
WORK SPECIFICATIONS

MANITOWOC COUNTY Newton SWEF # 35

Location: I-43 SB, South of Manitowoc at Mile Post 141

Maintenance Responsibilities:

Contractor:

1. Janitorial services for the weight facility, internal and external. Litter pick-up for the entire area. 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. Minor repair and maintenance services for building and grounds. Provide all light bulbs, water softener salt, and furnace filters.
4. 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.
5. Report any major repair needs to the WisDOT Bureau of Highway Maintenance (BHM) SWEF Engineer.
6. 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.

County Highway Department:

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

Wisconsin Department of Transportation:

1. Provide United States and Wisconsin Flags.

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 every 2 weeks (26 weeks/year)

1. Vacuum or thoroughly sweep all ceramic/quarry tile floors.
2. Damp mop all ceramic/quarry tile floors.
3. Remove all cobwebs.
4. Vacuum all carpet runners.
5. Clean all restroom fixtures and walls.
6. Dust and polish all flat surfaces (window sills, tabletops, counters, desks, chairs, etc.).
7. Empty waste and/or recycling receptacles in site dumpsters or remove from site if dumpsters are not provided.
8. Vacuum venetian blinds.
9. Dust light fixtures and remove insects.
10. Litter pick-up for entire area.
11. Remove and dispose of all cigarette butts from cigarette receptacles. Maintain a fresh receptacle.
12. Sweep entry stoop and sidewalks.

Rest Rooms Cleaning Procedures:

- A. Clean all toilets including portable toilets and urinals with a disinfectant cleaner capable of eliminating odors and killing the HIV virus. Wash toilet seats with mild detergent, rinse and wipe dry with a clean cloth. Check toilets and urinals to assure proper operation. Brush bowls with a mild acid bowl cleaner when yellowing or mineral buildup occurs. Assure bowl cleaner is thoroughly rinsed from all toilet surfaces.
- B. Clean all sinks with a disinfectant cleaner. Polish all brightwork.
- C. Clean and check dispensers to assure proper operation. Replenish toilet tissue, paper towels, and soap at each visit. Maintain on-site available inventory.
- D. Brush and clean walls. Clean partitions.
- E. Sweep and wet mop rest room floors with a disinfectant solution at the end of cleaning operation.
- F. Check light fixture to assure proper operation.

Services performed Monthly

1. Power scrub ceramic/quarry tile floors
2. Sweep and mop basement floor

Services performed Quarterly (1st Saturday of July, October, January, and April)

1. Wash all windows/glass interior and exterior
2. Wash and polish all furniture

Services performed Semi-Annually (April, October)

1. Wash all light fixtures
2. Wash blinds/clean window shades
3. Wash walls and ceiling on main floor

LAWN MOWING AND LANDSCAPE MAINTENANCE

Mowing (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 carryout 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 or blow 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.

MINOR REPAIRS AND MAINTENANCE

Building Interior (report major repair needs to Contract Administrator)

1. Complete monthly preventative maintenance (PM) work orders generated by FAMIS.
 - a. Water softener--check for proper operation. Fill with salt as needed.
 - b. Air conditioner---check for proper operation. Clean or change filter if necessary.
 - c. Furnace--check for proper operation. Change filter if necessary.
 - d. Sump pump--check for proper operation.
 - e. Follow monthly Preventative Maintenance schedule in SWEF Manual thoroughly.
2. Rest Rooms (*exclusion--repairs to portable toilets must be made by portable toilet contractor*):
 - a. Toilets, urinals, and sinks--make minor repairs or adjustments as needed. Caulk around sink if necessary.
 - b. Dispensers--make minor repairs or adjustments as needed. Replace if necessary.
 - c. Walls--make minor repairs, 'touch up' paint, or re-paint if necessary.
 - d. Partitions and Doors--check locks, coat hooks, and hinges for proper operation. Repair and/or replace these items if necessary.
 - e. Floors--check and report repair needs. Caulk seams along floors and walls
 - f. Light fixtures--replace light bulbs as needed. Maintain on-site available inventory of all bulb types. Check for damage.
 - g. Exhaust fan – check for proper operation. Clean exhaust duct and clean fan/motor assembly.

6. Hazardous Materials Shower and Eye wash station – Check for proper operation monthly.
7. Doors--check frames, hasps, hinges, closures, handles, locks, and kick plates to assure proper operation. Make minor repairs and replace items, as necessary. Re-paint or re-stain if necessary.
8. Ceiling, windows, and trim--make minor repairs as needed. 'Touch up' paint/stain or re-paint/re-stain if necessary.
9. Light fixtures--check for damage. Replace bulbs as needed. Report electrical repairs that are needed.

Building Exterior (report major repairs to Contract Administrator)

1. Roof--check for damage and loose or missing shingles. Make minor repairs to shingles, fascia boards, and air vents as needed. Remove any cobwebs and/or pests nests. 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--repair, caulk, re-paint, or re-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. Patch and tuck point if necessary.
6. Sidewalks, Parking Areas, Roadways, Culverts--report holes, cracks, blockage, damage, or hazards. (Mark by roller painting trip hazards as they occur and report to Program Management)
7. LP Gas Tank—monitor the full level of the LP gas tank monthly and weekly in cold months. When the tank reaches 30%, contact the Department' contracted LP gas service provider to fill the tank.
8. Septic Holding Tank—monitor the holding tank levels. Contractor shall arrange for septic pumping, accept invoice and include on monthly service billing.

Onsite Wastewater System and Inspection Pit Holding Tank

1. 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).
2. These services will be paid for under the Minor Repairs and Maintenance section of the contract at actual cost.
3. Services are performed by vendor of choice, subcontracted by Wastewater Management Contractor Petersen Onsite.
4. Maintenance intervals noted by Petersen Onsite for all facilities is 6 months.

SNOW REMOVAL

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

1. Remove snow following a 1" or more snowfall or perform deicing on sidewalks and within 10 feet of the pedestrian doors during regular custodial service hours.
2. Regular Hours of service will be when the custodial crew is on site and charged hourly at the regular snow removal rate.
3. On-Call Snow Removal Service hours will be charged hourly if the crew is **requested** to perform service during non-Janitorial service days or return later in the day following Janitorial service if weather conditions such as continuing snow or ice reasonably requires.

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