Contractor Petersen Onsite.
5. Maintenance intervals noted by Petersen Onsite for all facilities is 6 months.

ON-SITE SUPPLY INVENTORY

Maintain on-site minimum inventory of the following items and quantities at all times so it is accessible to the SWEF site staff.

- Toilet Tissue: 10 rolls
- Hand Soap refills: 2
- Light bulbs: 2 for each type of light fixture in building, scale pit and exterior building
- Hand Towels: 2 packages or rolls
- Paper Towels, Absorbent: 2 rolls
- Disinfectant Cleaner: 1-quart spray bottle full