

---

## WORK SPECIFICATIONS

---

### MONROE COUNTY Sparta SWEF #54

**Location:** IH 90 eastbound, mile marker 22, near Sparta, WI

**Maintenance Responsibilities:**

Contractor:

1. Janitorial services for the safety & weight facility, internal and external. Litter pick-up for the entire area. All janitorial supplies including toilet paper, paper towels, soap and trash liners will be provided by WisDOT-BHM.
2. Lawn mowing and landscape maintenance inside parking areas, around building, and other areas as detailed on the mowing site plan. (See Mowing Plan)
3. Snow removal from sidewalks and within 10-feet of the inspection building entry and exit overhead doors and pedestrian doors. Remove snow within dumpster enclosure and 10-feet in front of dumpster access gates. Provide de-icing materials. (See Snow Removal Plan)
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 and holding tank pumping, plumbing, and sump pump repairs, electrical systems, water softener, fire extinguisher services, and LP gas. After final WisDOT 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 ramps and parking areas.

**Work Schedule**

Work Schedule will be three (3) days per week. Specific service days will be determined by the Inspector Sergeant. Contractor will be given a one-week notice of change of hours in the work schedule, if necessary. Contractor may begin cleaning activities as coordinated on scheduled days.

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 occupant's schedule.

### **JANITORIAL SERVICES**

General Custodial Services typically performed 3 days per week and one additional service per quarter.

Certain janitorial services are performed at a different service frequency from the General Custodial Services, see attached Janitorial Schedule of Cleaning matrix for the listing.

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

See attached Janitorial Schedule of Cleaning matrix for a listing of the janitorial services tasks, rooms, and frequency of services.

### **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 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, bushes, sign and light posts, etc. which is not cut by the mower. Care shall be used to prevent injury to fixed objects, trees and bushes.
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 soil 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 or perform deicing on sidewalks and within 10-feet of the inspection building overhead and pedestrian doors. Remove snow within dumpster enclosure and 10-feet in front of dumpster access gates. Snowfall of 1" or more or Icing occurring during over-night 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.
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 also be billed if the crew is **requested** to perform service during non-Janitorial service days or return later in the day after completed regular scheduled work 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. Radiant heat boilers - check for proper operation.
  - 1.5. Geothermal pumps - check for proper operation.
  - 1.6. Sump pump - check for proper operation.
  - 1.7. Water Usage readings - record water meter counts daily.
  - 1.8. 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. Partitions and 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.
  - 2.8. Shower- Check fixtures for proper operation.
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.
4. Ceiling, windows and trim-make minor repairs as needed. 'Touch up' paint/stain if necessary.
5. Light fixtures - check for damage. Replace bulbs as needed. Report major electrical repairs needed to the Contract Administrator

**Building Exterior (report major repairs to Contract Administrator)**

1. Roof - visually check from ground for roof damage. Report major repair needs.
2. Gutters and downspouts - 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, erosion or hazards.
7. LP Gas - check fill levels. Contact WisDOT designated gas service provider to fill tank(s) when tank level is at 30%. (Emergency Generator service is not part of this contract; therefore, fuel tanks for generator will be the responsibility of the State Patrol, not the SWEFM Contractor.)

**Onsite Wastewater System and Inspection Pit Holding Tank**

1. Contract and oversee services for the septic system. The septic system includes a drain field. The septic tank size is 3,000 gallons and will be pumped annually.
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 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 Petersen Onsite.
5. Maintenance intervals noted by Petersen Onsite is 6 months.

**ON-SITE SUPPLY INVENTORY**

Maintain on-site minimum inventory of the following items and quantities 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 building exterior
- Hand Towels: 2 packages or rolls
- Paper Towels, Absorbent: 2 rolls
- Disinfectant Cleaner: 1-quart spray bottle full

The Program Manager will perform periodic QA/QC inspections.