ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

SECOND ADDENDUM TO THE SFB FOR TERMINAL CLEANING SERVICES AT ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

November 23, 2022

Dear Prospective Bidders:

Attached is the "**Second Addendum**" to the Solicitation For Bids for **Terminal Cleaning Services** at St. Louis Lambert International Airport dated October 14, 2022 as amended by the First Addendum dated November 21, 2022, collectively the "**SFB**". This Second Addendum is being issued to:

a. Provide Bidders a copy of the Pre-Bid Zoom Meeting Sign-In Sheet attached hereto and incorporated herein as Attachment 1 of this Second Addendum.

b. Delete Appendix A, Section 5.A of the Agreement and replace it with the new Section 5.A below:

"A. The Contractor warrants, represents, covenants, and agrees that the Contractor shall at its own expense furnish all supervision, labor, equipment, tools, materials, supplies, chemicals, uniforms and vehicles to perform the Terminal Cleaning Services contemplated herein in accordance with the cleaning schedules as set out in Exhibit C entitled "Scope of Work" attached hereto and incorporated herein, and in accordance with and subject to the Provisions of the Agreement.

The Airport cleaning areas to be serviced under the Agreement are more fully described in Exhibit C entitled "Scope of Work" and more fully illustrated in Exhibit D entitled "Scope of Work Area Maps" which is attached hereto and is incorporated herein.

Exhibit C: The Contractor is responsible for the cleanliness and sanitation of the buildings. The description of each location and service area is to be used as a guideline. The description does not attempt to describe every detail or feature of the facility that is to be maintained by the Contractor.

Exhibit D: All square footage amounts noted thereon are for reference only, and are inexact. Contractor agrees that Exhibit D may be amended by the Airport

Representative at any time without the consent of the Contractor and without formal amendment to the Agreement."

c. Incorporate the new Appendix A, Section 5.N(7) below:

"7. Contractor must provide employees with cleaning cloths/rags. Contractor is encouraged to implement a color-coded microfiber program to prevent germ spread and cross contamination. If implemented, Contractor shall provide the Airport Representative with specific of its color-coded microfiber program."

d. Incorporate the new Appendix A, Section 5.N(8) below:

"8. Contractor is prohibited from using Airport-provided paper towels or any other Airport-provided supplies as cloths/rags to clean with. If Contractor or subcontractor employees are observed using paper towels (or other supplies) as cloths/rags to clean with, Contractor shall be sent an email notice of supply misuse, and, for each observance, the *cost of one (1) case of paper towels* shall be deducted from Contractor's monthly invoice."

e. Incorporate the new Appendix A, Section 5.N(9) below:

"9. All hand soap should be dispensed via soap dispensing units. Contractor must re-fill all types of soap dispensing units fully and correctly. Contractor is not permitted to leave bottles of hand soap on the sinks and countertops for passengers and employees to use. If a bottle(s) of hand soap is observed on a sink or countertop in either a public or employees restroom, Contractor shall be sent an email notice of supply misuse, and, for each observance, the *cost of one (1) case of hand soap* [of that type/brand] shall be deducted from Contractor's monthly invoice."

f. Incorporate the new Appendix A, Section 5.S below:

"S. **Penalties.** The Contractor shall incur the penalties outlined below should it fail to perform the scope and services set forth in the Agreement. These penalties are intended to act as an incentive to prevent and correct Scope of Work violations. All penalties shall be deducted from the Contractor's monthly invoice. As a matter of routine business, Contractor shall receive a copy of all complaints received.

1. **Repeat Deficiency.** For two (2) or more complaints received via any communication channel in a 24-hour period verifiably citing the same deficiency (i.e. "no soap") shall result in a *$500.00 penalty per complaint.*

The Contractor will not be penalized for the first complaint received in the 24- hour period.

Example: Four (4) airport-wide "no soap" complaints in a 24-hour period = $1,500.00 penalty.

2. **Clearing Restroom Alerts.** For any Restroom Alert that is cleared prior to addressing the actual complaint/deficiency cited in the Alert shall result in a *$500.00 penalty per occurrence*.

3. **Smoking/Vaping.** For any Contractor or subcontractor employee found smoking or vaping inside any Airport Authority building shall result in a *$500.00 penalty per occurrence.*

4. **Performance Deficiencies.** For any performance deficiency observed by Airport Authority personnel that has been brought to the Contractor's attention but has not been corrected/addressed by the Contractor within 72 hours of notification shall result in a *$500.00 penalty per deficiency*."

g. Delete Appendix A, Section 7.J of the Agreement and replace it with the new Section 7.J below:

"J. **Liquidated Damages.** The Contractor hereby agrees and stipulates that their or their subcontractor(s)'s failure to comply with the Required FTE Staffing levels requirements during any billing cycle would result in an administrative, operational, and financial burden to the City. Therefore, the Contractor agrees and stipulates that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to comply with the Required FTE Staffing levels. The stated liquidated damages in this sub-section are in addition to any other remedies that City may have under the Agreement or at law or in equity (see Appendix A, Section 33 entitled "Failure to Perform" and Appendix B, Section 2 entitled "Cancellation".)"

h. Delete and replace The FTE chart on pages 31 through 36 of the SFB with the new chart attached hereto and incorporated herein as Attachment 2 of this Second Addendum.

i. Delete Exhibit D from the SFB and replace it with the new Exhibit D of this Second Addendum attached hereto and incorporated herein as Attachment 3 of this First Addendum.

j. Delete Exhibit J from the SFB and replace it with the new Exhibit J of this Second Addendum attached hereto and incorporated herein as Attachment 4 of this First Addendum.

k. Delete Appendix C from the SFB and replace it with the new Appendix C of this Second Addendum attached hereto and incorporated herein as Attachment 5 of this First Addendum.

l. Delete Exhibit C entitled Scope of Work from the SFB and replace it with the new Exhibit C of this Second Addendum attached hereto and incorporated herein as Attachment 6 of this Second Addendum.

m. Provide Bidders a copy of the current Terminal Cleaning Services Agreement attached hereto and incorporated herein as Attachment 7 of this Second Addendum.

n. Respond to Bidders' questions.

The City of St. Louis Airport Authority ("Authority") reserves the right to reject any and all Bids, to advertise for new Bids, to cancel this SFB, and/or proceed to have the services performed otherwise. The submission of a Bid by a Bidder will not in any way commit the City of St. Louis or the Authority to enter into an Agreement with that Bidder or any other Bidder.

All other terms, conditions, and provisions of the SFB not inconsistent with this Second Addendum are unchanged and remain in full force and effect.

Sincerely,

Gigi Glasper
Contract Supervisor

Questions and Answers

Q1: Regarding, "Airport Authority Subcontractor/Supplier List (Appendix A, Sections 3.D & Attachment 6)" are you looking for contractors that are listed with Airport authority?

A1: The firms must be certified as Minority and/or Women Business Enterprise with the City of St. Louis-Airport. They can be found at Lambert – St. Louis Airport Business Diversity Contract Compliance System (diversitycompliance.com)

Q2: Would you be able to send a list of participants during the virtual call please?

A2: Please see Attachment 1 to this Second Addendum.

Q3: Has the square footage of cleanable space increased since last bid, if so how much?

A3: Yes. The square footage has increased by approximately 320,000 square feet [from the previous SFB]. All bidders are strongly encouraged to review Exhibit C entitled *Scope of Work* and Exhibit D entitled *Scope of Work Area Maps*.

Q4: Has the Scope of Work, under the new solicitation remained the same, decreased or increased compared to the current solicitation?

A4: The Scope of Work has increased. All bidders are strongly encouraged to review Appendix A, Section 5 entitled *Scope of Work*, Exhibit C entitled *Scope of Work*, and Exhibit D entitled *Scope of Work Area Maps*.

Q5: There are two parts in Page 2-3 of the SFB, does this contract need to meet the Constructions and Goods & Services diversity goals (21%,2%,0.5%,0.5%,11%) or the Professional Services (25%,5%) goals?

A5: The goals for this project are 21% African American; 2% Hispanic American; .05% Native American; .05% Asian American; and 11% Women. Firms certified as both Minority and Women Business Enterprise (MBE/WBE) can only count toward MBE or WBE not both.

Q6: Based on pg. 32-37, the total FTE count adds up to 188.2, the sheet states 192.4, would the Airport double check this count please?

A6: The Total Required Staffing FTE should be 160.2. See Attachment 2 of this Second Addendum.

Q7: Can the City provide clarification on the pricing tables please? Example: Floor Tech Hourly and Quarterly deep floor cleaning, how is this different from each other. Is floor tech just for routine cleaning and quarterly for deep cleaning? What is the difference between hourly rate for a floor tech and the quarterly cleaning for floor projects?

A7: The hourly Floor Tech is responsible for the daily cleaning of all flooring types found throughout the Airport complex as described in Exhibit C entitled *Scope of Work.*

The Floor Tech is included in the Full Time Equivalent (FTE) staffing plan. See Appendix A, Section 7 entitled *Required Full Time Equivalent Staffing Plan.*

The monthly and quarterly floor cleaning is specific to the cleaning of the Epoxy and Non-Epoxy Terrazzo flooring, baseboards and stairs as described in Appendix A, Section 1 entitled *Terrazzo Floor Care Specialist* and Appendix A, Section 5.H entitled *Terrazzo Flooring.*

The monthly and quarterly Terrazzo floor cleaning is expected to be performed by a subcontractor specializing in the care, cleaning and maintenance of Epoxy and Non-Epoxy Terrazzo flooring, baseboards and stairs unless the Prime Contractor meets the Terrazzo Floor Care Specialist qualifications as described in Appendix A, Section 3.D entitled *Qualifications.*

Attachment 1

Pre-Bid Zoom Meeting Sign-In Sheet

Pre-Bid Zoom Meeting

Terminal Cleaning Services
8-Nov-22
11:00 AM

SIGN IN SHEET

NAME	COMPANY	EMAIL
Ron Lassman	Challenge Unlimited, Inc.	rlassman@cuinc.org
Daniel Meyr	Service Manangement Systems, Inc.	dmeyr@smsclean.com
Oswald Silvestre	Regency Enterprises Services, LLC	osilvestre@regencystl.com
Charlie Brown	Regency Enterprises Services, LLC	charlie@regencystl.com
Jim Sciaroni	Regency Enterprises Services, LLC	jsciaroni@regencystl.com
Brett Mannion	HHS Aviation, LLC	bmannion@hhs1.com
Vicki Rosen-Sanetra	United Maintenance Company, Inc.	vrosen@unitedhq.com
DaYonne Reed	Revive Janitorial	info@revive-janitorial.com
Tracey Clark Jeffries	Capital Consulting Services	tjeffries@capitalconsultingservices.com
Ryan Thomson	Clean-Tech Company	rthomson@hes.com
John Reynolds	Triangle Services	jreynolds@triangleservices.com
Tynetta Bruce	SLAA - Business Diversity Development	tkbruce@flystl.com
Ron Stella	SLAA - Operations	rjstella@flystl.com
Liz Smart	SLAA - Operations	ecsmart@flystl.com
Mark Rogers	SLAA - Operations	merogers2@flystl.com
Dennis Kozlowski	SLAA - Operations	djkozlowski@flystl.com
Gigi Glasper	SLAA - Properties Division	gxglasper@flystl.com

Attachment 2

FTE Chart

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Operations Manager (M-F, 8:30am-5pm)		1	1	1	1	1		1	173.33
HR/Admin (M-F, 8:30am-5pm)		1	1	1	1	1		1	173.33
<u>Supervisor/Trainer</u> Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port Shifts Per Day: 3 Supervisors Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Lead</u> Terminal 1 – All Levels; Bus Port Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Floor Tech</u> Terminal 1 - All Levels Shifts Per Day: 1 (3rd shift) Techs Per Shift: 3	3	3	3	3	3	3	3	4.2	728
<u>Custodians</u> Terminal 1 - Exterior Curbs & Sidewalks Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728
<u>Custodians</u> Terminal 1 - Upper Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Custodians Terminal 1 - Mid Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456
Custodians Terminal 1 - Lower Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Lead A Concourse – All Levels Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Floor Tech A Concourse – All Levels Shifts Per Day: 1 (3rd shift) Techs Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Custodians A Concourse - Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Custodians A Concourse - Concourse Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456
Custodians A Concourse - Ramp Level Public & Non-Public Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Lead C Concourse – All Levels Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Floor Tech C Concourse – All Levels Shifts Per Day: 1 (3rd shift) Techs Per Shift: 2	2	2	2	2	2	2	2	2.8	485
Custodians C Concourse - Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Custodians C Concourse - Concourse Level Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 4	12	12	12	12	12	12	12	16.8	2,912
Custodians C Concourse - Ramp Level Public & Non-Public Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Supervisor/Trainer Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot Shifts Per Day: 3 Supervisors Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Lead Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot Shifts Per Day: 3 Leads Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Floor Tech Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels Shifts Per Day: 1 (3rd shift) Techs Per Shift: 6	6	6	6	6	6	6	6	8.4	1,456

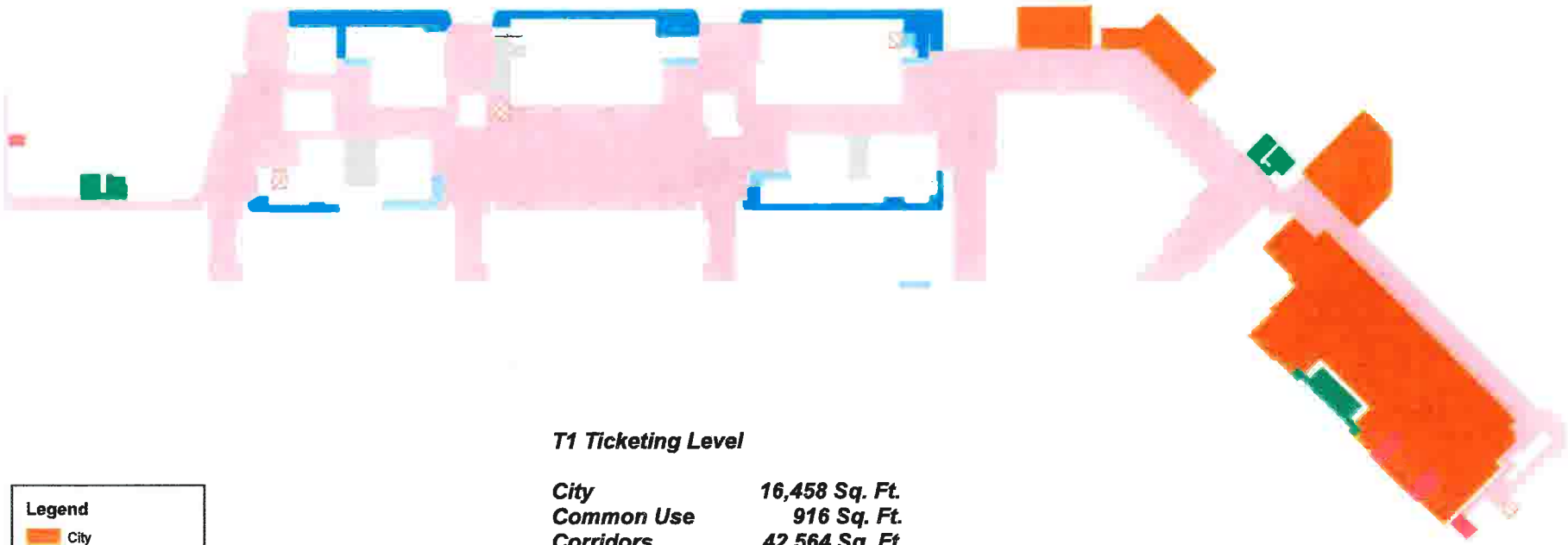
FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Custodians Terminal 2 - Exterior Curbs & Sidewalks Shifts Per Day: 3 Custodians Per Shift: 1	3	3	3	3	3	3	3	4.2	728
Custodians Terminal 2 - Upper Level Pre-Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456
Custodians Terminal 2 - Lower Level Pre-Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 2	6	6	6	6	6	6	6	8.4	1,456
Custodians Terminal 2 - E Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Custodians Terminal 2 - F Checkpoint Queueing & Processing Areas Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Custodians Terminal 2 - Upper Level Post Security Public & Non-Public Areas Shifts Per Day: 3 Custodians Per Shift: 7	21	21	21	21	21	21	21	29.4	5,096
Custodians Terminal 2 - Lower Level Post Security Public & Non-Public Areas; OSAR Area Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Custodians Customs Shifts Per Day: 1 (1st shift) Custodians Per Shift: 2	2	2	2	2	2	2	2	2.8	347
Custodians Bus Port; Pear Tree Lot; Exterior Trash Compactor Areas – Terminal 1; Exterior Trash Compactor Areas – A Concourse; Exterior Trash Compactor Areas – C Concourse; Exterior Trash Compactor Areas – Terminal 2 Shifts Per Day: 1 (3rd shift) Custodians Per Shift: 1	1	1	1	1	1	1	1	1.4	243

FTE Continued	Sun	Mon	Tue	Wed	Thu	Fri	Sat	FTE's	MONTHLY HOURS (AVG)
Supervisor/Trainer Airport Authority Offices – All Areas Shifts Per Day: 1 Supervisors Per Shift: 1	1	1	1	1	1	1	1	1.4	243
Custodians Airport Authority Offices – All Areas Shifts Per Day: TBD Custodians Per Shift: TBD	8	8	8	8	8	8	8	11.2	1,942
Total Required Staffing								**160.2**	**28,360**

Attachment 3

Exhibit D - Scope of Work Area Maps



Legend

- City
- Common Use
- Corridors
- Elevators
- Fire Exit Stairs
- Joint Use
- Restrooms
- Vacant Hold Rooms

T1 Ticketing Level

City	***16,458 Sq. Ft.***
Common Use	***916 Sq. Ft.***
Corridors	***42,564 Sq. Ft.***
Elevators	***324 Sq. Ft.***
Fire Stairs	***657 Sq. Ft.***
Joint Use	***3,886 Sq. Ft.***
Restrooms	***1,297 Sq. Ft.***
Vacant Hold Rooms	***1,535 Sq. Ft.***

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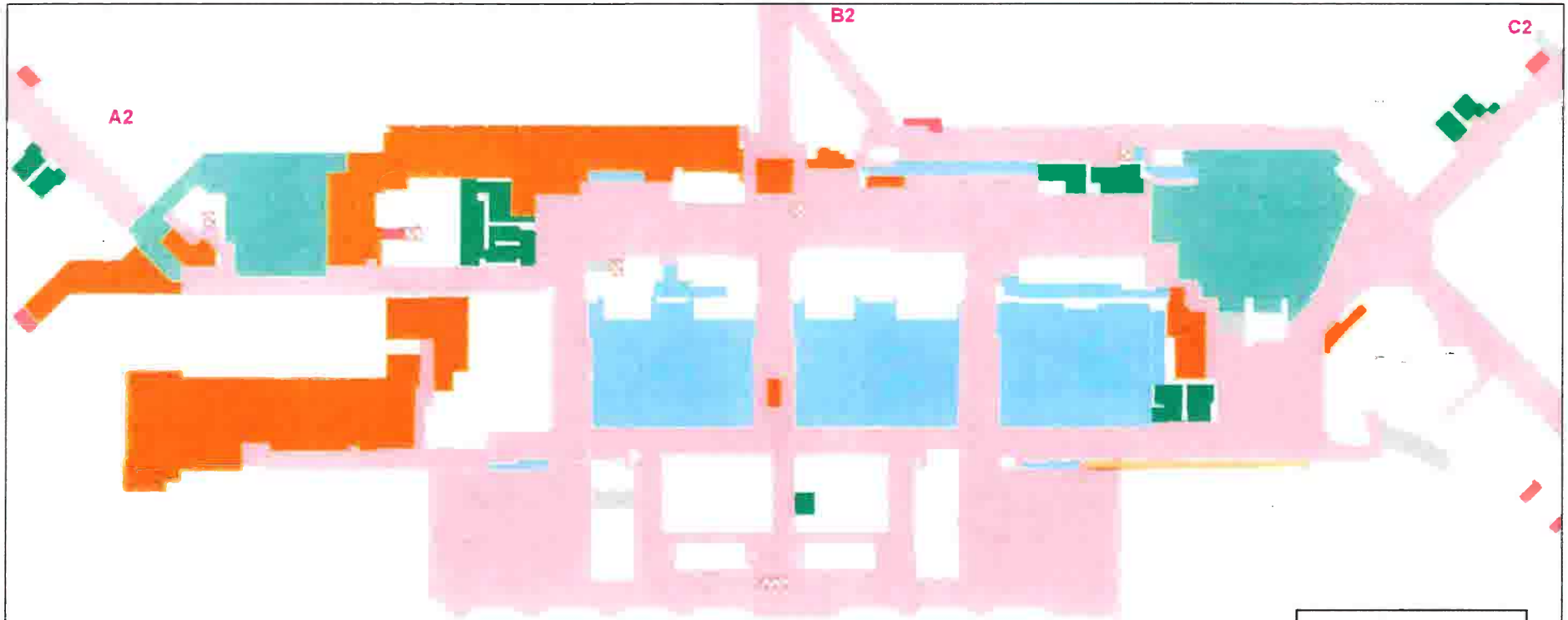

T1 Concourse Level

City	***36,120 Sq. Ft.***
Common Use	***33,326 Sq. Ft.***
Corridors	***120,816 Sq. Ft.***
Elevators	***585 Sq. Ft.***
Fire Stairs	***794 Sq. Ft.***
Restrooms	***4,950 Sq. Ft.***
TSA	***21,895 Sq. Ft.***
Vacant Hold Rooms	***1,691 Sq. Ft.***

Legend

- City
- Common Use
- Corridors
- Customs
- Elevators
- Fire Exit Stairs
- Restrooms
- Service Animal Relief Areas
- TSA
- Vacant Hold Rooms

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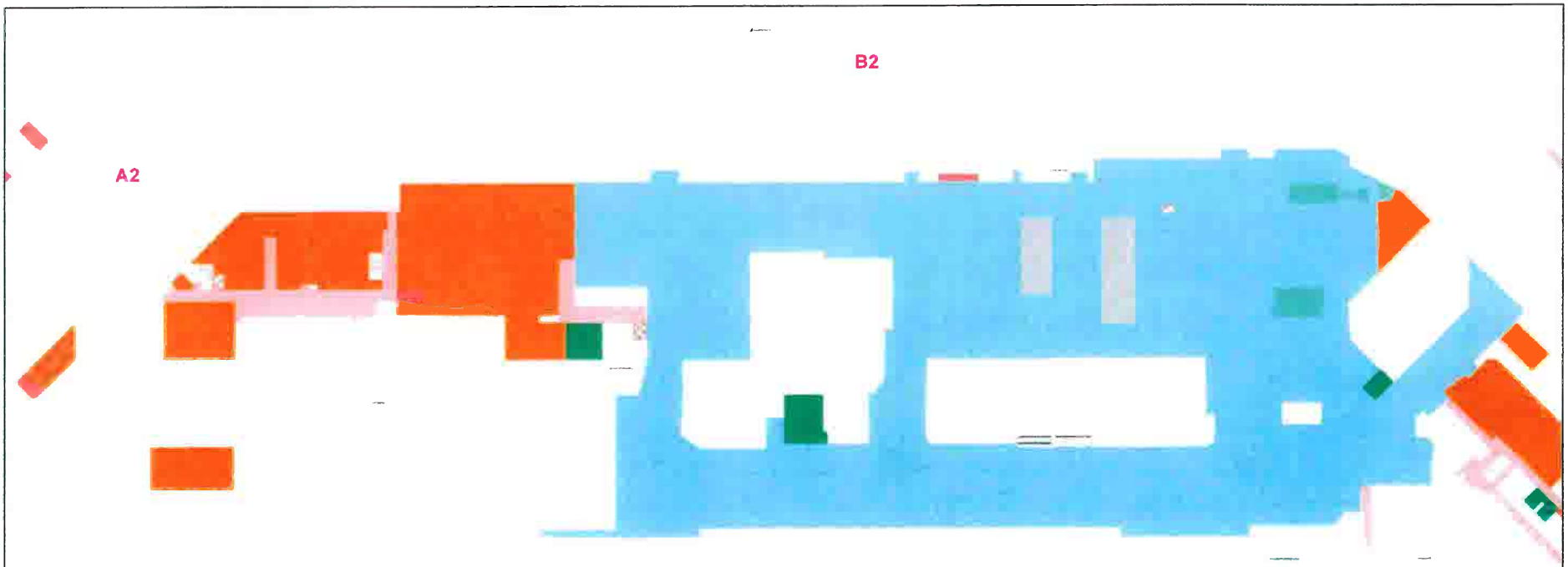

T1 Apron Level

City	***29,660 Sq. Ft.***
Common Use	***104,247 Sq. Ft.***
Corridors	***6,779 Sq. Ft.***
Elevators	***221 Sq. Ft.***
Fire Stairs	***873 Sq. Ft.***
Restrooms	***2,126 Sq. Ft.***
TSA	***1,466 Sq. Ft.***
Vacant Hold Rooms	***2,787 Sq. Ft.***

Legend

- City
- Common Use
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- Customs
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- Fire Exit Stairs
- Joint Use
- Restrooms
- TSA
- Vacant Hold Rooms

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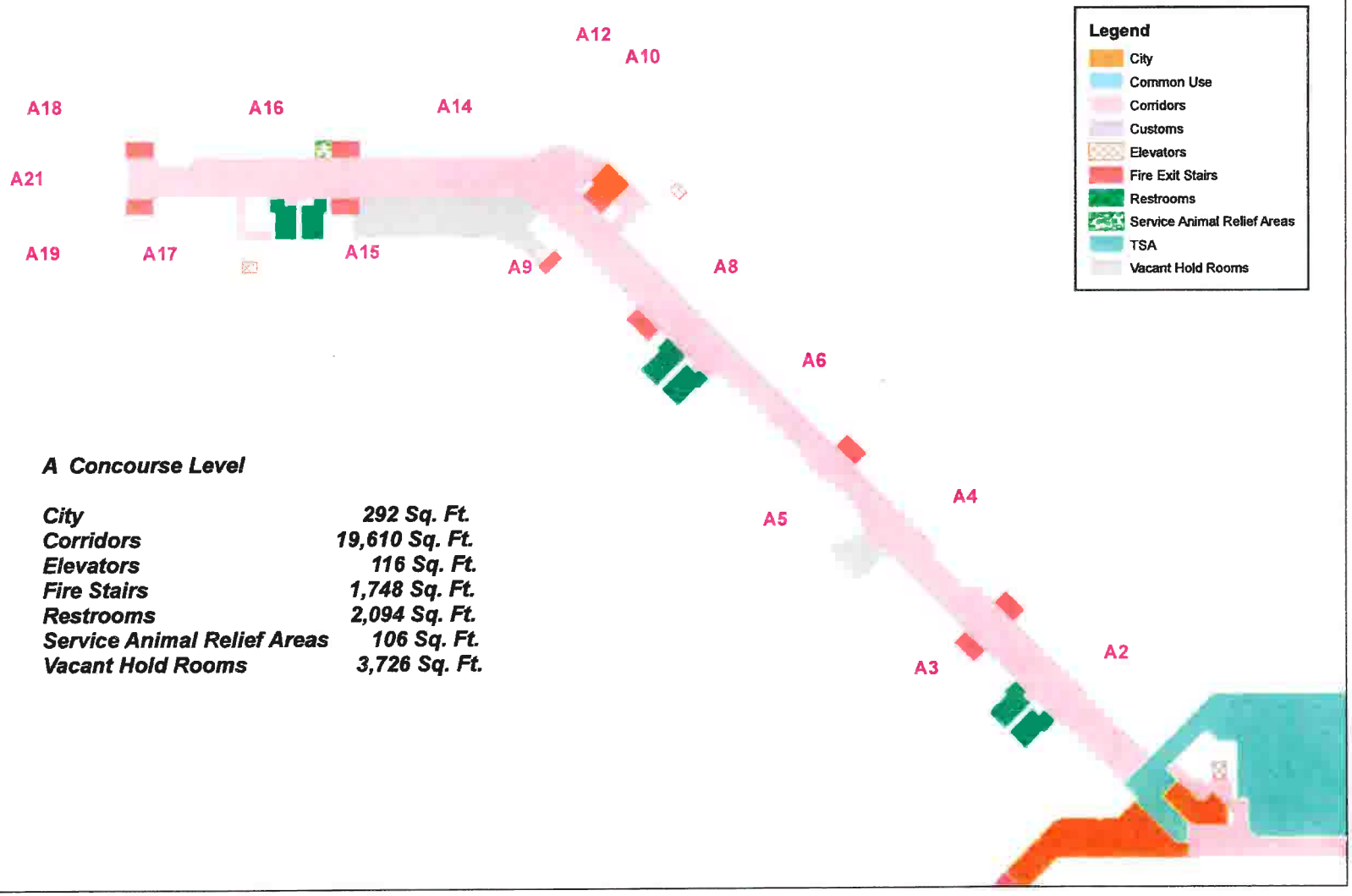

A Concourse Level

City	***292 Sq. Ft.***
Corridors	***19,610 Sq. Ft.***
Elevators	***116 Sq. Ft.***
Fire Stairs	***1,748 Sq. Ft.***
Restrooms	***2,094 Sq. Ft.***
Service Animal Relief Areas	***106 Sq. Ft.***
Vacant Hold Rooms	***3,726 Sq. Ft.***

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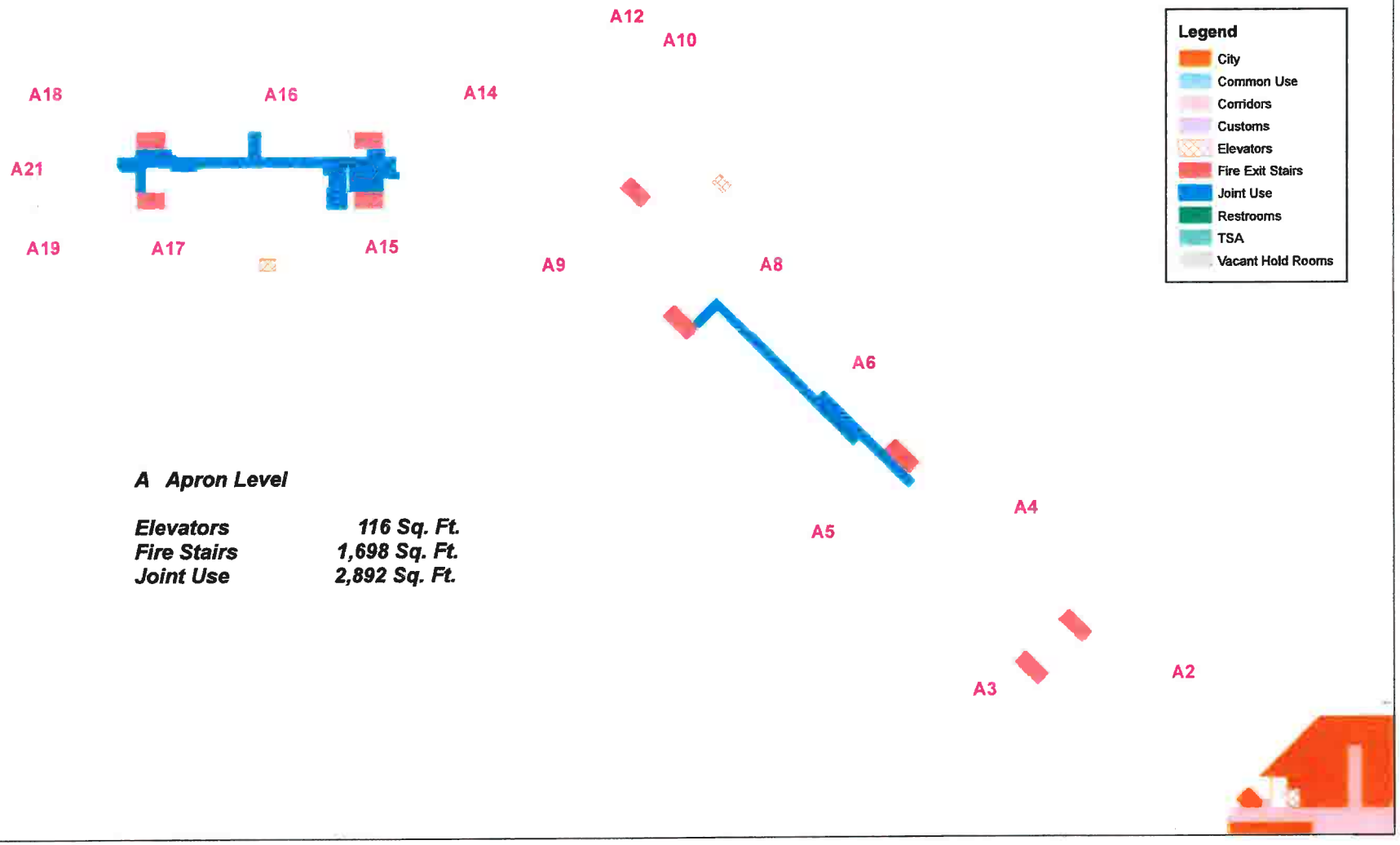

A Apron Level

Elevators	***116 Sq. Ft.***
Fire Stairs	***1,698 Sq. Ft.***
Joint Use	***2,892 Sq. Ft.***

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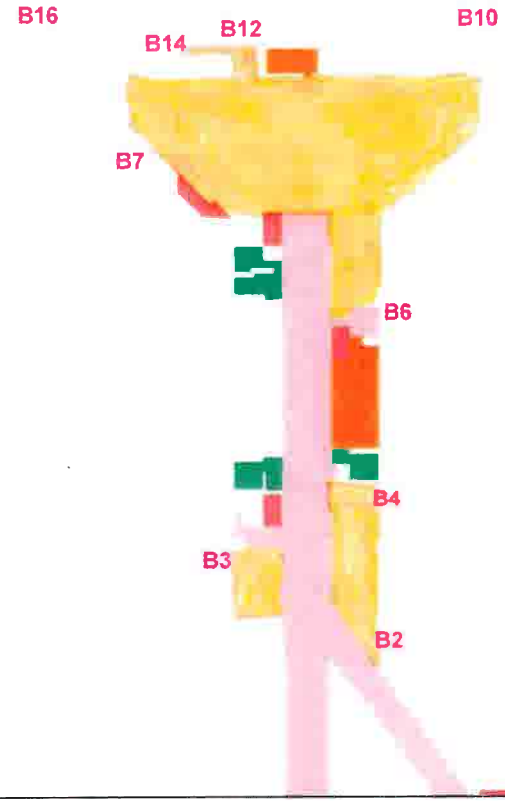

Legend

- City
- Common Use
- Corridors
- Customs
- Elevators
- Fire Exit Stairs
- Restrooms
- Service Animal Relief Areas
- TSA
- Vacant Hold Rooms

B Concourse Level

City	***16,678 Sq. Ft.***
Corridors	***9,945 Sq. Ft.***
Fire Stairs	***761 Sq. Ft.***
Restrooms	***1,248 Sq. Ft.***

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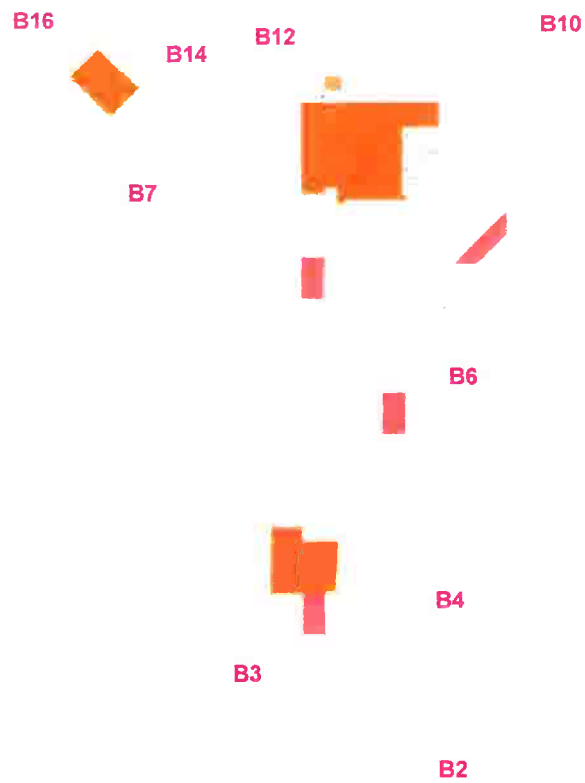

B Apron Level

City	***3,177 Sq. Ft.***
Fire Stairs	***715 Sq. Ft.***

Legend

- City
- Common Use
- Corridors
- Customs
- Elevators
- Fire Exit Stairs
- Joint Use
- Restrooms
- TSA
- Vacant Hold Rooms

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Legend

- City
- Common Use
- Corridors
- Elevators
- Fire Exit Stairs
- Joint Use
- Restrooms
- Vacant Hold Rooms

B Ticketing Level

City ***403 Sq. Ft.***

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

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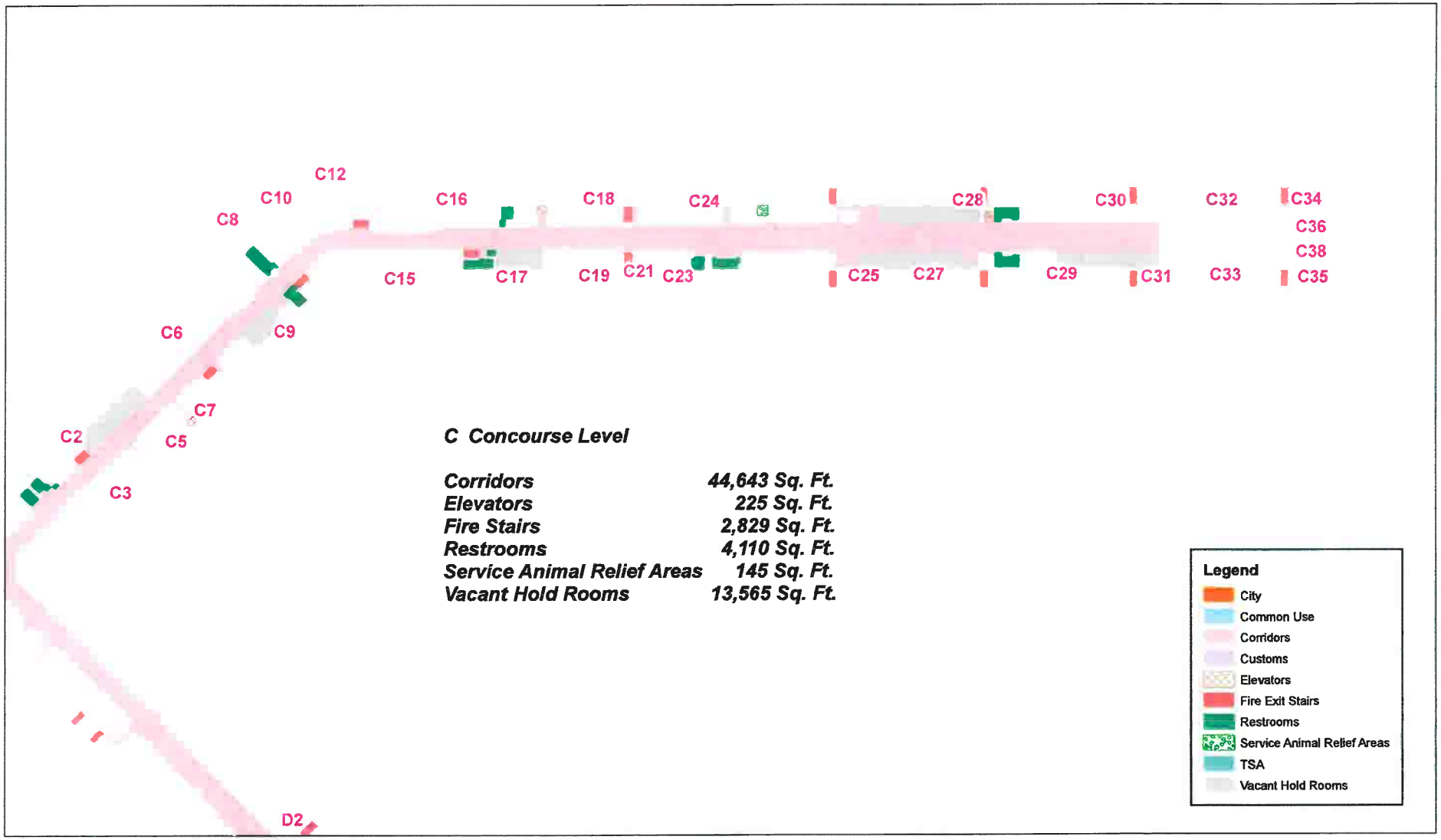

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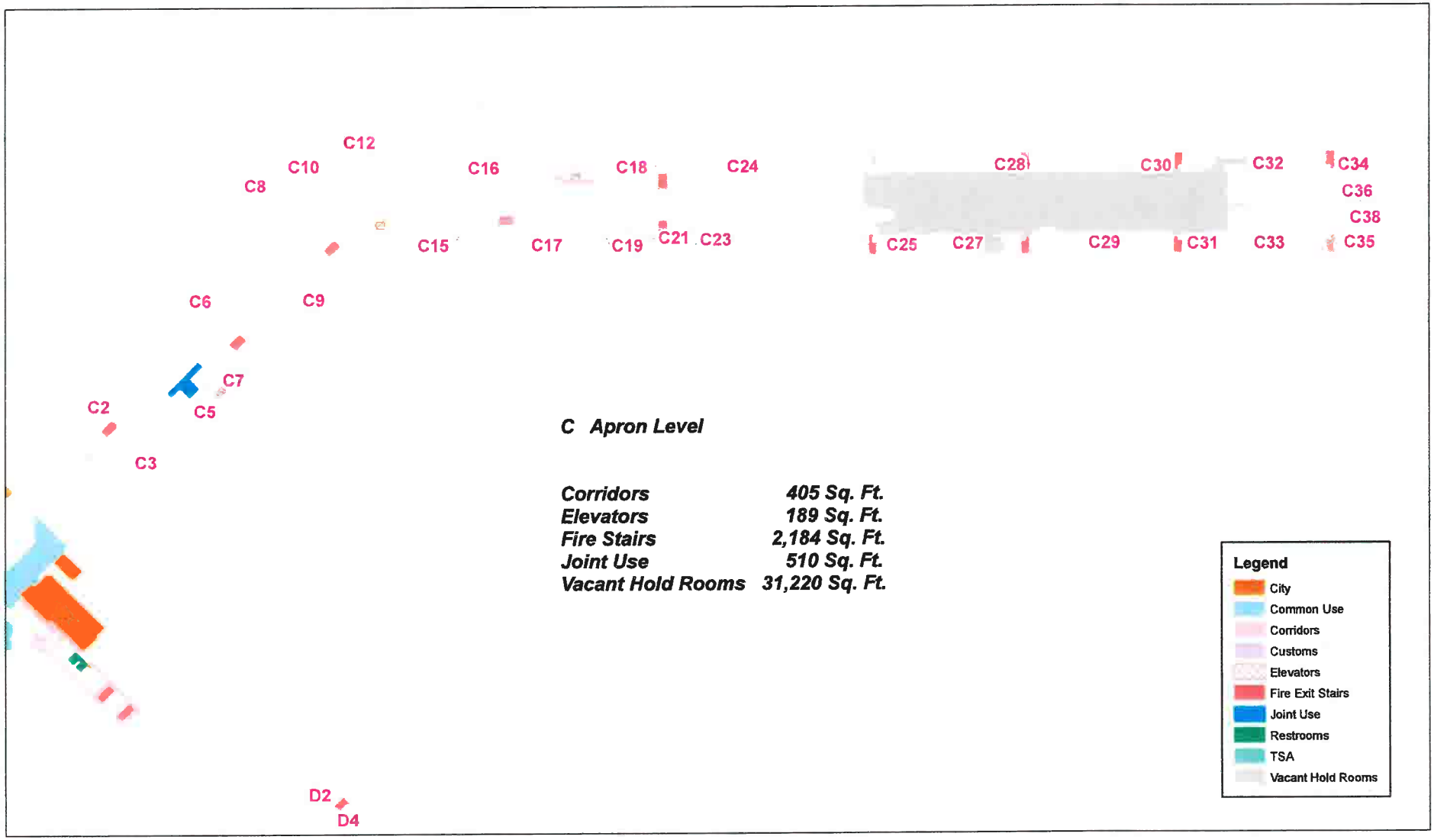

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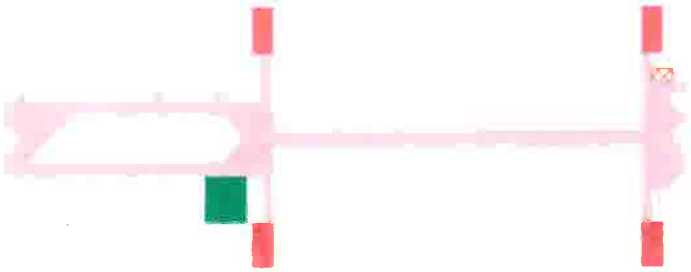

C Ticketing Level

Legend

- City
- Common Use
- Corridors
- Elevators
- Fire Exit Stairs
- Joint Use
- Restrooms
- TSA
- Vacant Hold Rooms

Corridors	***4,815 Sq. Ft.***
Elevators	***61 Sq. Ft.***
Fire Stairs	***770 Sq. Ft.***
Restrooms	***371 Sq. Ft.***

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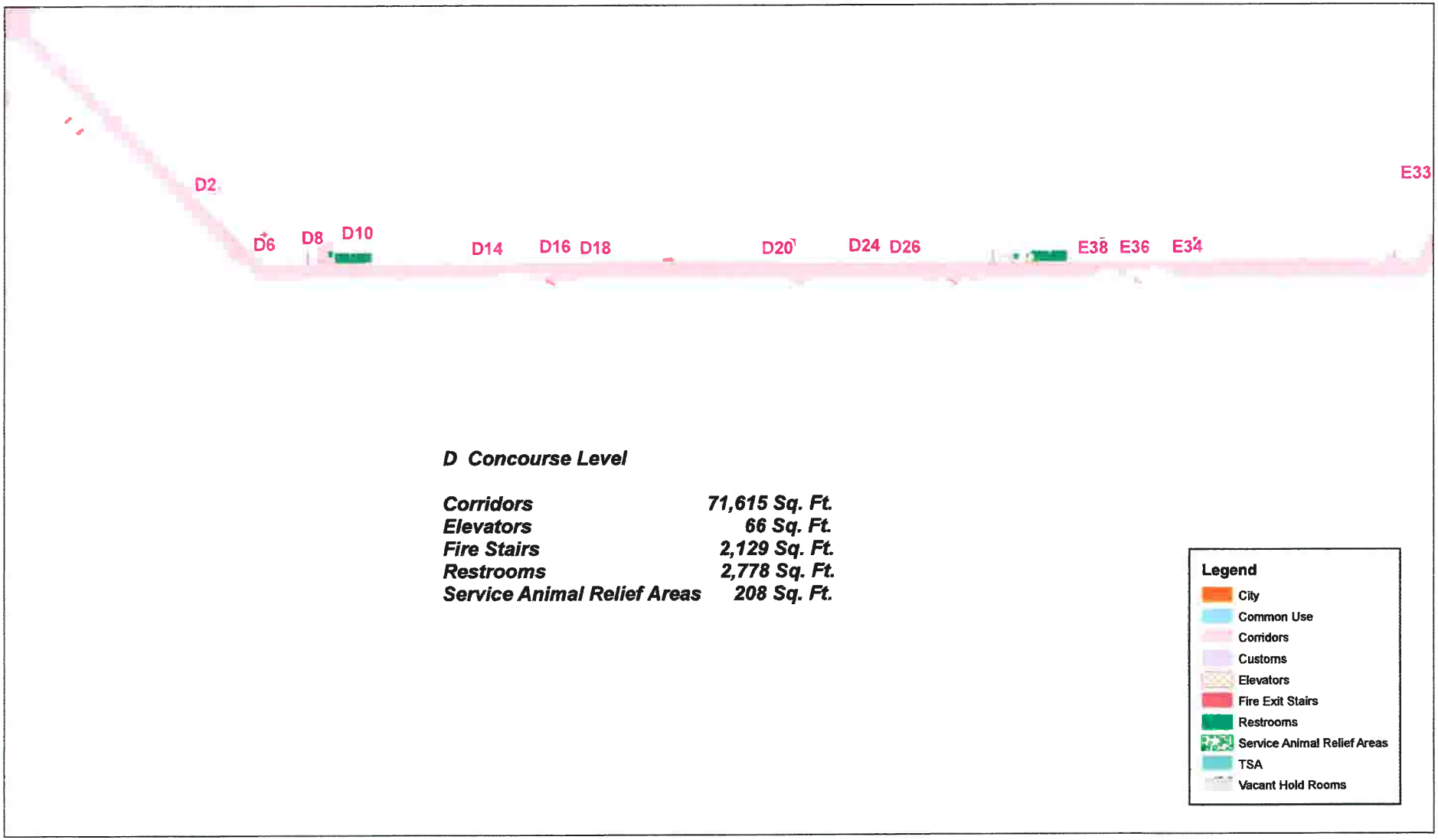

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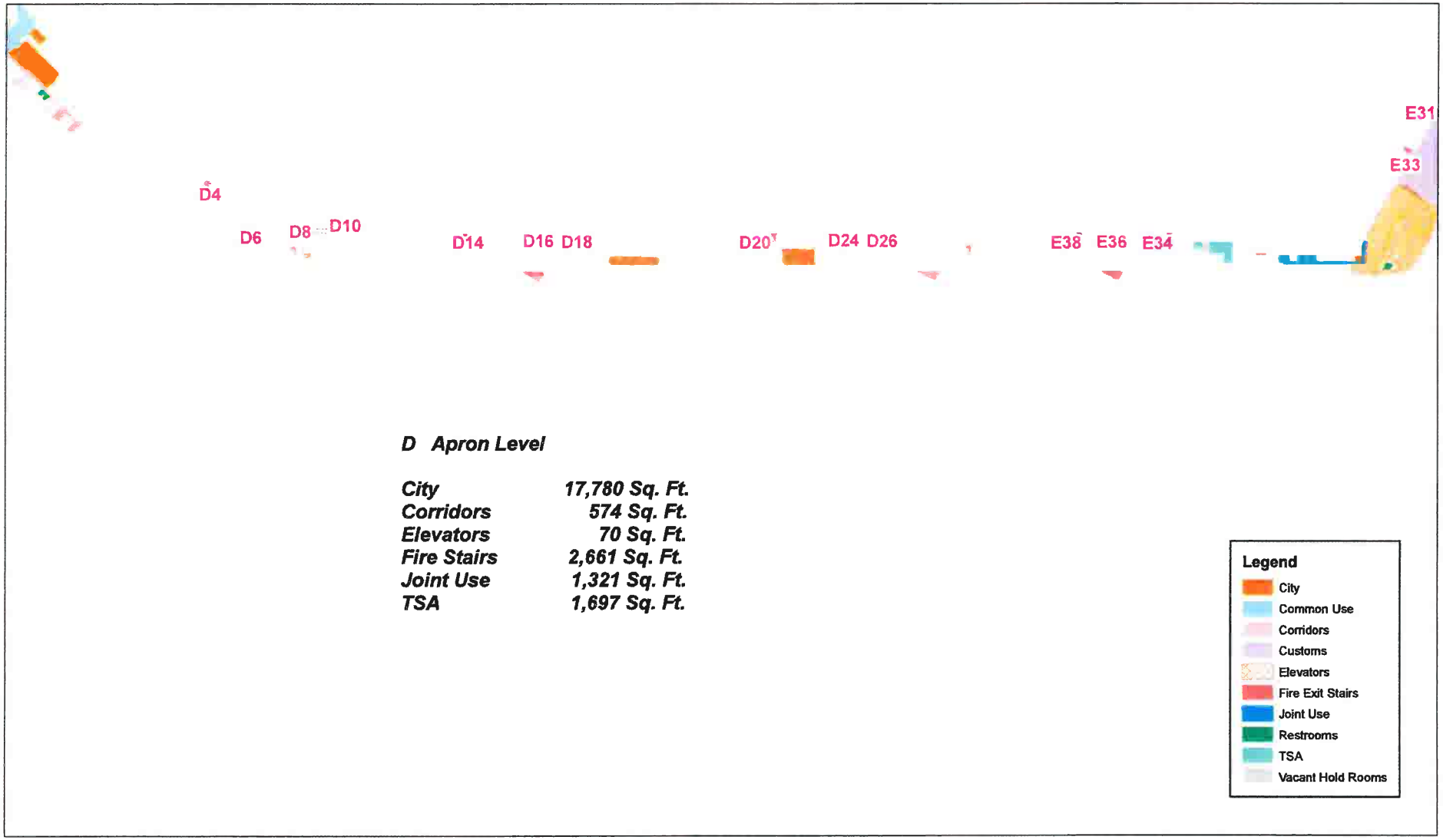

D Apron Level

City	***17,780 Sq. Ft.***
Corridors	***574 Sq. Ft.***
Elevators	***70 Sq. Ft.***
Fire Stairs	***2,661 Sq. Ft.***
Joint Use	***1,321 Sq. Ft.***
TSA	***1,697 Sq. Ft.***

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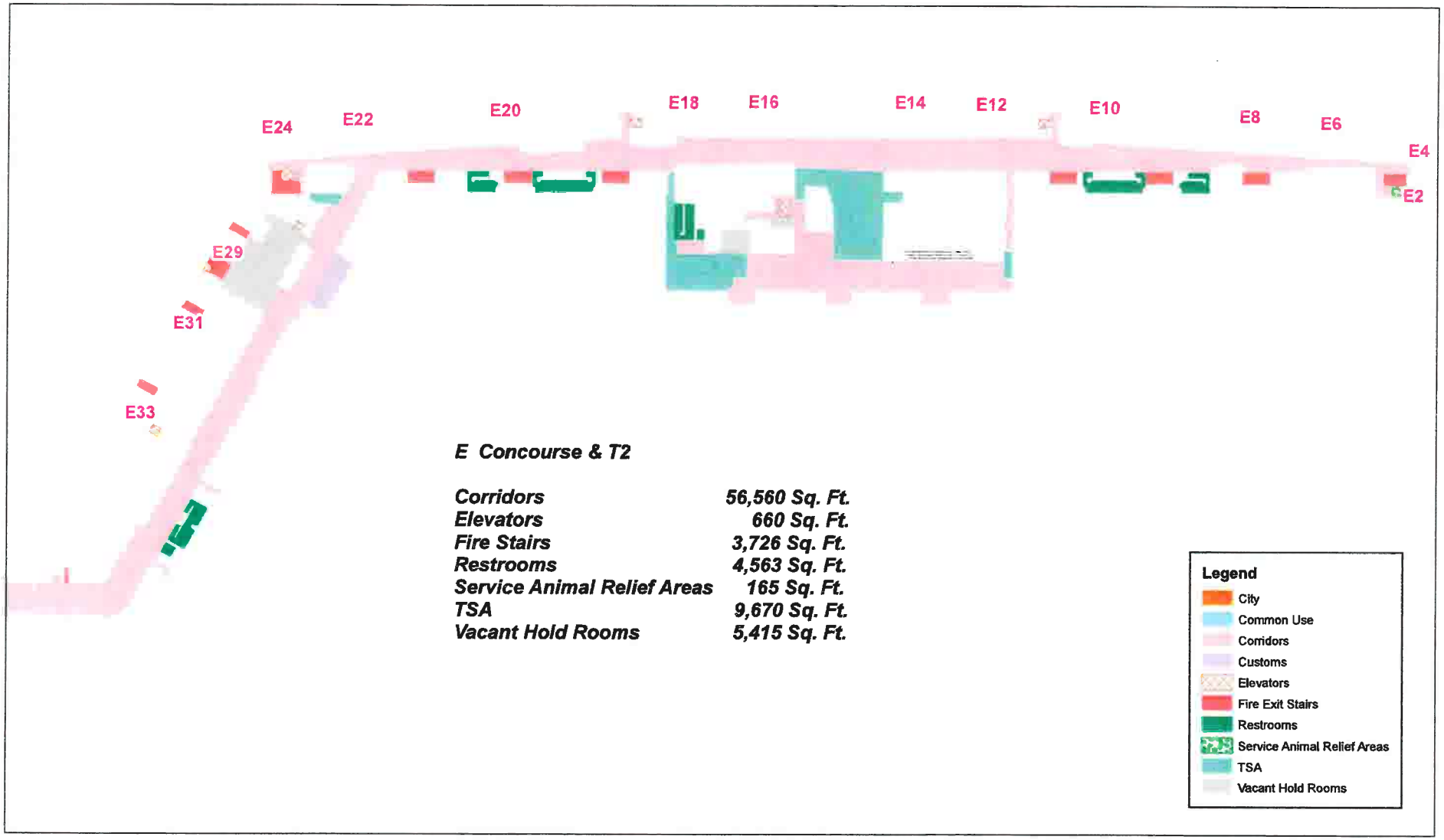

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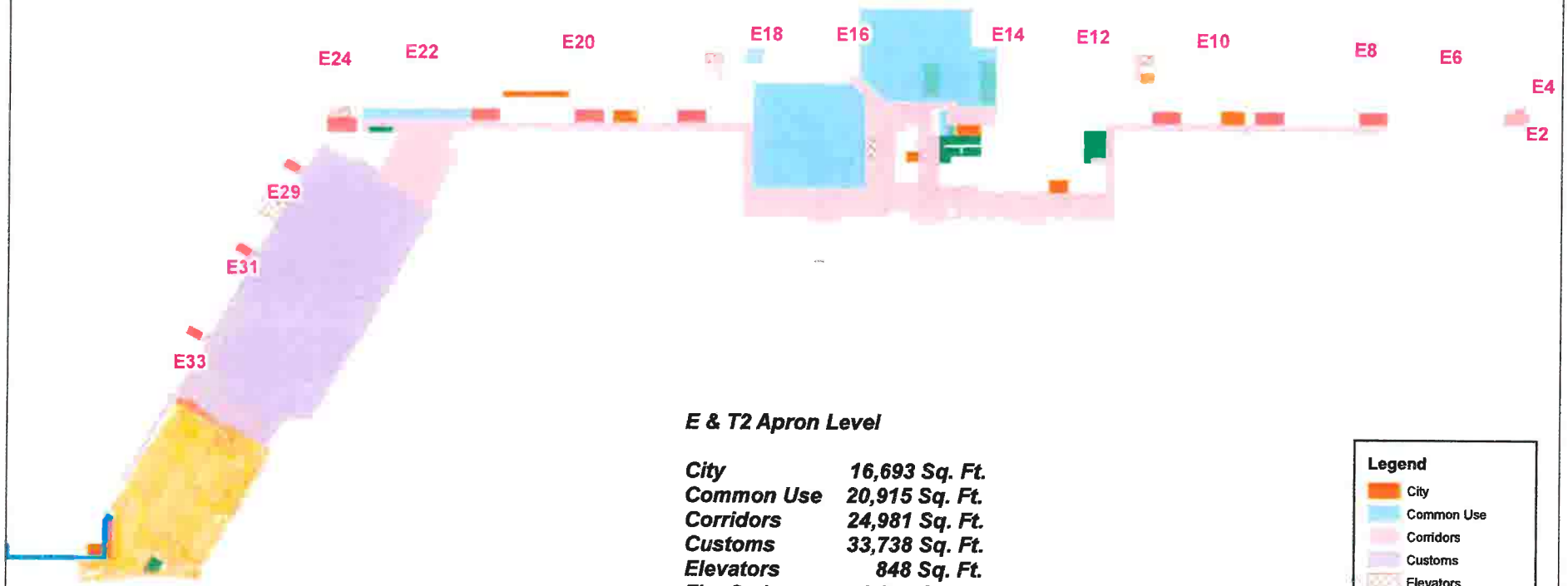

E & T2 Apron Level

City	***16,693 Sq. Ft.***
Common Use	***20,915 Sq. Ft.***
Corridors	***24,981 Sq. Ft.***
Customs	***33,738 Sq. Ft.***
Elevators	***848 Sq. Ft.***
Fire Stairs	***3,200 Sq. Ft.***
Restrooms	***1,698 Sq. Ft.***
TSA	***1,346 Sq. Ft.***

Legend

- City
- Common Use
- Corridors
- Customs
- Elevators
- Fire Exit Stairs
- Joint Use
- Restrooms
- TSA
- Vacant Hold Rooms

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

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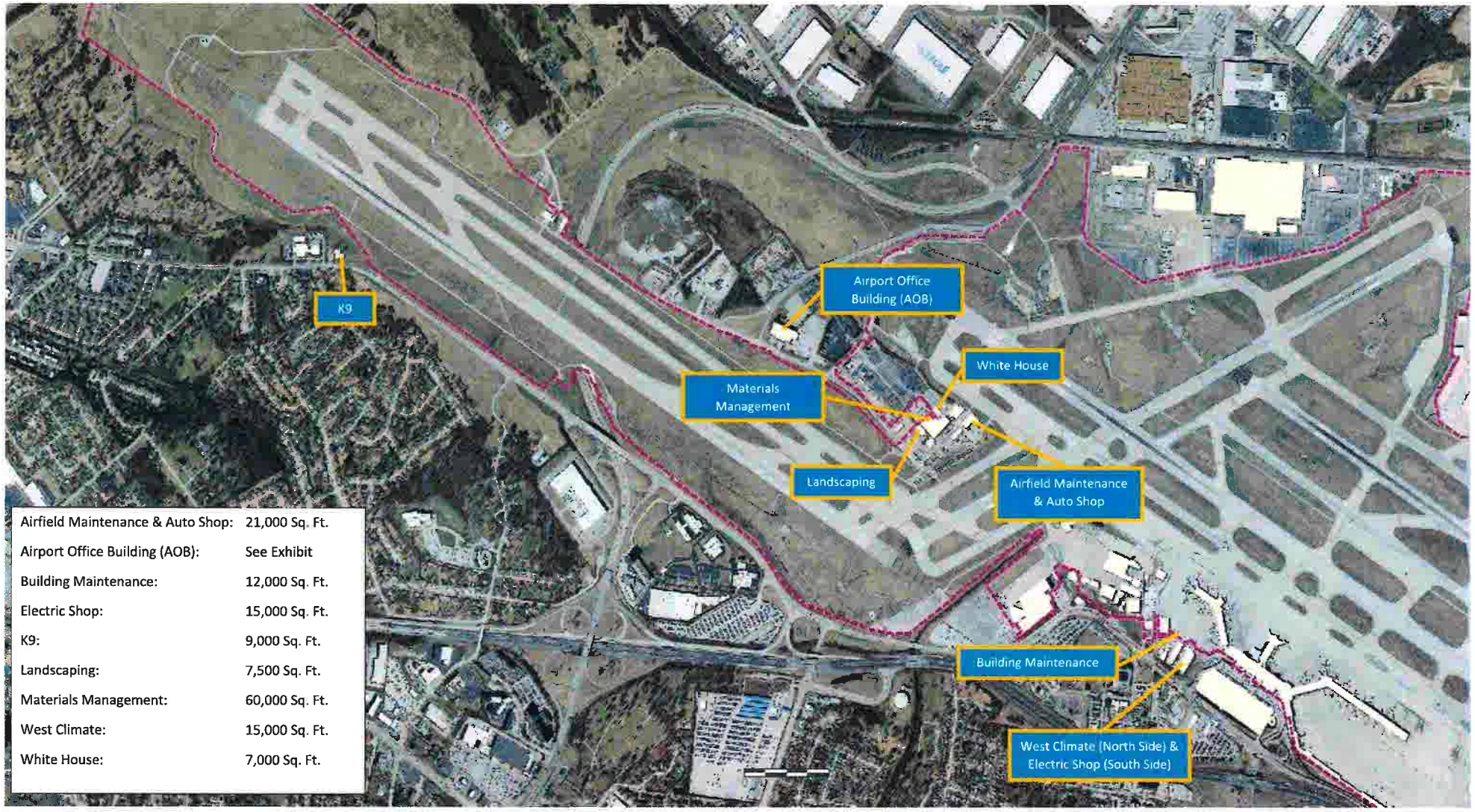
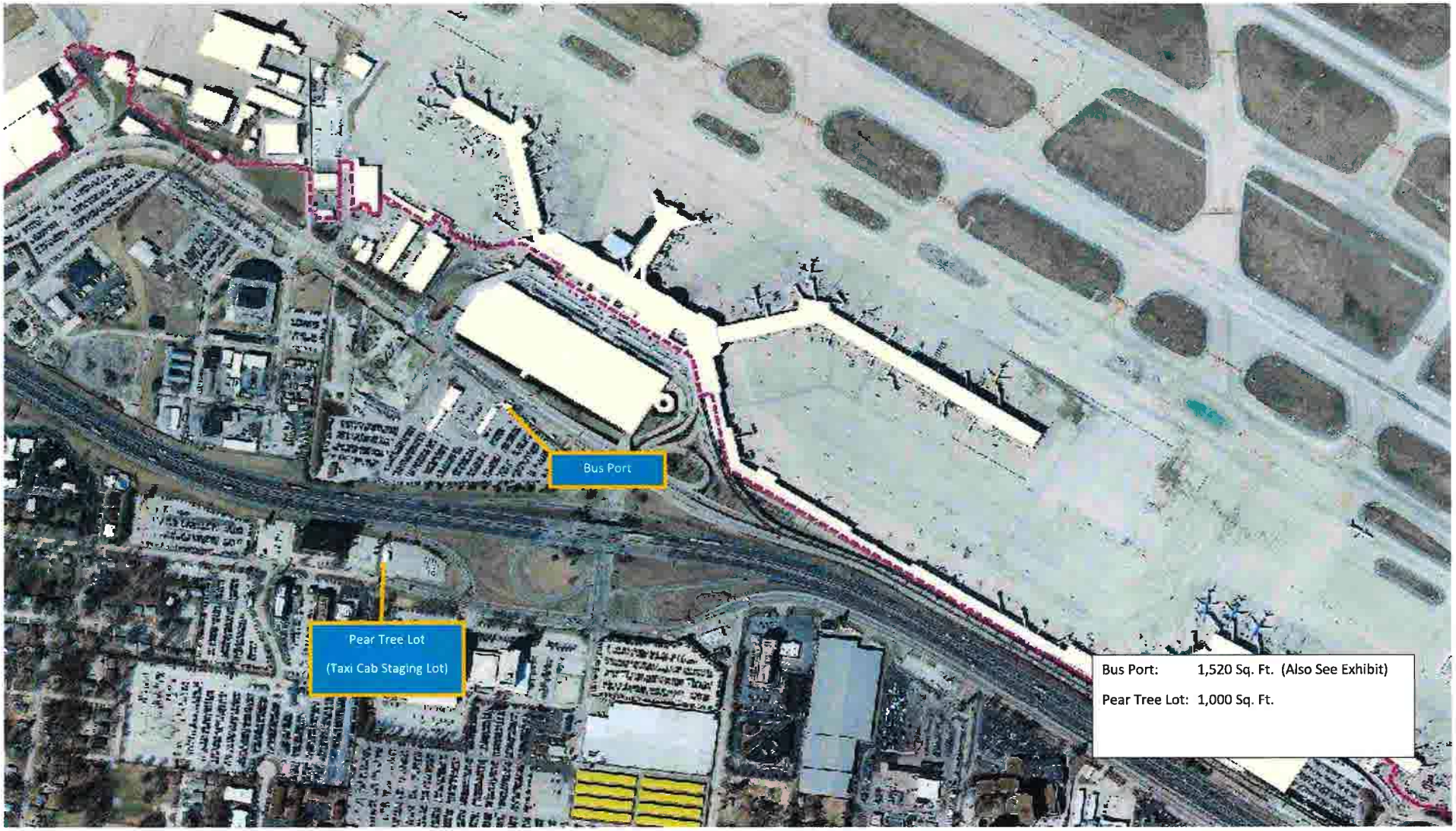
CLEANING EXHIBIT - OUTER BUILDINGS



Airfield Maintenance & Auto Shop:	21,000 Sq. Ft.
Airport Office Building (AOB):	See Exhibit
Building Maintenance:	12,000 Sq. Ft.
Electric Shop:	15,000 Sq. Ft.
K9:	9,000 Sq. Ft.
Landscaping:	7,500 Sq. Ft.
Materials Management:	60,000 Sq. Ft.
West Climate:	15,000 Sq. Ft.
White House:	7,000 Sq. Ft.

CLEANING EXHIBIT - OUTER BUILDINGS



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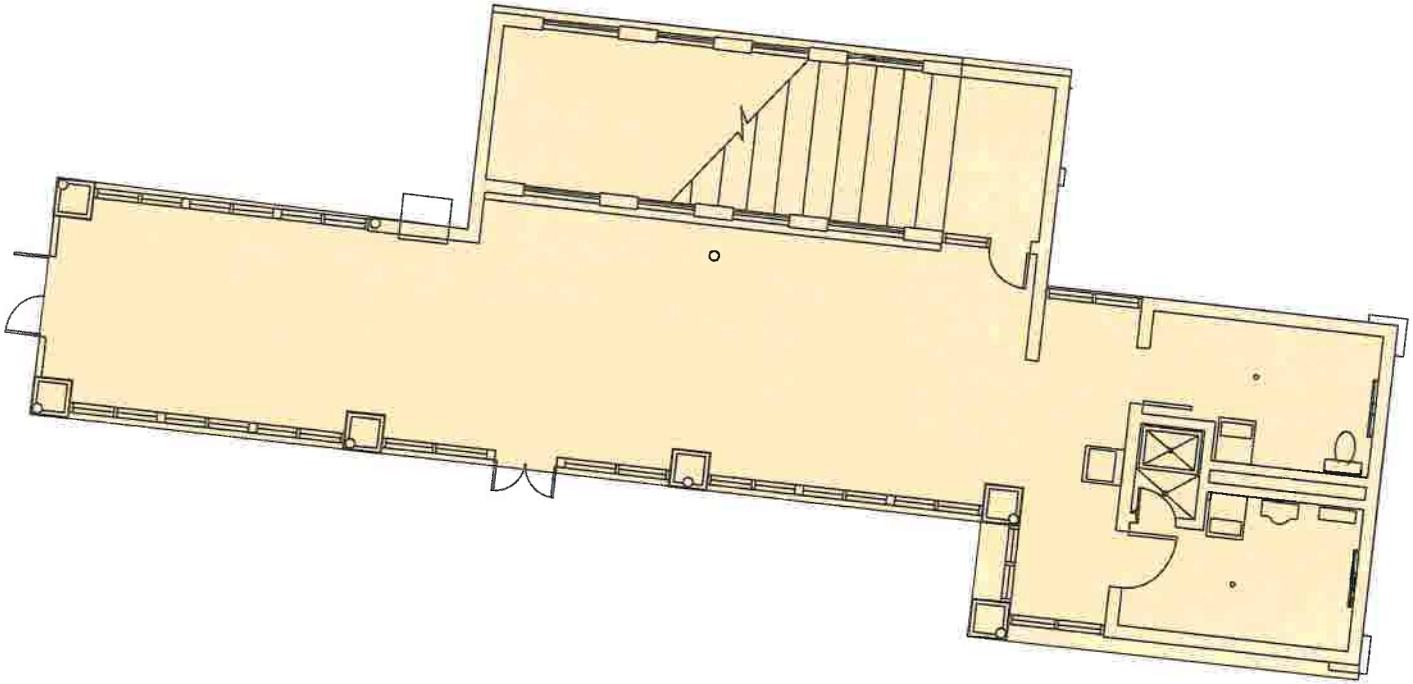

Bus Port

City ***1,520 Sq. Ft.***

Legend

AirportBuildings

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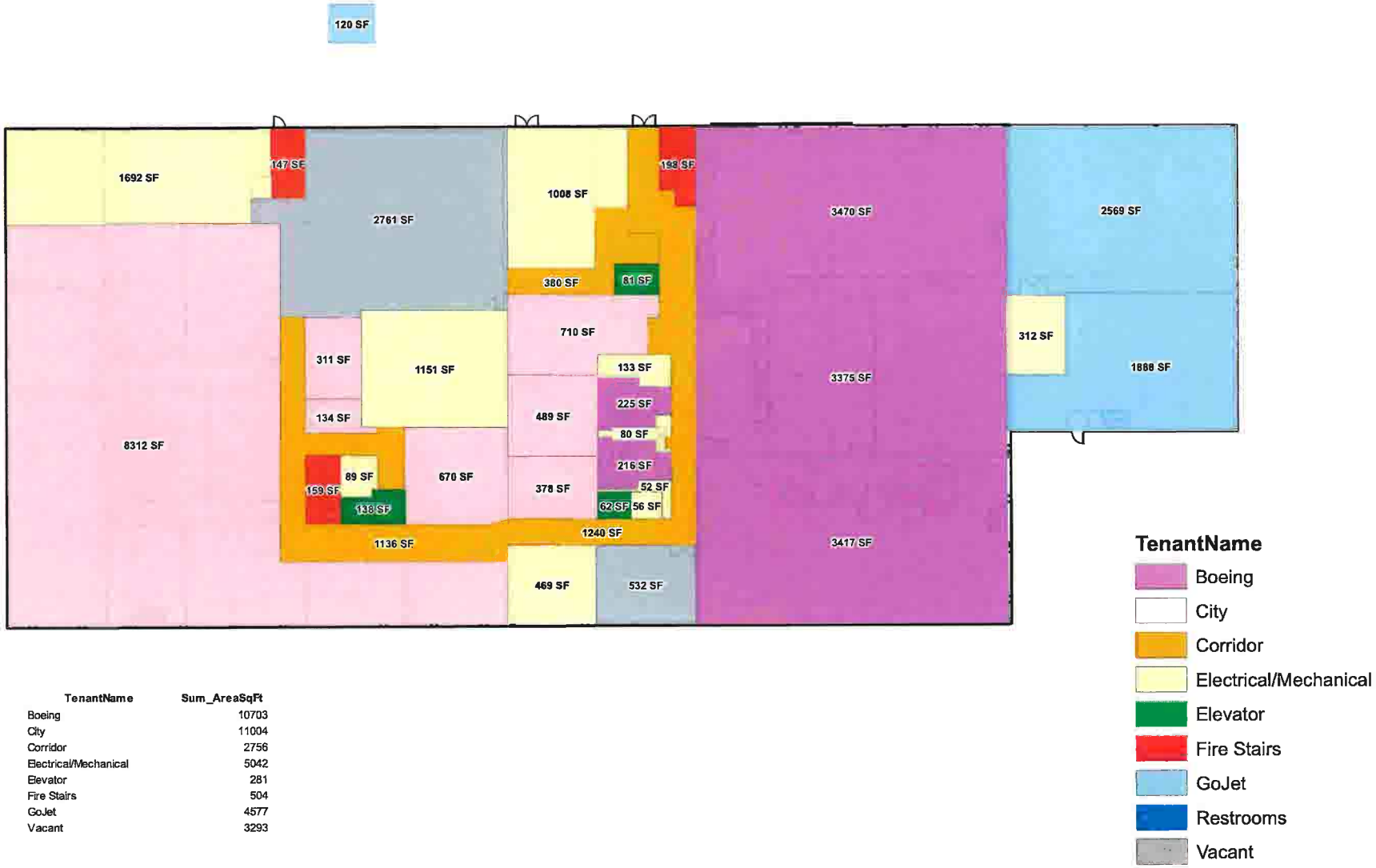

TenantName	Sum_AreaSqFt
Boeing	10703
City	11004
Corridor	2756
Electrical/Mechanical	5042
Elevator	281
Fire Stairs	504
GoJet	4577
Vacant	3293

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT.

AOB Lease Exhibit - Basement

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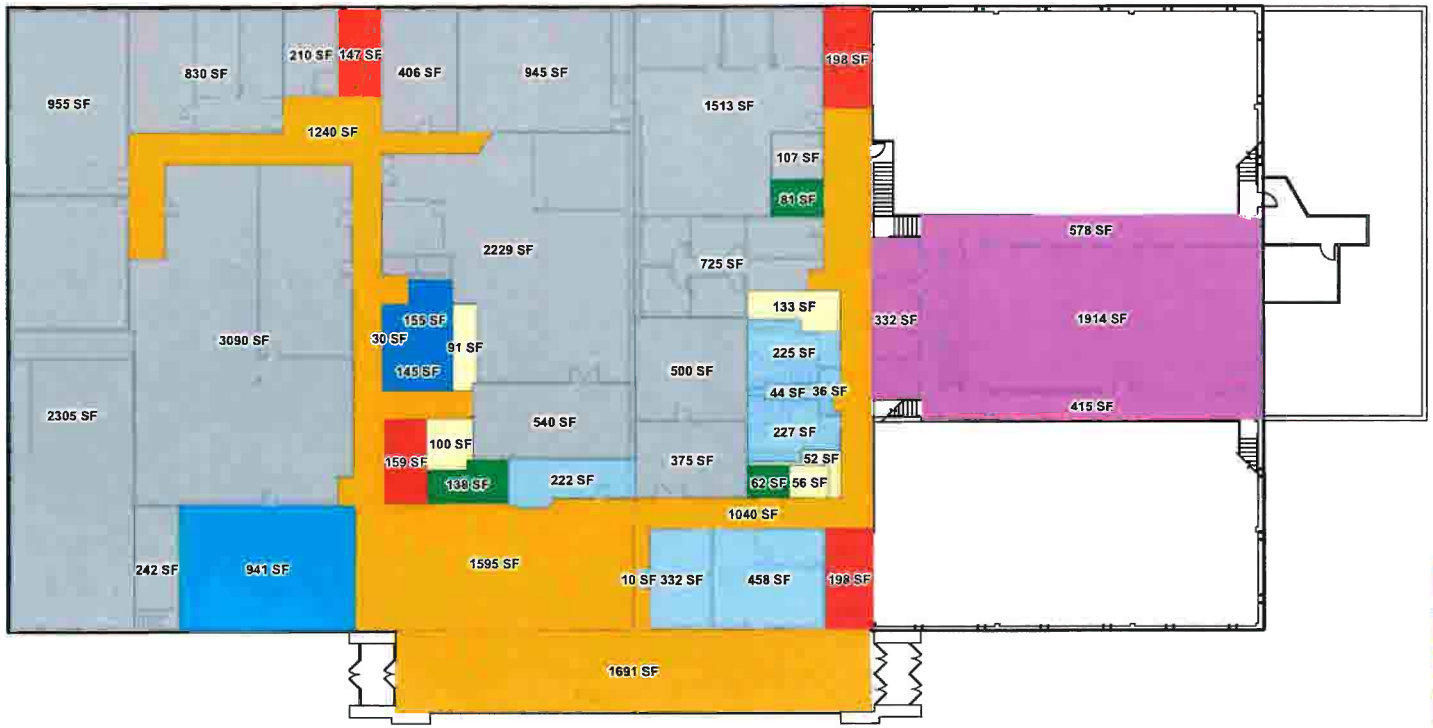
Date: 3/8/2022

Review and Approval By:
Date:



TenantName	Sum_AreaSqFt
Airport Police	941
Boeing	3239
Corridor	5566
Electrical/Mechanical	432
Elevator	281
Fire Stairs	702
GoJet	1554
Restrooms	330
Vacant	14972

TenantName

- Airport Police
- Boeing
- Corridor
- Electrical/Mechanical
- Elevator
- Fire Stairs
- GoJet
- Restrooms
- Vacant

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT.

AOB Lease Exhibit - First Floor

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Date: 3/8/2022

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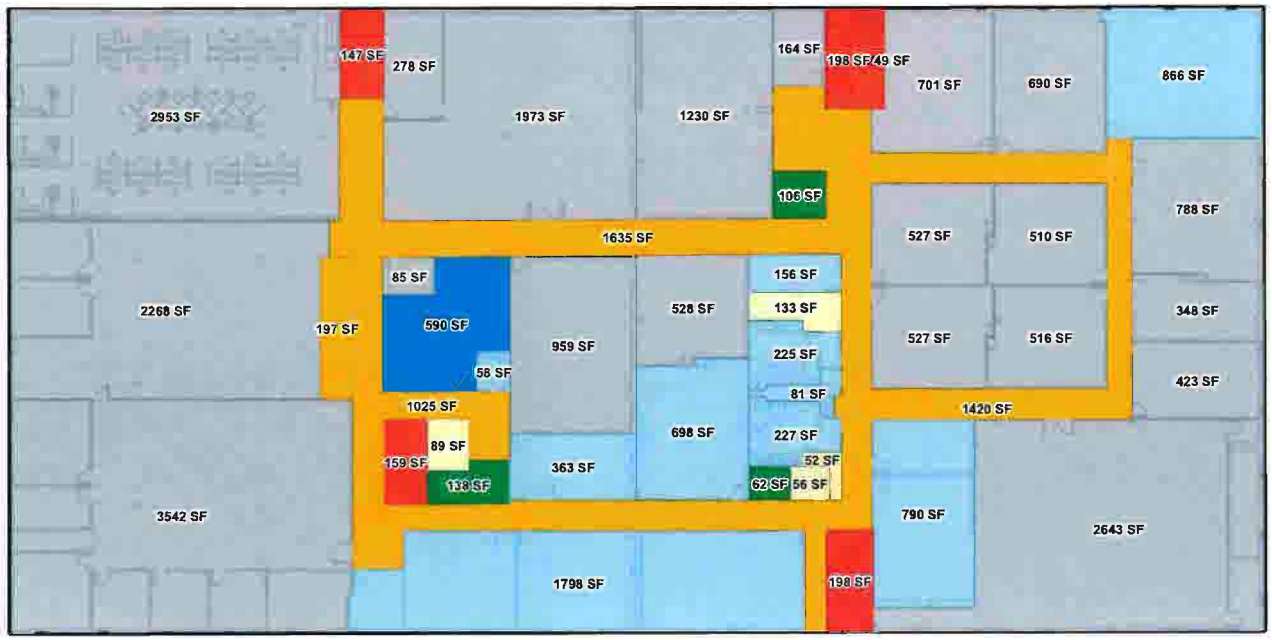

TenantName	Sum_AreaSqFt
Corridor	4277
Electrical/Mechanical	330
Elevator	306
Fire Stairs	751
GoJet	5262
Restrooms	590
Vacant	21653

TenantName

- Corridor
- Electrical/Mechanical
- Elevator
- Fire Stairs
- GoJet
- Restrooms
- Vacant

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

AOB Lease Exhibit - Second Floor

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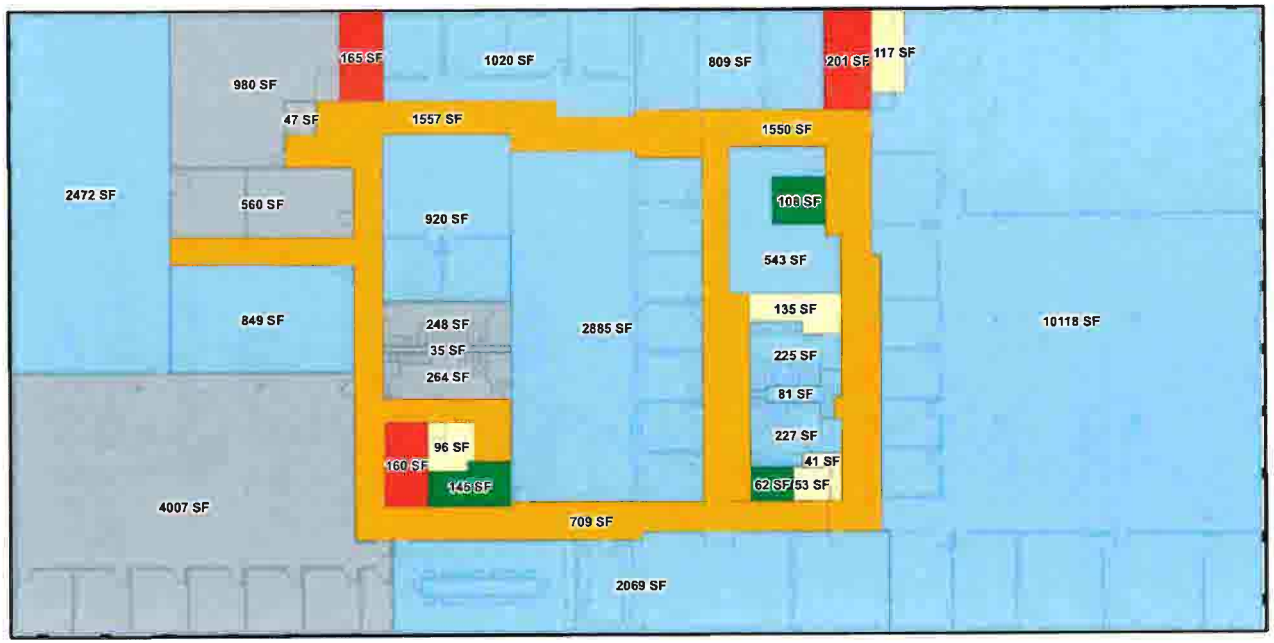

TenantName	Sum_AreaSqFt
Corridor	3816
Electrical/Mechanical	442
Elevator	315
Fire Stairs	526
GoJet	22218
Vacant	6141

TenantName

- Corridor
- Electrical/Mechanical
- Elevator
- Fire Stairs
- GoJet
- Restrooms
- Vacant

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT.

AOB Lease Exhibit - Third Floor

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Prepared By:
Date: 3/8/2022

Review and Approval By:
Date:

TenantName	Sum_AreaSqFt
City	13556
Corridor	5056
Electrical/Mechanical	683
Elevator	370
Fire Stairs	504
Kwame	2153
Restrooms	1016
Vacant	9860

TenantName

- City
- Corridor
- Electrical/Mechanical
- Elevator
- Fire Stairs
- Kwame
- Restrooms
- Vacant

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

AOB Lease Exhibit - Fourth Floor

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Prepared By:
Date: 3/8/2022

Review and Approval By:
Date:

Attachment 4

Exhibit J - Airport Supplied Equipment

AIRPORT SUPPLIED EQUIPMENT LIST

The Airport may supply the equipment listed below to the Contractor. Bi-monthly preventative maintenance must be performed on the equipment listed below. All equipment subject to change.

EQUIPMENT		PURCHASE DATE
4 -Tennant [Model: 7100]	**Small Rider Floor Scrubbers**	
#1	S/N: 7100 1052 8587	2011
#2	S/N: 7100 1055 8255	2012
#3	S/N: 7100 1055 6373	2012
#4	S/N: 7100 1055 6374	2012
2 - Tennant [Model: T12]	**Compact Battery-Powered Rider Scrubber**	
#5	S/N: T12-10610674	2013
#6	S/N: T12-10763934	2013
3 - ICE [Model: RS26L]	**Ride-on Auto Scrubbers**	
#11	S/N: 6010 6100 153	2018
#12	S/N: 6010 6100 155	2018
#13	S/N: 6010 6100 154	2018
#30	S/N: 6030 7100 114	2020
#31	S/N: 6030 7100 125	2020
2 - ICE [Model: i20NBTL-OB]	**Walk-behind Scrubbers**	
#20	S/N: 6010 2100 463	2019
#21	S/N: 6010 6100 474	2019
4 - Aztec	**Propane Burnishers**	2012 / 2018
2 – Clorox Total 360	**Electrostatic Sprayer**	
#1	Asset Tag: 10166	2020/2021
#2	Asset Tag: 10167	2020/2021
***1 – Rotomac [Model: 340]**	**Escalator Cleaning Machine**	2008
***1 -Tennant [Model: 7200]**	**Small Rider Floor Scrubber @ Materials Management**	
	S/N: 7200 - 7143	Unknown
***1 -Tennant [Model: 6100]**	**Small Rider Floor Sweeper @ Materials Management**	
	S/N: 6100 - 1461	Unknown

*Bi-monthly preventative maintenance only; not available for Contractor use.

Attachment 5

Appendix C

CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

APPENDIX "C"

BID FOR TERMINAL CLEANING SERVICES

The Undersigned, _____, acting on behalf of _____ _____, the Contractor, understands all the requirements of the work set out in APPENDIX "A," the requirements set out in APPENDIX "B" and agrees to perform the required work for the following amounts subject to and in accordance with the Provisions of the Agreement.

The amount to be paid to the Contractor will be determined by the charges or rates listed below. The charges or rates will include all labor, personnel, supervision, equipment, supplies, tools, parts, and materials required to properly perform the Terminal Cleaning Services as ordered and directed by the City and in accordance with the Provisions of the Agreement.

_____	_____
Signature	Address
_____	_____
Title	City, State, Zip
_____	_____
Contractor	Telephone Number
_____	_____
Federal I.D. #	Email Address

CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES

YEAR 1

YEAR 1 MONTHLY ITEMS	**HOURLY RATE (A)**		**AVERAGE MONTHLY HOURS (B)**		**FREQUENCY (C)**	**TOTAL (D) (A x B x C = D)**
Operations Manager		x	173.33	x	12	=$
HR/Admin		x	173.33	x	12	=$
Supervisor/Trainer Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=$
Lead Terminal 1 – All Levels; Bus Port		x	728	x	12	=$
Floor Tech Terminal 1 - All Levels		x	728	x	12	=$
Custodians Terminal 1 - Exterior Curbs & Sidewalks		x	728	x	12	=$
Custodians Terminal 1 - Upper Level Public & Non-Public Areas		x	728	x	12	=$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 1 - Mid Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 1 - Lower Level Public & Non-Public Areas		x	728	x	12	=$
Lead A Concourse – All Levels		x	728	x	12	=$
Floor Tech A Concourse – All Levels		x	243	x	12	=$
Custodians A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians A Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Lead C Concourse – All Levels		x	728	x	12	=$
Floor Tech C Concourse – All Levels		x	485	x	12	=$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=$
Custodians C Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Supervisor/Trainer Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Lead Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Floor Tech Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=$
Custodians Terminal 2 - Exterior Curbs & Sidewalks		x	728	x	12	=$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 2 - Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - E Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - F Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=$
Custodians Terminal 2 - Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	243	x	12	=$
Custodians Customs		x	347	x	12	=$

YEAR 1 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
<u>Custodians</u> Bus Port; Pear Tree Lot; Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=$
<u>Supervisor/Trainer</u> Airport Authority Offices – All Areas		x	243	x	12	=$
<u>Custodians</u> Airport Authority Offices – All Areas		x	1,942	x	12	=$
YEAR 1 MONTHLY ITEMS TOTAL **(Total of column D)**						=$

YEAR 1 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level High Dusting Quarterly	$_____ Quarterly	x4	=$
A Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
C Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
		YEAR 1 OTHER TASKS TOTAL **(Total of column G)**	=$

YEAR 1 OTHER ITEMS	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Charge for Restroom Alert System	$_____ Monthly	x12	=$
Charge for Walk-Off Mats	$_____ Monthly	x12	=$

YEAR 1 OTHER ITEMS CONTINUED	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Charge for Airport Cleaning Machines Preventative Maintenance	$_____ Bi-Monthly	x6	=$
Service Animal Relief Area Canine Turf Replacement	$_____ Annual	x1	=$
YEAR 1 OTHER ITEMS TOTAL **(Total of column J)**			=$

YEAR 1 GRAND TOTAL (D+G) ***** DO NOT INCLUDE COLUMN J *****	=$

CITY OF ST. LOUIS
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APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES

YEAR 2

YEAR 2 MONTHLY ITEMS	**HOURLY RATE (A)**		**AVERAGE MONTHLY HOURS (B)**		**FREQUENCY (C)**	**TOTAL (D) (A x B x C = D)**
Operations Manager		x	173.33	x	12	=$
HR/Admin		x	173.33	x	12	=$
Supervisor/Trainer Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=$
Lead Terminal 1 – All Levels; Bus Port		x	728	x	12	=$
Floor Tech Terminal 1 - All Levels		x	728	x	12	=$
Custodians Terminal 1 - Exterior Curbs & Sidewalks		x	728	x	12	=$
Custodians Terminal 1 - Upper Level Public & Non-Public Areas		x	728	x	12	=$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 1 - Mid Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 1 - Lower Level Public & Non-Public Areas		x	728	x	12	=$
Lead A Concourse – All Levels		x	728	x	12	=$
Floor Tech A Concourse – All Levels		x	243	x	12	=$
Custodians A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians A Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Lead C Concourse – All Levels		x	728	x	12	=$
Floor Tech C Concourse – All Levels		x	485	x	12	=$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=$
Custodians C Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Supervisor/Trainer Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Lead Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Floor Tech Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=$
Custodians Terminal 2 - Exterior Curbs & Sidewalks		x	728	x	12	=$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 2 - Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - E Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - F Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=$
Custodians Terminal 2 - Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	243	x	12	=$
Custodians Customs		x	347	x	12	=$

YEAR 2 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Bus Port; Pear Tree Lot; Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=$
Supervisor/Trainer Airport Authority Offices – All Areas		x	243	x	12	=$
Custodians Airport Authority Offices – All Areas		x	1,942	x	12	=$
YEAR 2 MONTHLY ITEMS TOTAL **(Total of column D)**						=$

YEAR 2 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level High Dusting Quarterly	$_____ Quarterly	x4	=$
A Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
C Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
YEAR 2 OTHER TASKS TOTAL **(Total of column G)**			=$

YEAR 2 OTHER ITEMS	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Charge for Restroom Alert System	$_____ Monthly	x12	=$
Charge for Walk-Off Mats	$_____ Monthly	x12	=$

YEAR 2 OTHER ITEMS CONTINUED	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Charge for Airport Cleaning Machines Preventative Maintenance	$_____ Bi-Monthly	x6	=$
Service Animal Relief Area Canine Turf Replacement	$_____ Annual	x1	=$
YEAR 2 OTHER ITEMS TOTAL **(Total of column J)**			=$

YEAR 2 GRAND TOTAL (D+G) ***** DO NOT INCLUDE COLUMN J *****	=$

CITY OF ST. LOUIS
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APPENDIX "C"
BID FOR TERMINAL CLEANING SERVICES

YEAR 3

YEAR 3 MONTHLY ITEMS	**HOURLY RATE (A)**		**AVERAGE MONTHLY HOURS (B)**		**FREQUENCY (C)**	**TOTAL (D) (A x B x C = D)**
Operations Manager		x	173.33	x	12	=$
HR/Admin		x	173.33	x	12	=$
Supervisor/Trainer Terminal 1 - All Levels; A Concourse – All Levels; C Concourse – All Levels; Bus Port		x	728	x	12	=$
Lead Terminal 1 – All Levels; Bus Port		x	728	x	12	=$
Floor Tech Terminal 1 - All Levels		x	728	x	12	=$
Custodians Terminal 1 - Exterior Curbs & Sidewalks		x	728	x	12	=$
Custodians Terminal 1 - Upper Level Public & Non-Public Areas		x	728	x	12	=$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 1 - Mid Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 1 - Lower Level Public & Non-Public Areas		x	728	x	12	=$
Lead A Concourse – All Levels		x	728	x	12	=$
Floor Tech A Concourse – All Levels		x	243	x	12	=$
Custodians A Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians A Concourse - Concourse Level Public & Non-Public Areas		x	1,456	x	12	=$
Custodians A Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Lead C Concourse – All Levels		x	728	x	12	=$
Floor Tech C Concourse – All Levels		x	485	x	12	=$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians C Concourse - Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians C Concourse - Concourse Level Public & Non-Public Areas		x	2,912	x	12	=$
Custodians C Concourse - Ramp Level Public & Non-Public Areas		x	243	x	12	=$
Supervisor/Trainer Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Lead Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels; D Concourse; Pear Tree Lot		x	728	x	12	=$
Floor Tech Terminal 2 Pre-Security – All Levels; Terminal 2 Post Security – All Levels		x	1,456	x	12	=$
Custodians Terminal 2 - Exterior Curbs & Sidewalks		x	728	x	12	=$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Terminal 2 - Upper Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - Lower Level Pre-Security Public & Non-Public Areas		x	1,456	x	12	=$
Custodians Terminal 2 - E Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - F Checkpoint Queueing & Processing Areas		x	243	x	12	=$
Custodians Terminal 2 - Upper Level Post Security Public & Non-Public Areas		x	5,096	x	12	=$
Custodians Terminal 2 - Lower Level Post Security Public & Non-Public Areas; OSAR Area		x	243	x	12	=$
Custodians Customs		x	347	x	12	=$

YEAR 3 MONTHLY ITEMS CONTINUED	HOURLY RATE (A)		AVERAGE MONTHLY HOURS (B)		FREQUENCY (C)	TOTAL (D) (A x B x C = D)
Custodians Bus Port; Pear Tree Lot; Exterior Trash Compactor Areas – Terminal 1; A Concourse; C Concourse; Terminal 2		x	243	x	12	=$
Supervisor/Trainer Airport Authority Offices – All Areas		x	243	x	12	=$
Custodians Airport Authority Offices – All Areas		x	1,942	x	12	=$
YEAR 3 MONTHLY ITEMS TOTAL **(Total of column D)**						=$

YEAR 3 OTHER TASKS	RATE (E)	FREQUENCY (F)	TOTAL (G) (E x F = G)
Terminal 1 – Upper Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level High Dusting Quarterly	$_____ Quarterly	x4	=$
A Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
C Concourse – Concourse Level High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Pre-Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Upper Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
Terminal 2 – Lower Level Post Security High Dusting Quarterly	$_____ Quarterly	x4	=$
YEAR 3 OTHER TASKS TOTAL **(Total of column G)**			=$

YEAR 3 OTHER ITEMS	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Terminal 1 – Upper Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Mid Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
A Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
C Concourse – Concourse Level Restrooms Terrazzo Flooring & Baseboards Monthly Cleaning & Maintenance	$_____ Monthly	x12	=$
Terminal 1 – Upper Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Mid Level Non Restroom Terrazzo Flooring & Baseboards Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Terminal 1 – Lower Level Non Restroom Terrazzo Flooring, Baseboards & Stairs Quarterly Cleaning & Maintenance	$_____ Quarterly	x4	=$
Charge for Restroom Alert System	$_____ Monthly	x12	=$
Charge for Walk-Off Mats	$_____ Monthly	x12	=$

YEAR 3 OTHER ITEMS CONTINUED	RATE (H)	FREQUENCY (I)	TOTAL (J) (H x I = J)
Charge for Airport Cleaning Machines Preventative Maintenance	$_____ Bi-Monthly	x6	=$
Service Animal Relief Area Canine Turf Replacement	$_____ Annual	x1	=$
		YEAR 3 TOTAL **(Total of column J)**	=$

YEAR 3 GRAND TOTAL (D+G) ***** DO NOT INCLUDE COLUMN J *****	=$

CITY OF ST. LOUIS
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APPENDIX "C"

BID FOR TERMINAL CLEANING SERVICES

BID SUMMARY

YEAR ONE GRAND TOTAL	
YEAR TWO GRAND TOTAL	+
YEAR THREE GRAND TOTAL	+
3-YEAR BID TOTAL AMOUNT ***USED FOR THE PURPOSES OF BID EVALUATION***	=

3-YEAR TOTAL AMOUNT (COLUMN J FROM YEAR 1 + COLUMN J YEAR 2 + COLUMN J YEAR 3) *** USED FOR THE PURPOSES OF ESTABLISHING CONTRACT NOT TO EXCEED AMOUNT ***	=

Notes:

* All costs are to be shown in dollars and cents.

** The amounts, as referenced above, are not to be construed as an indication of the amount of work to be completed by the Bidder. They are used only as a model to aid in determining the lowest and best bidder. The actual amount of work to be performed by the successful Bidder may be greater or less than the amounts used in the model.

*** The sum of the values entered for the *3-Year Bid Total Amount [*Years 1 – 3] plus the 3-year total amount should be used as the Total Dollar Amount of Contract by Bidders when completing the MBE/WBE Utilization Plan (Attachment 2).

Attachment 6

Exhibit C – Scope of Work

TERMINAL 1 - PRE SECURITY
UPPER LEVEL / MID LEVEL / LOWER LEVEL

Exterior Curbs & Sidewalks

Upper Level: Departing Flights Drive Sidewalk & Courtyards. T1 Metrolink Platform.
Mid Level: Arriving Flights Drive Sidewalk & Island

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x

ENTRYWAYS & EXITS

Upper Level: Exits 1 - 6
Mid Level: Exits 11 - 18 & Red Level Doors near Exit 12 & Exit 17

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x
Exit 12 & Exit 17 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x
Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
Exit 12 & Exit 17 - Wet mop landing, stairs and ramps with disinfectant solution.	Once per 8 Hour Shift			x
Exit 12 & Exit 17 - Wet mop landing, stairs and ramps with disinfectant solution.	Once per 8 Hour Shift			x

CORRIDORS & HALLWAYS

Upper Level. Mid Level. Lower Level (T1 Loading Dock area; T1 Bag Room; TSA Matrix Area; Inflight)

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	
Floors & Stairs - Remove gum deposits, tar, glue and scuff marks.	As Needed	x	x	
Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	

Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Stage - Vacuum.	Once Every 8 Hour Shift			x
B/C Connector - Vacuum.	Once Every 8 Hour Shift			x
The Meeting Place/Lambert Gallery - Vacuum	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Replace Walk Off Mats	Weekly or as needed based on weather conditions.			x
Stage - Clean and polish piano.	Weekly			x
Art Display Windows - Cleaning Windows (both sides)	Weekly			x
Art Display Windows - Vacuum area behind windows	Weekly			x
Red Chairs & Associated Tables - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Red Benches - Deep clean and disinfect, per fabric care instructions.	Weekly			x
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
T1 Bag Room - Pan and broom.	Weekly			x
T1 Bag Room - Vacuum.	Weekly			x
T1 Bag Room - Machine scrub concrete floor. *Safety vest must be worn when working in the T1 Bag Room.	Weekly			x
T1 Bag Room - Wipe down and disinfect poles, bollards, vents, signs, etc. Use degreaser as necessary. *Safety vest must be worn when working in the T1 Bag Room.	Weekly			x
T1 Bag Room - Dust air curtains.	Weekly			x
T1 Bag Room - Dust all light fixtures.	Weekly			x

Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Ticket Counter Office Roofs - Sweep, vaccum, dust and remove all debris on top of ticket counter roofs.	Annually			x

RESTROOMS & FAMILY ASSISTS

Upper Level: Exit 6; T1 Metrolink. Mid Level: Joanne Wayne Conference Room; West Public; East Public; Exit 15 Employee Only; Exit 11. Lower Level: Inflight; T1 Bag Room East End (MT-1054); T1 Bag Room Inside Matrix; T1 Bag Room West End (MT-1071 & MT-1083).

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal/disinfectant solution. *Special attention should be given to the flooring underneath the toilets,	Once per 8 Hour Shift			x

In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Replace urinal screens	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x

Change deodeorizers, as needed.	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

CUSTODIAL CLOSETS; SLOP SINK AREAS; TRASH ROOMS

Upper Level. Mid Level. Lower Level.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Wet mop and machine scrub compactor room floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and scrub T1 Loading Dock catwalk and ramp with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and scrub trash room floor leading to catwalk with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and machine scrub floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Wet mop and machine scrub custodial closet floor with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x

ELEVATORS & ESCALATORS

Elevators: T1-1; T1-2; T1-3; T1-4; T1-5; T1-6; T1G-1; T1G-2; T1G-3; T1G-4; T1G-5; T1G-6. Escalators: T1-7; T1-8; T1-10; T1-11; T1-12; T1-15; T1-16.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Upper Level. Mid Level. Lower Level.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x

Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

AIRPORT AUTHORITY OFFICES

AIRPORT POLICE DEPARTMENT; BADGING OFFICE; SECURITY OPERATIONS; SECURITY GUARD OFFICE & BREAKROOM; DETECTIVES OFFICE; AIRPORT ADMINISTRATION OFFICE; PROPERTIES; HR; LEGAL; VESTIBULE BTW HR/LEGAL; IT HELP DESK; B CONCOURSE OFFICES & RESTROOMS; OPS CENTER; COOP; UPPER IT; UCR; FINANCE & ACCOUNTING; IT OFFICES IN FINANCE & ACCOUNTING; BDD; CLIMATE CONTROL-COMPUTER LAB; LOWER IT; CLIMATE CONTROL-EAST PLANT.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables, chairs, countertops.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, railings, phones, light switches, etc.)	Once Per 8 Hour Shift		x	
Wipe doewn and disinect kitchenetts, breakrooms and lunchrooms	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed		x	
Spot clean any spills or carpet stains.	As Needed		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Sanitize areas with Clorox 360.	Upon Request		x	
Replace Walk Off Mats	Weekly or as needed based on weather conditions.		x	
Tile Floors - Machine scrub and wax floors	Weekly		x	
Deep clean and disinfect chairs, per fabric care instructions.	Weekly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	

Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Dust and wipe down large cloud-style light fixtures.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly		x	
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly		x	
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

AIRPORT AUTHORITY OFFICES

JOANNE WAYNE CONFERENCE ROOM; AIRPORT PROPERTIES CONFERENCE ROOM; AIRPORT CONFERENCE ROOM; LINDBERGH CONFERENCE ROOM

MTS-2510; MTN-2450; D-1018; MT-3002

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, railings, etc.)	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed		x	
Spot clean any spills or carpet stains.	As Needed		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Tile Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Tile Floors - Machine scrub and wax floors	Weekly		x	
Deep clean and disinfect chairs, per fabric care instructions.	Weekly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Dust and wipe down large cloud-style light fixtures.	Monthly		x	

Clean walls and vertical surfaces.	Monthly		x	
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly		x	
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly		x	
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
B CONCOURSE TRAINING ROOM				
B-2004				
CLEANING DUTIES	**INTERVAL**	**SHIFT**		
		1ST	**2ND**	**3RD**
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			
Wipe down and disinfect tables, computer cubicals and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

OTHER CLEANING DUTIES

TERMINALS & CONCOURSE - REQUESTS FOR SERVICE; RESTROOM ALERT NOTIFICATIONS; MECHANICAL/ELECTRICAL ROOMS; VACANT SPACES

CLEANING DUTIES	**INTERVAL**	**SHIFT**		
		1ST	**2ND**	**3RD**

Respond to requests for service (emergency clean ups, wet spills, bio clean-ups, etc.)	Upon Request	**UPON REQUEST**
Respond to Restroom Alert notifications.	Upon Request	**UPON REQUEST**
Pick up trash/debris.	Upon Request	**UPON REQUEST**
Install/replace walk off mats	Upon Request	**UPON REQUEST**
Sweep floors.	Upon Request	**UPON REQUEST**
Carpet - Vacuum.	Upon Request	**UPON REQUEST**
Tile Floors - Mop with disinfectant cleaner.	Upon Request	**UPON REQUEST**
Tile Floors - Machine scrub and wax floors	Upon Request	**UPON REQUEST**
Clean and polish base moldings	Upon Request	**UPON REQUEST**
Wipe down and disinfect high touch areas (door handles, railings, etc.)	Upon Request	**UPON REQUEST**
Spot clean any spills or carpet stains.	Upon Request	**UPON REQUEST**
Clean and polish base moldings	Upon Request	**UPON REQUEST**
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request	**UPON REQUEST**
Damp wipe all doors and frames and window ledges.	Upon Request	**UPON REQUEST**
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request	**UPON REQUEST**
Dust lighting, fixtures and sign faces and tops.	Upon Request	**UPON REQUEST**
Dust and wipe down large cloud-style light fixtures.	Upon Request	**UPON REQUEST**
Clean walls and vertical surfaces.	Upon Request	**UPON REQUEST**
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request	**UPON REQUEST**
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Upon Request	**UPON REQUEST**
Other cleaning needs as requested.	Upon Request	**UPON REQUEST**
Special Events	Upon Request	**UPON REQUEST**

A CHECKPOINT

PASSENGER QUEUEING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x

To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	**INTERVAL**	**SHIFT**		
		1ST	**2ND**	**3RD**
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360.	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x

Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate.	Quarterly			x

A CONCOURSE
CONCOURSE LEVEL

CORRIDORS & HALLWAYS

Concourse Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas (near Gate A8 & Gate A17)	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x

A CONCOURSE
RAMP LEVEL

CORRIDORS & HALLWAYS

Ramp Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed			x
Floors - Spot mop spills and stains.	As Needed			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift			x
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean and disinfect phones and phone areas (near Gate A8 & Gate A17)	Once Every 8 Hour Shift			x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift			x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift			x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x

Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Concourse Level - A2; A8 & A16.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x

Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS

Ramp Level - A16

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift			x

Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift			x
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift			x
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift			x
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift			x
Spot mop spills or stains on floor.	Once per 8 Hour Shift			x
Pick up litter.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x

Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

LACTATION SUITE

A10

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Sweep and/or vacuum floor.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect floors.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect countertop and sink.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect furniture.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Spot clean doors and walls.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Restock all other supplies.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x

Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

A16

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and chrome fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x
Empty trash containers.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash containers.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Replace K-9 turf	Annually	x		

HOLD ROOMS

Between Gate A3 & Starbucks; Gate A9; Gate A15 (Subject to change)

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x

Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and assoicated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Concourse Level & Ramp Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	x
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Wet mop and machine scrub compactor room floor with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Scrub and disinfect trash chute doors (indside and outside) and walls.	Monthly			x
Wet mop and machine scrub custodial closet floor with cleaner/degreaser and disinfectant.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	x	x	x

ELEVATORS

A8 & A17

CLEANING DUTIES	INTERVAL	SHIFT

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (elevator interior; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

8 Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

C CHECKPOINT

PASSENGER QUEUEING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x

Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

PASSENGER PROCESSING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

C CONCOURSE
CONCOURSE LEVEL

CORRIDORS & HALLWAYS

Concourse Level.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, red chairs and assoicated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x

High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CORRIDORS & HALLWAYS

Ramp Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed			x
Floors - Spot mop spills and stains.	As Needed			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift			x
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift			x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift			x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift			x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift			x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift			x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, red chairs and assoicated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x

Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

Concourse Level - C2; C9; C17; C23 & C28.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x

Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
RESTROOMS				
Ramp Level - C5				
CLEANING DUTIES	**INTERVAL**	**SHIFT**		
		1ST	**2ND**	**3RD**
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift			x

Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift			x
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift			x
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift			x
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift			x
Spot mop spills or stains on floor.	Once per 8 Hour Shift			x
Pick up litter.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x

Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x

LACTATION SUITE

C9

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Sweep and/or vacuum floor.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect floors.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect countertop and sink.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect furniture.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Spot clean doors and walls.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Restock all other supplies.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x

Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

C24

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and chrome fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and chrome fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x
Empty trash cans.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly			x
Replace K-9 turf	Annually	x		

HOLD ROOMS

Gate C2; The Magic House Play Port; Gate C3; Gate C9; Gate C17; Gate C24; Gate C25; Gate C27; Gate C28; Gate C29 & Gate C31 (subject to change)

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x

Dust art work	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and assoicated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Concourse Level & Ramp Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

ELEVATORS

C7, C18 & C28

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD

Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

D CONCOURSE
CONCOURSE LEVEL

CORRIDORS & HALLWAYS

Concourse Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	x		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x		
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Floors - Pan and broom trash and litter.	Upon Request	**Upon Request**		
Floors - Spot mop spills and stains.	Upon Request	**Upon Request**		
Floors - Vacuum.	Upon Request	**Upon Request**		
Spot clean walls and metal brightwork.	Upon Request	**Upon Request**		

Remove gummed labels from walls and metal surfaces.	Upon Request	**Upon Request**
Wipe down and disinfect railings and hand rails.	Upon Request	**Upon Request**
Clean and disinfect phones and phone areas.	Upon Request	**Upon Request**
Clean walls, floor, ceiling and air vent at water fountain area.	Upon Request	**Upon Request**
Clean signs and hand sanitizers and bases.	Upon Request	**Upon Request**
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Upon Request	**Upon Request**
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Upon Request	**Upon Request**
Clean and polish base moldings	Upon Request	**Upon Request**
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Upon Request	**Upon Request**
Dust and spot clean all air conditioning/heating and return air vents.	Upon Request	**Upon Request**
Damp wipe all doors and frames and window ledges.	Upon Request	**Upon Request**
Dust and spot clean round air conditioning/heating duct at ceiling.	Upon Request	**Upon Request**
Dust corridor lighting, fixtures and sign faces and tops.	Upon Request	**Upon Request**
Dust and wipe down large cloud-style light fixtures.	Upon Request	**Upon Request**
Clean walls and vertical surfaces.	Upon Request	**Upon Request**
Clean and disinfect inside and outside of all trash containers.	Upon Request	**Upon Request**
Expansion Joints - remove dirt build-up and clean all joint covers.	Upon Request	**Upon Request**
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Upon Request	**Upon Request**

FAMILY ASSIST & WATER FOUNTAIN

Concourse Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Per 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Per 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Per 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Per 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Per 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Per 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Per 8 Hour Shift	x		
Pick up litter.	Once Per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Per 8 Hour Shift	x		

Report all out of service equipment/items in need of repair to Airport Operations.	Once Per 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Per 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS				
Concourse Level & Ramp Level				

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Per 8 Hour Shift	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ELEVATORS

D8

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	Upon Request	Upon Request		
Wipe down and disinfect buttons (interior and exterior).	Upon Request	Upon Request		
Wipe down and disinfect handrails.	Upon Request	Upon Request		
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Upon Request	Upon Request		

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x

Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

TERMINAL 2 - PRE SECURITY
UPPER LEVEL / LOWER LEVEL

Exterior Curbs & Sidewalks

Upper Level: Departing Flights Drive Sidewalk & T2 Metrolink Platform & Elevator Vestibule.
Lower Level: Arriving Flights Drive Sidewalk & Island & "U"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom sidewalks, courtyards, islands and platforms. Ensure all areas are free of dirt, debris and cobwebs.	Two times per 8 Hour Shift	x	x	x
Pick-up, remove and discard all trash and debris (this includes debris in planters and seating areas).	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect the tops of all trash cans.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all railings and poles. Use degreaser as necessary.	Two times per 8 Hour Shift	x	x	x
Wipe down and disinfect all chairs, seats and tables.	Two times per 8 Hour Shift	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ENTRYWAYS & EXITS

Upper Level: Exits 1 - 3
Lower Level: Exits 10 - 16

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom floors and stairs.	Once per 8 Hour Shift	x	x	x
Exit 16 - Pan and broom landing, stairs and ramps.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once per 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Dust air curtains.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Dust ceiling and light fixtures	Once per 8 Hour Shift			x
Dust and damp wipe window wells and ledges.	Once per 8 Hour Shift			x
Wet mop tile floors and stairs with disinfectant solution.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CORRIDORS & HALLWAYS

Upper Level. Lower Level.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	As Needed	x	x	
Floors & Stairs - Spot mop spills and stains.	As Needed	x	x	

Terrazzo Floor - Removed scuff marks with tennis ball or other approved method	As Needed	x	x	
Terrazzo Floor - Dust mop with 3M Doodleduster or 3M Easy Trap Duster	As Needed	x	x	
Pick-up and dispose of trash, paper and litter throughout Terminal building.	Every 2 Hours	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect chairs, seats and tables.	Once per 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, red chairs and assoicated tables.	Weekly			x
Deep clean and disinfect, per fabric care instructions, red benches.	Weekly			x
Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
Terrazzo Floors - Perform quarterly cleaning and maintenance of terrazzo flooring.	Quarterly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
RESTROOMS & FAMILY ASSISTS				
Upper Level: Exit 3. Lower Level: Exit 12 & Exit 16				
CLEANING DUTIES	INTERVAL	**SHIFT**		

CLEANING DUTIES	INTERVAL	1ST	2ND	3RD
Restock paper towels, toilet paper and toilet seat covers.	Once Every 30 mins or more frequently as needed	x	x	
Refill paper towel dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect stall door handles and locks.	Once Every 30 mins or more frequently as needed	x	x	
Wipe down and disinfect baby changing tables.	Once Every 30 mins or more frequently as needed	x	x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 30 mins or more frequently as needed	x	x	
Spot mop spills or stains on floor.	Once Every 30 mins or more frequently as needed	x	x	
Pick up litter.	Once Every 30 mins or more frequently as needed	x	x	
Empty all trash and sanitary napkin containers.	Once Every 30 mins or more frequently as needed	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 30 mins or more frequently as needed	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 30 mins or more frequently as needed	x	x	
Complete Restroom Inspection Verification Form.	Once Every 30 mins or more frequently as needed	x	x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x

Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Tile Floors - Machine scrub and wax floors	Weekly			x
Dust and cleaning ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Replace urinal screens	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Upper Level. Lower Level.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
T2 Loading Dock Hallway & Ramp - Wet mop and scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x

Compactor Room Floor - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet - Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

ELEVATORS & ESCALATORS

Elevators: T2-1; T2-2; T2G-1; T2G-2; T2G-3; T2G-4 (T2 Metrolink). Escalators: T2-3 & T2-4.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floor - Spot mop spills and stains.	As Needed	x	x	x
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

AIRPORT AUTHORITY OFFICES

AIRPORT POLICE DEPARTMENT - T2 SUBSTATION

ET-1009

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift		x	

Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables and chairs.	Once Per 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switchs, telephones, etc.)	Once Per 8 Hour Shift		x	
Spot mop spills or stains on floor.	As Needed	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Clean and polish base moldings.	Once Every 8 Hour Shift		x	
Carpet - Vacuum.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Replace walk off mats	Weekly			
Deep clean and disinfect chairs, per fabric care instructions.	Monthly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly		x	
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

T2 TRAINING ROOM

E-1079

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill sanitizing wipes; test dispenser to verify it is working	Once Every 8 Hour Shift			
Wipe down and disinfect tables, computer cubicals and chairs.	Once Per 8 Hour Shift			x
Wipe down and disinfect high touch areas (door handles, light switchs, telephones, etc.)	Once Per 8 Hour Shift			x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, computer chairs.	Weekly			x

Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

E CHECKPOINT

PASSENGER QUEUEING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x
Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x

PASSENGER PROCESSING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x

Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x

F CHECKPOINT

PASSENGER QUEUEING AREA

The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
To Clean Floors - Stanchions shall be moved out of the Checkpoint area to facilitate cleaning of the queueing area and shall be moved back into the same configuration after work is completed. Any other items near or in the queue lines shall also be relocated and then returned to their original positions.				
Clean and polish base moldings	Once Every 8 Hour Shift			x

Dust stanchions. Wipe down and disinfect stanchion bases.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Floors - Machine scrub	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
PASSENGER PROCESSING AREA				
The Checkpoints close between 8pm and 10pm nightly and re-open at 4am. All overnight cleaning must be completed by 3am.				
CLEANING DUTIES	**INTERVAL**	**SHIFT**		
		1ST	**2ND**	**3RD**
While Checkpoint is open, respond to calls for spills, bio-cleanups, and other cleaning requests.	As Needed/When Requested	x	x	
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift			x
Clean machinery, chairs, and countertops ensuring they are free of spills, dirt, and debris.	Once Every 8 Hour Shift			x
Clean Explosive Trace Detection (ETD) table legs and base only. The surface of ETD tables are excluded.	Once Every 8 Hour Shift			x
Clean and disinfect silver top tables used for passenger divestment and reconstitution.	Once Every 8 Hour Shift			x
Clean glass holding partitions in passenger screening area.	Once Every 8 Hour Shift			x
Wipe down and disinfect chairs used for passenger reconstitution.	Once Every 8 Hour Shift			x
Dust mop floor until it is free of dirt, dust, lint, and debris, including under/around all equipment, corners and edgges. Use microfiber mops to reduce airbone contaminants.	Once Per 8 Hour Shift			x
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift			x
Carpeted Areas - Vacuum all carpeted floors.	Once Every 8 Hour Shift			x
Wipe down and disinfect approximately 1600 divesture bins. The inside and outside of each bin should be wiped down and disinfected.	Weekly (Sundays)			x
Wipe down and disinfect divesture bins carts.	Weekly (Sundays)			x
Sanitize Checkpoint with Clorox 360	Weekly (Sundays)			x
Floors - Scrub and Wax	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust, wipe down and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust, wipe down and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust, wipe down and spot clean ceilings tiles located near air conditioning/heating ducts.	Monthly			x
Dust and wipe down corridor lighting, fixtures and sign faces and tops.	Monthly			x
Wipe down walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
TERMINAL 2 - POST SECURITY UPPER LEVEL / LOWER LEVEL				
CORRIDORS & HALLWAYS				

Upper Level / Lower Level (Btw Gate E33 & E34 & TSA OSAR Space)				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	As Needed	x	x	
Floors - Spot mop spills and stains.	As Needed	x	x	
Repalace walk off mats	As Needed	x	x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Every 2 Hours	x	x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x	x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x	x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x	x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x	x	x
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x	x	x
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x	x	x
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red chairs and associated tables.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect, per fabric care instructions, red benches.	Once Every 8 Hour Shift	x	x	x
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift			x
Terrazzo Floors - Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber.	Once Every 8 Hour Shift			x
Vacuum carpeted areas.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Ramp Level Tile Floor - Machine scrub and wax tile floor.	Weekly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS				
Upper Level: E10; E18; E33 & E40. Lower Level: D-1440; D-1442 & TSA OSAR (D-1434A & D-1434B).				
CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill paper towel dispensers; test dispenser to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill soap dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect stall door handles and locks.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Wipe down and disinfect baby changing tables.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot clean walls, metal brightwork, and mirrors.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Spot mop spills or stains on floor.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Pick up litter.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	

Empty all trash and sanitary napkin containers.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Report all out of service equipment/items in need of repair to Airport Operations.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
Complete Restroom Inspection Verification Form.	Upper Level: Once Every 30 mins or more frequently as needed. Lower Level: Once Every 8 Hour Shift.	x	x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x

Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift			x
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift			x
Complete Restroom Inspection Form.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings	Weekly			x
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

LACTATION SUITE

E33

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty trash can.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Sweep and/or vacuum floor.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect floors.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect countertop and sink.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect furniture.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean and disinfect door knobs, handles and other high touch items.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Spot clean doors and walls.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Restock all other supplies.	After **EACH USE**, or **ONCE PER SHIFT**	x	x	x
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift			x
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift			x

Clean and disinfect door and door frame.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

SERVICE ANIMAL RELIEF AREA (SARA)

E4 & E40

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Clean and disinfect turf, area under turf and fire hydrant with an approved disinfectant cleaner specifically for animal environments.	Every 2 Hours	x	x	
Clean and disinfect sinks and fixtures.	Every 2 Hours	x	x	
Clean mirrors and shelves.	Every 2 Hours	x	x	
Empty trash cans.	Every 2 Hours	x	x	
Restock pet waste bags.	Every 2 Hours	x	x	
Clean and disinfect turf and fire hydrant and scrub area under turf with an approved disinfectant cleaner specifically for animal environments.	Once per 8 Hour Shift			x
Clean and disinfect sinks and fixtures.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath sinks. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Clean mirrors and shelves.	Once per 8 Hour Shift			x
Empty trash cans.	Once per 8 Hour Shift			x
Restock pet waste bags.	Once per 8 Hour Shift			x
Clean and deodorize trash receptacles.	Once per 8 Hour Shift			x
Clean and disinfect inside and outside of all trash receptacles.	Monthly			x
Replace K-9 turf	Annually	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

HOLD ROOMS

E29 (subject to change)

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pick up trash/debris.	Once Per 8 Hour Shift	x	x	x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect gate hold chairs and tables.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect plush chairs per fabric care instructions and tables and stools.	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect high touch areas (jetway door handles, railings, etc.)	Once Per 8 Hour Shift	x	x	x
Spot clean any spills or carpet stains.	As Needed	x	x	x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x	x	x
Wipe down and disinfect plush fabric chairs per fabric care instructions, tables and stools.	Once Every 8 Hour Shift	x	x	x

Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift			x
Clean and polish base moldings	Once Every 8 Hour Shift			x
Vacuum.	Once Every 8 Hour Shift			x
Deep clean and disinfect, per fabric care instructions, plush chairs and assoicated tables and stools.	Weekly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust lighting, fixtures and sign faces and tops.	Monthly			x
Dust and wipe down large cloud-style light fixtures.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all items in need of repair, broken/torn/missing seats and tables to Airport Operations.	As Needed	x	x	x

CUSTODIAL CLOSETS; SLOP SINK AREAS & TRASH ROOMS

Upper Level / Lower Level

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Unblock trash chutes and compactors.	As Needed	x	x	x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Pick up trash as needed.	Once Every 2 Hours or more frequently as needed	x	x	x
Breakdown and remove all empty cardboard boxes left on catwalk and in compactor rooms. Cardboard boxes must be broken down and disposed of in appropriate outdoor recycling containers.	Once Every 2 Hours or more frequently as needed	x	x	x
Wipe down and disinfect trash chute doors and walls.	Once Per 8 Hour Shift	x	x	
Spot clean floors and walls.	Once Per 8 Hour Shift	x	x	
Wash and disinfect walls.	Once per 8 Hour Shift			x
Wash and disinfect trash chute door - inside and outside.	Once per 8 Hour Shift			x
Compactor Room Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Once per 8 Hour Shift			x
Custodial Closet Floor: Wet mop and machine scrub with cleaner/degreaser and disinfectant.	Monthly			x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

ELEVATORS

Elevators: E-1; E-2; E-3; E-4; E-5; E-6

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD

Floor - Spot mop spills and stains.	As Needed	x	x	
Wipe down and disinfect buttons (interior and exterior).	Once Per 8 Hour Shift	x	x	x
Wipe down and disinfect handrails.	Once Per 8 Hour Shift	x	x	x
Floor - Mop and disinfect floor (interior elevator; landings, stairs & vestibules)	Once Per 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

FIRE STAIRWELLS

Stairwells - Doors Ending in "FS"

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Report any stored items in stairwells to Airport Representative.	As Needed	x	x	x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	As Needed	x	x	x
Pick up litter.	Once Per 8 Hour Shift	x		
Sweep stairs and landings.	Once Per 8 Hour Shift	x		
Spot mop stairs and landings.	Once Per 8 Hour Shift	x		
Spot clean walls.	Once Per 8 Hour Shift	x		
Wipe down and disinfect door knobs, handles and handrails.	Once Per 8 Hour Shift	x		
Wet mop and scrub with disinfectant stairs and landings.	Weekly			x
Wipe down and disinfect doors, handrails and posts.	Weekly			x
Dust light fixtures, fire extinguishers, panels and pipes.	Monthly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS

CORRIDORS, HALLWAYS & OPEN AREAS

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors - Pan and broom trash and litter.	Once Every 8 Hour Shift	x		
Floors - Vacuum.	Once Every 8 Hour Shift	x		
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift	x		
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift	x		
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift	x		
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift	x		
Clean glass partitions on inspection stations.	Once Every 8 Hour Shift	x		
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift	x		
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift	x		

Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift	x		
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift	x		
Clean and polish base moldings	Once Every 8 Hour Shift	x		
Tile Floor - Machine scrub and wax tile floor.	Weekly	x		
Dust and spot clean all air conditioning/heating and return air vents.	Monthly	x		
Damp wipe all doors and frames and window ledges.	Monthly	x		
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly	x		
Dust corridor lighting, fixtures and sign faces and tops.	Monthly	x		
Dust and wipe down large cloud-style light fixtures.	Monthly	x		
Clean walls and vertical surfaces.	Monthly	x		
Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Expansion Joints - remove dirt build-up and clean all joint covers.	Monthly	x		
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

RESTROOMS & FAMILY ASSISTS

2 Large Restroom; 2 Small Restrooms; 2 Family Assist

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once Every 8 Hour Shift	x		
Pick up litter.	Once Every 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift	x		

In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff. - Clean baseboards. **Note--Special care must be taken to assure no mop build-up around the edges and corners.*	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift	x		
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift	x		
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	x		
Complete Restroom Inspection Form.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly	x		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly	x		
Clean and polish stainless steel base molding.	Weekly	x		
Dust and clean ceilings	Weekly	x		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly	x		
Replace urinal screens	Monthly	x		

Clean and disinfect inside and outside of all trash containers.	Monthly	x		
Wash walls and remove mold/mildew from tile grout.	Monthly	x		
Change deodeorizers, as needed.	Monthly	x		
Tile Floors - Machine scrub and wax floors	Monthly	x		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS AND BORDER PROTECTION EMPLOYEE RESTROOMS

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Restock toilet paper and toilet seat covers.	Once per 8 Hour Shift	x		
Refill paper towel dispensers; test dispenser to verify they are working.	Once per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once per 8 Hour Shift	x		
Wipe down and disinfect stall door handles and locks.	Once per 8 Hour Shift	x		
Wipe down and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Spot clean walls, metal brightwork, and mirrors.	Once per 8 Hour Shift	x		
Spot mop spills or stains on floor.	Once per 8 Hour Shift	x		
Pick up litter.	Once per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	x		
Complete Restroom Inspection Verification Form.	Once per 8 Hour Shift	x		
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift	x		
In restrooms with terrazzo floors: - Mop with cold water and disinfectant. - Machine buff.	Once per 8 Hour Shift	x		
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift	x		
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift	x		
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift	x		
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift	x		
Clean mirrors.	Once per 8 Hour Shift	x		
Clean and disinfect baby changing tables.	Once per 8 Hour Shift	x		
Clean and disinfect feminine product machines.	Once per 8 Hour Shift	x		
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift	x		

Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift	x		
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift	x		
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift	x		
Clean all air vents. Ensure all dust and dirt has been removed.	Once per 8 Hour Shift	x		
Clean ceilings and dust light fixtures.	Once per 8 Hour Shift	x		
Damp wipe and disinfect pipe chase doors and door frames.	Once per 8 Hour Shift	x		
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift	x		
Restock paper towels, toilet paper and toilet seat covers.	Once per 8 Hour Shift	x		
Refill soap dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once per 8 Hour Shift	x		
Empty all trash and sanitary napkin containers.	Once per 8 Hour Shift	x		
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once per 8 Hour Shift	x		
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once per 8 Hour Shift	x		
Report all out of service equipment/items in need of repair to Airport Operations.	Once per 8 Hour Shift	x		
Complete Restroom Inspection Form.	Once per 8 Hour Shift	x		
Sanitize restroom with Clorox 360	Weekly (Sundays)	x		
Clean drain cover and pour approved solution into floor drains to seal drain trap.	Weekly (Sundays)	x		
Clean and polish stainless steel base molding.	Weekly (Sundays)	x		
Dust and clean ceilings	Weekly (Sundays)	x		
Dust light fixtures; dust and wipe down large cloud-style light fixtures	Weekly (Sundays)	x		
Replace urinal screens	Monthly (First Sunday of the Month)	x		
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)	x		
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)	x		
Change deodeorizers, as needed.	Monthly (First Sunday of the Month)	x		
Tile Floors - Machine scrub and wax floors	Monthly (First Sunday of the Month)	x		
Terrazzo Floors - Perform monthly cleaning and maintenance of terrazzo flooring and baseboards.	Monthly (First Sunday of the Month)	x		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x

CUSTOMS AND BORDER PROTECTION OFFICES & BREAK ROOM

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Empty all trash containers.	Once per 8 Hour Shift	x		
Wipe down and disinfect break room tables and chairs.	Once per 8 Hour Shift	x		
Dust offices	Once per 8 Hour Shift	x		
Wipe down and disinfect high touch areas (door handles, knobs, telephones, etc.)	Once per 8 Hour Shift	x		

Sweep floor.	Once per 8 Hour Shift	x		
Mop floors.	Once per 8 Hour Shift	x		
Vacuum carpet.	Once per 8 Hour Shift	x		
Sweep/mop hallway	Once per 8 Hour Shift	x		
Strip and wax floors.	Quarterly	x		

EXTERIOR TRASH COMPACTOR AREAS

OUTSIDE OF THE BUILDINGS ON THE RAMP LEVEL & AT THE LOADING DOCKS

Terminal 1 Loading Dock; Gate A9; Gate C7; Gate C24; Terminal 2 Loading Dock; Gate E10; Gate E18; Gate E33; Gate E40

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Sweep, remove and dispose of all debris.	Bi-Monthly (Once Every Two Weeks) or more frequently as needed			x
Power wash all floors, pavement, walls, outsides of compactors and outsides of trash container units with cleaner/degreaser and disinfectant to remove grease, dirt, debris and odor from compactor, container and compactor containment area. Do not spray directly on electrical controls.	Bi-Monthly (Once Every Two Weeks) or more frequently as needed			x

Note - These trash compactors areas are located outside of the building, on the Ramp Level. Some locations have at least one side open to the elements, while other locations have all sides open to the elements. All locations have accessible water spigots except for Gate C24. Contractor will need to make arrangements to get water to the Gate C24 location. Contractor will need to acquire a water key to access the water spigots.

BUS PORT

Restrooms, Custodial Closet, Common Area, Interior Staircase into Garage & Exterior Sidewalk

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Interior Staircase and Landing - Pan and broom and pick up trash/debris.	Once Per 8 Hour Shift			x
Exterior Sidewalk - Pan and broom and pick-up trash/debris.	Once Per 8 Hour Shift			x
Sweep floor.	Once Per 8 Hour Shift			x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Wipe down and disinfect chairs and tables.	Once Per 8 Hour Shift			x
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift			x
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift			x

Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift			x
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift			x
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift			x
Spot mop spills or stains on floor.	Once Every 8 Hour Shift			x
Pick up litter.	Once Every 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift			x
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect baby changing tables.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains.	Weekly			x
Clean and polish stainless steel base molding.	Weekly			x
Dust and clean ceilings, vents, lights and signs.	Weekly			x
Interior Staircase & Landing - Wet mop and scrub with disinfectant.	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Clean windows.	Monthly			x
Tile Floors - Machine scrub and wax floors	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x

Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	AT ALL TIMES		

PEAR TREE LOT (TAXI CAB STAGING LOT)

Restrooms & Custodial Closet

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Sweep floor.	Once Per 8 Hour Shift			x
Pick up trash/debris.	Once Per 8 Hour Shift			x
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Per 8 Hour Shift			x
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift			x
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift			x
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift			x
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift			x
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift			x
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift			x
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift			x
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift			x
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once per 8 Hour Shift			x
Clean and disinfect the inside and outside of all toilets and urinals.	Once per 8 Hour Shift			x
Clean and disinfect both sides of toilet seats.	Once per 8 Hour Shift			x
Clean and disinfect countertops, sinks and faucets.	Once per 8 Hour Shift			x
Damp wipe electric eyes for faucets and flush valves, with water only.	Once per 8 Hour Shift			x
Clean mirrors.	Once per 8 Hour Shift			x
Clean and disinfect feminine product machines.	Once per 8 Hour Shift			x

Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once per 8 Hour Shift			x
Clean, disinfect and polish all metal brightwork.	Once per 8 Hour Shift			x
Remove gummed labels from walls and metal surfaces.	Once per 8 Hour Shift			x
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once per 8 Hour Shift			x
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once per 8 Hour Shift			x
Sanitize restroom with Clorox 360	Weekly			x
Clean drain cover and pour approved solution into floor drains.	Weekly			x
Dust and clean ceilings, vents, lights and signs.	Weekly			x
Replace urinal screens	Monthly			x
Clean and disinfect inside and outside of all trash containers.	Monthly			x
Wash walls and remove mold/mildew from tile grout.	Monthly			x
Change deodeorizers, as needed.	Monthly			x
Tile Floors - Machine scrub.	Monthly			x
Dust and spot clean all air conditioning/heating and return air vents.	Monthly			x
Damp wipe all doors and frames and window ledges.	Monthly			x
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly			x
Dust corridor lighting, fixtures and sign faces and tops.	Monthly			x
Clean walls and vertical surfaces.	Monthly			x
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly			x
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	**AT ALL TIMES**		

AIRPORT AUTHORITY OFFICES

AIRPORT OFFICE BUILDING (AOB)

To be cleaned after 5pm. 1st Floor Lobby Area; 4th Floor; Fire Stairwells; All Elevators

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Floors & Stairs - Pan and broom trash and litter.	Once Every 8 Hour Shift		x	
Floors & Stairs - Spot mop spills and stains.	Once Every 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift		x	
Spot clean walls and metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Wipe down and disinfect high touch areas (door handles, light switches, hand rails, etc.)	Once Every 8 Hour Shift		x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift		x	
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift		x	

Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift		x	
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Vacuum all carpeted areas.	Once Every 8 Hour Shift		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift		x	
Non-terrazzo Floors - Machine scrub with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect buttons (interior and exterior).	Once Every 8 Hour Shift		x	
Elevators - Wipe down and disinfect handrails.	Once Every 8 Hour Shift		x	
Elevator Floors - Mop and disinfect floor (interior elevator; landings, stairs & vestibules) or vacuum.	Once Every 8 Hour Shift		x	
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift		x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift		x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift		x	
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift		x	
Wipe down and disinfect baby changing tables.	Once Every 8 Hour Shift		x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift		x	
Spot mop spills or stains on floor.	Once Every 8 Hour Shift		x	
Pick up litter.	Once Every 8 Hour Shift		x	
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift		x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift		x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift		x	
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift		x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift		x	
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift		x	
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift		x	
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift		x	
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift		x	
Clean mirrors.	Once Every 8 Hour Shift		x	
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift		x	

Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift		x	
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift		x	
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift		x	
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Verify hooks are located in each toilet stall. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Replace walk off mats	Weekly (Sundays)		x	
Sanitize restroom with Clorox 360	Weekly (Sundays)		x	
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)		x	
Clean and polish stainless steel base molding.	Weekly (Sundays)		x	
Dust and clean ceilings	Weekly (Sundays)		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly (Sundays)		x	
Clean ceilings and dust light fixtures.	Weekly (Sundays)		x	
Damp wipe and disinfect doors and door frames.	Weekly (Sundays)		x	
Replace urinal screens	Monthly (First Sunday of the Month)		x	
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)		x	
Change deodeorizers, as needed.	Monthly (First Sunday of the Month)		x	
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust corridor lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Tile Floors - Machine scrub and wax floors	Quarterly		x	
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly		x	
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	**AT ALL TIMES**		
Report all out of service equipment/items in need of repair to Airport Operations.	As Needed	x	x	x
AIRPORT AUTHORITY OFFICES				

MATERIALS MANAGEMENT; WHITE HOUSE; AIRFIELD MAINTENANCE; LANDSCAPING; BUILDING MAINTENANCE; WEST CLIMATE CONTROL, ELECTRIC SHOP & K9

Materials Management: Monday - Friday. Cleaned prior to 4pm. Building closes at 4pm.
Entry foyer, hallways, offices, conference room, breakroom, mailroom, kitchen area, file room, front restrooms, back warehouse restroom, warehouse aisles and warehouse office.

White House: Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

Airfield Maintenance: High traffic building. Daily Service. 2nd Floor office cleaned prior to 3pm.
Entry area, hallways, multiple offices, several large breakrooms, multiple locker rooms, and large restrooms with showers.

Landscaping: Monday - Friday. Cleaned prior to 2:30pm. Building closes at 2:30pm.
Entry foyer, common areas, hallways, office and restrooms.

Building Maintenance: Daily Service.
Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

West Climate Control: Daily Service.
Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

Electric Shop: Daily Service.
Entry foyer, common areas, hallways, offices, training rooms, restrooms, kitchen, breakrooms, and locker rooms.

K9: Monday/Wednesday/Friday. Coordinate with Airport Police to access facility.
Entry foyer, common areas, hallways, offices, training rooms, restrooms, breakroom.

CLEANING DUTIES	INTERVAL	SHIFT		
		1ST	2ND	3RD
Pan and broom trash and litter.	Once Every 8 Hour Shift		x	
Empty all trash containers. Clean and disinfect tops of all trash containers. Spot clean sides of all trash containers.	Once Every 8 Hour Shift		x	
Wipe down and disinfect railings and hand rails.	Once Every 8 Hour Shift		x	
Clean and disinfect phones and phone areas.	Once Every 8 Hour Shift		x	
Clean and disinfect door knobs, handles and other high touch items.	Once Every 8 Hour Shift		x	
Wipe down and disinfect tables, chairs, countertops.	Once Every 8 Hour Shift		x	
Clean walls, floor, ceiling and air vent at water fountain area.	Once Every 8 Hour Shift		x	
Damp wipe and sanitize water fountains.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service water fountains. Do not use trash bags. Report out of service/in need of repair water fountains to Airport Operations.	Once Every 8 Hour Shift		x	
Verify light on water bottle filling stations are green. Report units with yellow and red lights to Airport Operations.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	

Vacuum all carpeted areas.	Once Every 8 Hour Shift		x	
Clean signs and hand sanitizers and bases.	Once Every 8 Hour Shift		x	
Stairs - Mop and disinfect stairs.	Once Every 8 Hour Shift		x	
Floors - Mop with disinfectant cleaner.	Once Every 8 Hour Shift		x	
Clean and polish base moldings	Once Every 8 Hour Shift		x	
Restock toilet paper and toilet seat covers.	Once Every 8 Hour Shift		x	
Refill paper towel dispensers; test dispenser to verify they are working.	Once Every 8 Hour Shift		x	
Refill soap dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Refill hand sanitizer dispensers; test dispensers to verify they are working.	Once Every 8 Hour Shift		x	
Wipe down and disinfect countertops, sinks, faucets, toilets and urinals.	Once Every 8 Hour Shift		x	
Wipe down and disinfect stall door handles and locks.	Once Every 8 Hour Shift		x	
Spot clean walls, metal brightwork, and mirrors.	Once Every 8 Hour Shift		x	
Spot mop spills or stains on floor.	Once Every 8 Hour Shift		x	
Pick up litter.	Once Every 8 Hour Shift		x	
Empty all trash and sanitary napkin containers.	Once Every 8 Hour Shift		x	
Check Sharps Containers. If full, broken or damaged, notify Airport Operations.	Once Every 8 Hour Shift		x	
Place approved "Out of Order" covers on all out of service sinks, toilets and urinals. Do not use trash bags.	Once Every 8 Hour Shift		x	
Report all out of service equipment/items in need of repair to Airport Operations.	Once Every 8 Hour Shift		x	
Complete Restroom Inspection Verification Form.	Once Every 8 Hour Shift		x	
In restrooms with tile floors - Wet mop tile floors with a strong germicidal solution.	Once Every 8 Hour Shift		x	
Clean and disinfect the inside and outside of all toilets and urinals.	Once Every 8 Hour Shift		x	
Clean and disinfect both sides of toilet seats.	Once Every 8 Hour Shift		x	
Clean and disinfect countertops, sinks and faucets.	Once Every 8 Hour Shift		x	
Damp wipe electric eyes for faucets and flush valves, with water only.	Once Every 8 Hour Shift		x	
Clean mirrors.	Once Every 8 Hour Shift		x	
Clean and disinfect feminine product machines.	Once Every 8 Hour Shift		x	
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner.	Once Every 8 Hour Shift		x	
Clean, disinfect and polish all metal brightwork.	Once Every 8 Hour Shift		x	
Remove gummed labels from walls and metal surfaces.	Once Every 8 Hour Shift		x	
Remove graffiti from walls and surfaces. If unable to remove, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Once Every 8 Hour Shift		x	
Clean ceilings and dust light fixtures.	Once Every 8 Hour Shift		x	
Damp wipe and disinfect pipe chase doors and door frames.	Once Every 8 Hour Shift		x	
Verify pipe covers are on all sink drain pipes underneath vanities. If missing, notify Airport Operations.	Once Every 8 Hour Shift		x	
Clean and disinfect showers.	Once Every 8 Hour Shift		x	
Replace walk off mats	Weekly (Sundays)		x	

Sanitize restroom with Clorox 360	Weekly (Sundays)		x	
Clean drain cover and pour approved solution into floor drains.	Weekly (Sundays)		x	
Clean and polish stainless steel base molding.	Weekly (Sundays)		x	
Dust and clean ceilings	Weekly (Sundays)		x	
Clean all air vents. Ensure all dust and dirt has been removed.	Weekly (Sundays)		x	
Clean ceilings and dust light fixtures.	Weekly (Sundays)		x	
Damp wipe and disinfect doors and door frames.	Weekly (Sundays)		x	
Replace urinal screens	Monthly (First Sunday of the Month)		x	
Clean and disinfect inside and outside of all trash containers.	Monthly (First Sunday of the Month)		x	
Change deodeorizers, as needed.	Monthly (First Sunday of the Month)		x	
Wash walls and remove mold/mildew from tile grout.	Monthly (First Sunday of the Month)		x	
Dust and spot clean all air conditioning/heating and return air vents.	Monthly		x	
Damp wipe all doors and frames and window ledges.	Monthly		x	
Dust and spot clean round air conditioning/heating duct at ceiling.	Monthly		x	
Dust corridor lighting, fixtures and sign faces and tops.	Monthly		x	
Clean walls and vertical surfaces.	Monthly		x	
Clean and disinfect inside and outside of all trash containers.	Monthly		x	
Tile Floors - Machine scrub and wax floors	Quarterly		x	
High Dusting - Dust and wipe down all high celing areas where dust can accumulate	Quarterly		x	
Keep Custodial closet clean, orderly and in good condition. Do not block electrical panels.	At All Times	**AT ALL TIMES**		

Attachment 7

Current Agreement for Terminal Cleaning Services

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT®

CITY OF ST. LOUIS

SERVICE AGREEMENT FOR

TERMINAL 1 AND TERMINAL 2 CLEANING SERVICES

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT™

CONTRACT NO.: 75209

CONTRACT NOT-TO-EXCEED AMOUNT: $15,883,340.16

CONTRACTOR: Regency Enterprises Services LLC
4455 Telegraph Road
Suite 160
St. Louis, Missouri 63129

FEDERAL I.D. 05 - 0598254

ESTIMATED ANNUAL ENCUMBRANCES:

FY 2020	$1,731,919.44
FY 2021	$5,228,682.80
FY 2022	$5,327,371.20
FY 2023	$3,595,366.72

CONTRACT AUTHORIZED BY: ORDINANCE NO. 70963
BUDGET ACCOUNT: 5638

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
ST. LOUIS, MISSOURI

CITY OF ST. LOUIS

SERVICE AGREEMENT FOR

TERMINAL 1 AND TERMINAL 2 CLEANING SERVICES

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

This Agreement, made and entered into this 19th day of March, 2020 ("**Agreement**"), by and between the City of St. Louis, a municipal corporation of the State of Missouri (the "**City**") and Regency Enterprises Services LLC ("**Contractor**").

WITNESSETH THAT:

WHEREAS, City owns and operates St. Louis Lambert International Airport (the "**Airport**"); and

WHEREAS, City seeks to contract with the Contractor for Terminal 1 and Terminal 2 Cleaning Services as more fully described herein.

NOW, THEREFORE, in consideration of the payments, terms, conditions, agreements, hereinafter set forth, to be made and performed by City, the Contractor hereby promises and agrees that it will faithfully perform all the services called for by this Agreement, in the manner and under the terms, covenant, and conditions hereinafter set forth.

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CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

APPENDIX "A"

TECHNICAL SPECIFICATIONS
(TERMINAL 1 AND TERMINAL 2 CLEANING SERVICES)

1. DEFINITIONS

The following terms and definitions are used in this solicitation:

A. "**Agreement**" means this Agreement between The City of St. Louis and Regency Enterprises Services LLC.

B. "**Airport**" means the property owned by The City at St. Louis Lambert International Airport.

C. "**Airport Representative**" means the Airport Construction & Maintenance Manager or his/her authorized or designated representative.

D. "**City**" means The City of St. Louis, owner and operator of St. Louis Lambert International Airport.

E. **"Commencement Date"** means the date the term of this Agreement begins which is March 1, 2020, as provided for in Appendix A, Section 7.

F. "**Contractor**" means Regency Enterprises Services LLC.

G. "**days**" means consecutive calendar days unless otherwise expressly stated.

H. "**Director**" means the Director of Airports of The City of St. Louis or his/her authorized representatives or designated representative.

I. **"Expiration Date"** means the date the term of this Agreement ends which is on February 28, 2023, as provided for in Appendix A, Section 7.

J. "**Extras**" means additional service work or modifications, additions, or extras ordered in writing by the Director, as more fully described in Appendix A, Section 6 entitled "Extra Work."

K. "**Holiday**" means New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

L. "**Monthly Service Charge**" means the Monthly Service Charge for each bid item as more fully defined and provided for in Appendix A, Section 11.C and Appendix C of this Agreement.

M. "**Provision**" means the terms, covenants, conditions, warranties, and provisions of this Agreement.

N. "**Required Full Time Equivalent Staffing**" or "**Required FTE Staffing**" means the Required Full Time Equivalent Staffing level for each bid item, as more fully defined in Appendix A, Sections 2.F and 4 of this Agreement.

O. **"Terminal 1" or "T1"** means or includes Terminal 1 Public Areas and Terminal 1 Concourses A and C and other Terminal 1 areas as assigned.

P. **"Terminal 2" or "T2"** means or includes Terminal 2 Public Areas and Terminal 2 Concourse, Customs Area and other Terminal 2 areas as assigned.

2. SCOPE OF WORK

A. The Contractor agrees that the Contractor shall furnish all supervision, labor, equipment, materials, and supplies for the Terminal Cleaning Services contemplated herein in accordance with the cleaning schedules as set out in Sections 2.B through 2.J below in accordance with and subject to the Provisions of this Agreement. The Airport cleaning areas to be serviced under the Agreement are more fully illustrated in **Exhibit M** entitled "Scope of Work Area Maps" which is attached hereto and is incorporated herein:

The Airport may supply <u>some</u> equipment and supplies needed for the Contractor to perform this Agreement. See Attached Exhibit C, titled "Airport Supplied Equipment" and Exhibit D, titled "Airport Supplied Products"

Exhibit M. All square footage amounts noted thereon are for reference only, and are inexact. Contractor agrees that Exhibit M may be amended by the Director at any time without the consent of the Contractor and without formal amendment to this Agreement.

1. The Airport shall provide the products listed in Exhibit D, titled "Airport Supplied Products" for the Contractor to replenish restroom facilities, lactation stations, pet relief, and other areas. The Contractor shall submit orders to the Airport Representative on form provided, via email, when supplies are needed at each location. The order form must be submitted no later than 12PM each Monday to facilitate a Thursday pick-up.

2. Airport-supplied products must be accounted for by each location and supplies shall not be comingled with other sites.

3. The Airport will *not* deliver Airport-supplied products to the Contractor. The Contractor shall be responsible for the resupply of Airport-supplied products at each Terminal. Airport-supplied products are available for pickup each Thursday between the hours of 8:00 AM to 1:00 PM at:

   Airport Central Stores
   4780 St. Andrew Lane
   Bridgeton, MO 63044

4. The Contractor shall be responsible for supplying all propane and gasoline necessary to operate all propane-powered and gasoline-powered cleaning equipment. The Airport will *not* supply or deliver propane or gasoline to Contractor. When not in use, propane cylinders must be stored outside of the premises in appropriately marked, secure, tamperproof, steel mesh safety cages or storage cabinets. These cabinets must be located at least five feet away from any building opening [door or window].

B. The Terminal Cleaning Services contemplated in this Agreement will be performed at Terminal 1 and at Terminal 2.

1. **"Terminal 1"**- consists of Terminal 1 Public Areas, Terminal 1 Concourse A, Terminal 1 Concourse C, and other Terminal 1 areas as assigned.

2. **"Terminal 2"** – consists of Terminal 2 Public Areas, Terminal 2 Concourse, Customs Area, and other Terminal 2 areas as assigned.

3. "**Terminal 1 & Terminal 2 Combined**" – consists of Terminal 1 and Terminal 2 combined.

C. Contractor agrees that during the hours of 6:00 a.m. until 10:00 p.m., seven (7) days per week including Holidays the restrooms **shall not** be closed for cleaning, unless approved via email by the Airport Representative and coordinated with the tenants.

D. Contractor shall actively utilize, and install additional as necessary, the web-based real-time restroom management system entitled "Restroom Alert System" found within each public restroom, Service Animal Relief Area and Lactation Suite.

E. Contractor shall comply with Mayor's Executive Order #52 Section 1.A, "Recycling" & Section 1.B, "Sustainable Cleaning & Building Maintenance Practices" to the maximum extent practical.

F. Contractor hereby agrees that the Contractor shall comply with all Required Full-time Equivalent Staffing levels ("**Required FTE Staffing**") as set out in Appendix A, Section 4. **The Contractor agrees that the Airport Representative may modify, amend or make changes to the Required FTE Staffing levels without the Contractor's approval and without making a formal amendment to this Agreement by providing thirty (30) Days' notice (see Appendix A, Section 4 entitled "Required Full-time Equivalent Staffing Plan" and Appendix A, Section 11 entitled "Payments").** It is understood that staffing levels may also need to be adjusted due to circumstances and the Contractor's experience. However, any adjustments to the Required FTE Staffing levels must be proposed in writing and approved in writing by the Airport Representative. The Contractor agrees that Exhibit L entitled "Staffing Guidelines and Requirements" may be modified or amended by the Airport Representative at any time without the consent of the Contractor and without a formal amendment to this Agreement by giving Contractor thirty (30) Days written notice. (See Appendix A, Section 3 entitled "Staffing").

G. Terminal 1 and Terminal 2 Scope of Work

Set out below is the scope of work including guidelines and expected duties for Terminal 1 and for Terminal 2. The Contractor may need to increase the equipment, frequency, supplies and technique utilized, in consultation with the Airport Representative, to meet the City's desired quality standard.

TERMINAL 1 & TERMINAL 2 COMBINED

Below is a guideline of expected duties. The Contractor may need to increase the equipment, frequency, supplies and/or techniques utilized, in consultation with the Airport Representative, to meet the City's desired quality standard.

TERMINAL 1 & TERMINAL 2 COMBINED SCOPE OF WORK: Consist of both the Terminal 1 Scope of Work in addition to the Terminal 2 Scope of Work.

TERMINAL 1

Below is a guideline of expected duties. The Contractor may need to increase the equipment, frequency, supplies and/or techniques utilized, in consultation with the Airport Representative, to meet the City's desired quality standard.

TERMINAL 1 SCOPE OF WORK:

Terminal 1, A Concourse, and C Concourse

DAILY: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Rest Rooms** and **Family Assist Rooms**
Interval: Once **EVERY** ½ Hour, OR more frequently, as needed

Duties: Empty all trash and sanitary napkin containers and dispose of in compactors
Check Sharps Containers – if full, notify Airport Operations
Clean washbasins, toilets, and urinals
Clean walls, metal brightwork, and mirrors
Pick up litter
Mop floor
Report repair items promptly to the Airport Operations Center
Complete Rest Room Inspection Verification Form

Interval: As Needed
Duties: Restock paper towels, toilet paper, hand sanitizer, and toilet seat covers

Location: **Center Corridor Area**
Interval: Once per Eight [8] Hour shift

Duties: Spot clean walls and metal brightwork
Wipe stainless steel railing of speed ramps
Damp wipe water fountain
Check hand sanitizers on secure side of checkpoints and sally ports, refill as needed

Interval: Every Two [2] Hours
Duties: Empty and spot clean all trash containers

Interval: As Needed
Duties: Spot clean spills and pick up litter from floors
Fill hand sanitizers on secure side of checkpoints and sally ports
Clean signs and hand sanitizers and bases

Terminal 1, A Concourse, and C Concourse

DAILY: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Lactation Suites** **[A10_C9_]**
Interval: After **EACH USE**, **OR** as a minimum requirement, at least **ONCE PER SHIFT**

Duties: Empty trash can
Sweep and/or vacuum floor
Clean/disinfect sink
Clean/disinfect furniture
Spot clean doors and walls
Clean/disinfect floors

Interval: As Needed
Duties: Restock supplies [hand sanitizer, brochure, log sheets, pump wipes and disinfecting wipes]

Location: **Service Animal Relief Areas**
Interval: Every Two [2] Hours

Duties: Clean and disinfect turf area, including fire hydrant
Clean sinks and chrome fixtures
Clean mirrors and shelves
Empty trash cans

Interval: As Needed
Duties: Restock pet waste bags

Location: **Hold Rooms [A9_ A15_ Area between A3 hold room and Starbucks_ C9_ C17_ C27_ C28_ C29_C30_Magic House play area_]**
Interval: Once per Eight [8] Hour shift

Duties: Pick up trash /debris
Empty trash containers

Interval: As Needed
Duties: Wipe down/dust chairs
Spot clean any spills or carpet stains

Terminal 1, A Concourse, and C Concourse

Daily: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Housekeeping and Trash Compactor Rooms**
Interval: Once per Eight [8] Hour shift

Duties: Pick up litter
Take all empty cardboard boxes to an outside recycling container
Wipe down trash chute doors and wall

Interval: As Required
Duties: Spot clean floors and walls
Unblock trash chute and compactor

Location: **Ceramic Tile Floors [T1_A Concourse_ C Concourse_]**
Interval: Once per Eight [8] Hour shift

Duties: Clean and /or polish base molding

Interval: As Needed
Duties: Spot mop spills

Location: **Terrazzo Floors** **[T1_ C Checkpoint_]**
Interval: As Needed

Duties: Dust mop with 3M Doodleduster or 3M Easy Trap Duster
Spot mop spills and stains
Pan and broom trash and litter

Location: **Terrazzo Floors** **[A Concourse RR_ C Concourse RR_]**
Interval: As Needed

Duties: Spot mop spills or stains
**Please note--Special care should be given to floors around urinals and toilets*

Location: **Elevators** **[Car interiors_ Stairs_ Vestibules]**
Interval: Once per Eight [8] Hour shift

Duties: Clean floors
Sweep stairs
Wipe down handrails
Damp wipe interior and exterior elevator doors

Terminal 1, A Concourse, and C Concourse

Daily: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Entryways and Exits**
Interval: Once per Eight [8] Hour shift, **OR** more frequently, as needed

Duties: Pan/broom floors
Pan/broom stairs
Pan and broom stairs and ramp at Exits 12 and 17 in Terminal 1
Wipe down handrails

Location: **Other Cleaning Duties**
Interval: Once per Eight [8] Hour shift

Duties: Clean all stainless handrails around glass and at entries (where applicable)
Clean exterior of elevator shaft and door
Clean and disinfect phones and clean phone area

Apron Level Cleaning Schedule: Terminal 1, A Concourse, and C Concourse

Daily: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Rest Rooms**
Interval: Twice [2X] per shift

Duties: Spot clean washbasins, toilets, and urinals
Spot clean walls, metal brightwork, and mirrors
Pick up litter
Spot mop floor
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper
**Please Note—The hand soap dispenser must be primed each time it is refilled*
Report repair items to The Airport Operations Center
Complete Rest Room Inspection Verification Form

Interval: Every Two Hours, or more frequently if needed
Duties: Empty all trash and sanitary napkin containers. Remove contents of designated containers to recycling area, and contents of trash containers to compactor areas
Check Sharps Containers – if full, notify Airport Operations

Apron Level Cleaning Schedule: Terminal 1, A Concourse, and C Concourse

Daily: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Corridor**
Interval: Twice [2X] per shift

Duties: Empty and spot clean all trash containers
Damp wipe water fountain
Spot clean walls and metal brightwork
Spot clean and remove gum from floors

Interval: As needed but, at least ONCE each Eight Hour shift
Duties: Damp mop floor

Location: **Trash Compactor Area**
Interval: Check every Two [2] Hours

Duties: Pick up trash as needed
Remove all empty cardboard boxes to appropriate outdoor recycling container

Location: **Elevators [Car interiors_ Stairs_ Vestibules]**
Interval: Once per Eight [8] Hour shift

Duties: Clean floors
Damp wipe exterior doors

Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Rest Rooms** and **Family Assist Rooms**
Interval: Once per Eight [8] Hour shift
Duties: Empty all trash and sanitary napkin containers and dispose of in compactors
Wipe down and disinfect baby changing tables
Dust and wipe down feminine hygiene products dispensing machines
Check Sharps Containers – if full, notify Airport Operations
Wet mop tile floors with a strong germicidal solution
***In restrooms with terrazzo floors-- in T1- Concourse - C Concourse the following steps need to be taken:**
_Mop with cold water and disinfectant
_Machine buff
_Clean baseboards
**Please Note--Special care must be taken to assure no mop build-up around the edges and corners*
Clean and disinfect the inside and outside of all toilets and urinals. Clean both sides of toilet seats. Clean sinks and countertops with a non-abrasive cleaner containing a disinfectant
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner
Clean and polish all metal brightwork including flush valves, pipes and mirrors
Spot wash walls, door facings, wall areas around and under sinks, and towel dispensers
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper
**Please Note—The hand soap dispenser must be primed each time it is refilled*
Report repair items to the Airport Operations Center
Remove gummed labels from walls and metal surfaces
Remove graffiti from walls and surfaces
Clean and disinfect sanitary napkin containers
Clean all air vents
Damp wipe pipe chase doors and door frames
Damp wipe electric eyes for faucets and flush valves, with water only
Complete Rest Room Inspection Verification Form

Location: **Center Corridor Area**
Interval: Once per Eight [8] Hour shift

Duties: Damp wipe and polish moving walkways--**C Concourse**
Clean walls, floor, ceiling and air vent at water fountain area
Empty trash containers as required
Remove gummed labels from walls and metal surfaces
Pick up trash, paper, and litter throughout concourse

Location: **Lactation Suites** **[A10_C9_]**

Interval: After **EACH USE**, **OR** as a minimum requirement, at least **ONCE PER SHIFT**

Duties: Empty trash can
Clean/disinfect sink
Clean/disinfect furniture
Clean/disinfect doors and walls
Clean/disinfect floors
Restock supplies [hand sanitizer, brochure, log sheets, pump wipes and disinfecting wipes]

Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Service Animal Relief Areas**
Interval: Once per Eight [8] Hour shift

Duties: Clean and disinfect turf area, including fire hydrant
Empty trash cans
Scrub floor
Clean walls
Clean and polish all brightwork
Restock pet waste bags
Clean and deodorize trash receptacles
Clean sinks and chrome fixtures
Clean mirrors and shelves

Location: **TSA Queue Lines** **[A Checkpoint _C Checkpoint _ E Checkpoint _ F Checkpoint_]**

Note:* ***The Checkpoints close between 8:00 PM and 10:00 PM nightly and TSA re-enters the area to prepare for customer screening at 4:00 AM. Daily deep cleaning must be completed by 3:00 AM.*

Interval: Once per Eight [8] Hour shift

Duties: Dust mop floor until it is free of dirt, dust, lint, and debris
Use microfiber mops to reduce airborne contaminants
Stanchions in the checkpoint area shall be moved and placed back in the same configuration after work is completed
Any other items near or in the queue lines shall also be returned to their original positions

Location: **Housekeeping and Trash Compactor Rooms**
Interval: Once per Eight [8] Hour shift

Duties: Wash and disinfect walls
Wet mop and disinfect floors
Wash and disinfect trash chute door – inside and outside

Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Ceramic Tile Floors**
Interval: Once per Eight [8] Hour shift

Duties: Machine scrub tile floors in T1_ Concourse A_ Concourse C_
with an approved cleaner
**Please Note—Clean machine after each use*
Clean and polish base molding
Remove gum, labels, and adhesive from ALL surfaces

Location: **Terrazzo floor T1 Ticketing Level_ C Checkpoint**
Interval: Once per Eight [8] Hour shift
Duties: Auto scrub using a 3M neutral cleaner and a 3M 5100 Red Floor Pad on an auto scrubber
**Please Note--Clean machine after each use. Any damage and/or subsequent repair to the scrubber will be invoiced to the contractor*

Location: **Entryways and Exits**
Interval: Once per Eight [8] Hour shift

Duties: Clean and vacuum walk off mats
Dust air curtains
Dust and damp wipe window wells
Wet mop tile floors and stairs
Wipe down chairs and tables
Wipe down handrails

Location: **Hold Rooms**
Interval: Once per Eight [8] Hour shift, unless indicated otherwise

Duties: Disinfect Magic House play area surfaces
Pick up trash / debris
Empty trash containers
Wipe down / dust chairs (if applicable)
Spot clean spills / carpet stains

Location: **Other Cleaning Duties**
Interval: As Needed

Duties: Clean and polish all base molding at entries, around glass walls, and around escalators

Vacuum walk off mats in entries
Clean walk off mats in entries
Damp mop ramp and stairs at Exits 12 and 17 in Terminal 1

Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Fire Stairwells**
Interval: Daily

Duties: Pick up litter
Sweep stairs and landings
Spot clean floors and walls as required
Report any stored items in stairwells to Airport Representative

Location: **Rest Rooms and Family Assist Rooms**
Interval: Weekly

Duties: Clean drain cover and pour germicidal solution into floor drains to seal drain trap
Clean and polish stainless steel base molding

Location: **Rest Rooms and Family Assist Rooms**
Interval: Monthly ***Or more frequently if needed*

Duties: Wash walls and remove mold / mildew from tile grout
Dust and spot clean all air conditioning / heating and return air vents
Clean ceilings and dust light fixtures
Change deodorizers, as needed

Location: **Center Corridor Area**
Interval: Monthly ***Or more frequently if needed*

Duties: Dust and spot clean air conditioning / heating and return air vents
Damp wipe all doors and frames
Dust and spot clean round air conditioning / heating duct at ceiling
Dust center corridor lighting, sign faces and top of fixtures
Clean walls and vertical surfaces up to 8 feet
Dust top of columns on all concourses

Location: **Hold Rooms**
Interval: Monthly ***Or more frequently if needed*

Duties: Pick up trash and debris
Empty trash cans
Wipe off chairs

Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Fire Stairwells**
Interval: Monthly ***Or more frequently if needed*

Duties: Damp wipe and sanitize doors and handrails
Spot clean walls
Wet mop stairs and landings
Remove graffiti from walls and surfaces

Interval: Bi-Monthly ***Every two [2] months*

Duties: Damp wipe and sanitize doors, handrails, and baluster
Dust all light fixtures, fire extinguishers, alarm panels, and sprinkler pipes
Spot clean walls
Wet mop stairs and landings
Remove graffiti from walls and surfaces

Location: **Expansion Joint**
Interval: Monthly ***Or more frequently if needed*

Duties: Remove dirt build-up and clean all joint covers

Location: **Center Corridor Areas**
Interval: Monthly

Duties: Damp wipe walls up to 8 feet

Location: **Center Corridor Areas**
Interval: Quarterly, or more frequently if needed

Duties: Damp wipe walls above 8 feet
Dust and spot clean ceiling beams on all Concourses
Dust ceilings
Wash overhead air conditioner pipes on all concourses

Location: **High Ceiling**
Interval: Quarterly, or more frequently if needed

Duties: Wipe down / dust all overhang areas (i.e. entry ways, store front ceilings, vents, etc. where dust can accumulate)

Apron Level Cleaning Schedule: Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Rest Rooms**
Interval: Once per Eight [8] Hour shift

Duties:
Empty all trash and sanitary napkin containers
Dust and wipe down feminine hygiene products dispensing machines
Check Sharps Containers – if full, notify Airport Operations
Wet mop tile floors with strong germicidal solution
**Please Note--Special care must be taken to insure no mop build-up around the edges and corners*
Clean and disinfect the inside and outside of all toilets and urinals. Clean both sides of toilet seats. Clean sinks and countertops with a non-abrasive cleaner containing a disinfectant.
Clean and disinfect urinal and toilet partitions
Clean and polish all metal brightwork and mirrors
Spot wash walls, door facings, wall areas around and under sinks, and towel dispensers
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper
**Please Note—The hand soap dispenser must be primed each time it is refilled*
Report repair items to Airport Operations center
Clean and sanitize sanitary napkin containers
Remove gummed labels and graffiti from walls and metal surfaces
Complete Rest Room Inspection Verification Form

Location: **Corridor**
Interval: Once per Eight [8] Hour shift

Duties:
Damp mop floors and buff tile floor
Remove gum
Clean walls
Empty and clean trash cans
Remove gummed labels and graffiti from walls and metal surfaces

Location: **Rest Rooms**
Interval: Weekly

Duties:
Machine scrub and wax floors
Pour germicidal solution into floor drains to seal drain trap

Apron Level Cleaning Schedule: Terminal 1, A Concourse, and C Concourse

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Exterior Trash Compactor Areas**

Terminal 1 Loading Dock – (2) 40 yard containers
A Concourse, Gate A9 – (2) 40 yard containers
C Concourse, Gate C7 – (1) 6 yard container
C Concourse, Gate C24 – (1) 6 yard container

*(*Please Note – These trash compactors areas are located outside of the building, on the Ramp Level. Some locations have at least one side open to the elements, while other locations have all sides open to the elements. All locations have accessible water spigots except for Gate C24. Contractor will need to make arrangements to get water to the Gate C24 location. Contractor will need to acquire a water key to access the water spigots.)*

Interval: Weekly ***Or more frequently if needed*

Duties: Power wash all floors/pavement, walls, outsides of compactors and outsides of trash container units with cleaner/degreaser and disinfectant to remove grease, dirt, debris and odor from compactor, container and compactor containment area. *(*Please Note--Do not spray directly on electrical controls.)*

Location: **Central Corridor**
Interval: Weekly

Duties: Machine scrub and wax tile floor

Location: **Rest Rooms**
Interval: Weekly

Duties: Wash walls and remove mold / mildew from tile grout
Dust and spot clean air conditioning / heating and return air vents, ceilings and light fixtures

Location: **Corridor**
Interval: Bi-Weekly **Every Two [2] weeks*

Duties: Dust and spot clean air conditioning / heating and return air vents
Damp wipe all doors and frames.
Dust and spot clean around air conditioning / heating duct at ceiling
Dust center corridor sign faces and top
Strip, mop and wax tile floor

TERMINAL 2

Below is a guideline of expected duties. The Contractor may need to increase the equipment, frequency, supplies and/or techniques utilized, in consultation with the Airport Representative, to meet the City's desired quality standard.

TERMINAL 2 SCOPE OF WORK:

Terminal 2 and Customs

DAILY: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Rest Rooms** and **Family Assist Rooms**
Interval: Once **EVERY** ½ Hour, OR more frequently, as needed

Duties:
Empty all trash and sanitary napkin containers and dispose of in compactors
Check Sharps Containers – if full, notify Airport Operations
Clean washbasins, toilets, and urinals
Clean walls, metal brightwork, and mirrors
Pick up litter
Mop floor
Report repair items promptly to the Airport Operations Center
Complete Rest Room Inspection Verification Form

Interval: As Needed
Duties: Restock paper towels, toilet paper, hand sanitizer, and toilet seat covers

Location: **Center Corridor Area**
Interval: Once per Eight [8] Hour shift

Duties:
Spot clean walls and metal brightwork
Wipe stainless steel railing of speed ramps
Damp wipe water fountain
Check hand sanitizers on secure side of checkpoints and sally ports, refill as needed

Interval: Every Two [2] Hours
Duties: Empty and spot clean all trash containers

Interval: As Needed
Duties:
Spot clean spills and pick up litter from floors
Fill hand sanitizers on secure side of checkpoints and sally ports
Clean signs and hand sanitizers and bases

Terminal 2 and Customs

DAILY: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Lactation Suites** **[E33]**
Interval: After **EACH USE**, **OR** as a minimum requirement, at least **ONCE PER SHIFT**

Duties:
Empty trash can
Sweep and/or vacuum floor
Clean/disinfect sink

Clean/disinfect furniture
Spot clean doors and walls
Clean/disinfect floors

Interval: As Needed
Duties: Restock supplies [hand sanitizer, brochure, log sheets, pump wipes and disinfecting wipes]

Location: **Service Animal Relief Areas**
Interval: Every Two [2] Hours

Duties: Clean and disinfect turf area, including fire hydrant
Clean sinks and chrome fixtures
Clean mirrors and shelves
Empty trash cans

Interval: As Needed
Duties: Restock pet waste bags

Location: **Hold Rooms [E29_]**

Interval: Once per Eight [8] Hour shift

Duties: Pick up trash /debris
Empty trash containers

Interval: As Needed
Duties: Wipe down/dust chairs
Spot clean any spills or carpet stains

Terminal 2 and Customs

DAILY: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Housekeeping and Trash Compactor Rooms**
Interval: Once per Eight [8] Hour shift

Duties: Pick up litter
Take all empty cardboard boxes to an outside recycling container
Wipe down trash chute doors and wall

Interval: As Required
Duties: Spot clean floors and walls
Unblock trash chute and compactor

Location: **Ceramic Tile Floors [T2_ Customs_ Customs Lobby_]**

Interval: Once per Eight [8] Hour shift

Duties: Clean and /or polish base molding

Interval: As Needed
Duties: Spot mop spills

Location: **Elevators [Car interiors_ Stairs_ Vestibules]**
Interval: Once per Eight [8] Hour shift

Duties: Clean floors
Sweep stairs
Wipe down handrails
Damp wipe interior and exterior elevator doors

Location: **Entryways and Exits**
Interval: Once per Eight [8] Hour shift, **OR** more frequently, as needed

Duties: Pan/broom floors
Pan/broom stairs
Wipe down handrails

Location: **Other Cleaning Duties**
Interval: Once per Eight [8] Hour shift

Duties: Clean all stainless handrails around glass and at entries (where applicable)
Clean exterior of elevator shaft and door
Clean and disinfect phones and clean phone area

Customs Area [Below East Gates] Cleaning Schedule

Daily: 6AM — 10PM {7 Days per Week, including Holidays} — **1st AND 2nd Shifts**

Location: **Rest Rooms**
Interval: Every Two [2] Hours, unless otherwise indicated

Duties: Empty all trash and sanitary napkin containers (every 2 hours, or more frequently if needed)
Check Sharps Containers – if full, notify Airport Operations
Spot clean washbasins, toilets, and urinals
Spot clean walls, metal brightwork, and mirrors
Pick up litter
Spot mop floor
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper

**Please Note—The hand soap dispenser must be primed each time it is refilled*

Report repair items to Airport Operations Center
Complete Rest Room Inspection Verification Form

Location: **Customs Open Area**
Interval: Once per Eight [8] Hour shift, unless otherwise indicated

Duties: Damp wipe water fountain
Spot clean walls and metal brightwork
Spot clean spills and pick up litter from carpet, floors and carousel areas
Spot mop tile floor
Dust and spot clean inspection stations and tables
Wipe all metal railings
Spot clean doors and frames
Spot clean carousel as needed

Interval: Every Two Hours
Duties: Empty and damp wipe all trash containers

Customs and Border Protection (CBP) Offices, Break Rooms and Restrooms

Wednesday Through Sunday, 11AM – 7PM

Location: **CBP Rest Rooms (Once per Day on days stated above)**
Interval: Once per Day, Wednesday--Sunday

Duties: Empty all trash and sanitary napkin containers and dispose in compactors
Check Sharps Containers – if full, notify Airport Operations
Wet mop tile floors with a strong germicidal solution
**Please Note--Special care should be taken to assure no mop build-up around the edges and corners*
Clean and disinfect the inside and outside of all toilets and urinals. Clean both sides of toilet seats. Clean sinks and countertops with a non-abrasive cleaner containing a disinfectant.
Clean and disinfect urinal and toilet partitions
Clean and polish all metal brightwork and mirrors
Spot wash walls, door facings, wall areas around and under sinks, and towel dispensers
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper
**Please Note—The hand soap dispenser must be primed each time it is refilled*
Report repair items to Airport Operations Center
Clean and sanitize sanitary napkin containers
Remove gummed labels and graffiti from walls and metal surfaces
Complete Rest Room Inspection Verification Form

Location: **CBP Break Room**
Interval: Once per Day, Wednesday—Sunday, or as otherwise indicated

Duties: Empty trash containers and dispose in compactors
Sweep floor and spot mop any stains
Wipe off break room tables
Mop floor (Once per Week, or more frequently as needed)

Location: **CBP Offices and Hallway**
Interval: Once per Day, Wednesday—Sunday, or as otherwise indicated

Duties: Empty trash containers. Remove contents of designated containers to recycling area, and contents of trash containers to compactor areas
Vacuum carpet (once per week or more frequently if needed)
Dust in offices (once per week or more frequently if needed)
Sweep/mop hallway (once per week or more frequently if needed)

Customs and Border Protection (CBP) Offices, Break Rooms and Restrooms

Wednesday through Sunday, 11AM – 7PM

Location: **Break room, Restrooms, Hallway**
Interval: Quarterly

Duties: Strip and wax floors in break room, restrooms, and hallway.

Terminal 2 and Customs

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Rest Rooms** and **Family Assist Rooms**
Interval: Once per Eight [8] Hour shift

Duties: Empty all trash and sanitary napkin containers and dispose of in compactors
Wipe down and disinfect baby changing tables
Dust and wipe down feminine hygiene products dispensing machines
Check Sharps Containers – if full, notify Airport Operations
Wet mop tile floors with a strong germicidal solution
**Please Note--Special care must be taken to assure no mop build-up around the edges and corners*
Clean and disinfect the inside and outside of all toilets and urinals. Clean both sides of toilet seats. Clean sinks and countertops with a non-abrasive cleaner containing a disinfectant
Disinfect and polish all stainless urinal and toilet partitions with an approved cleaner
Clean and polish all metal brightwork including flush valves, pipes and mirrors
Spot wash walls, door facings, wall areas around and under sinks, and towel dispensers
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper

**Please Note—The hand soap dispenser must be primed each time it is refilled*

Report repair items to the Airport Operations Center
Remove gummed labels from walls and metal surfaces
Remove graffiti from walls and surfaces
Clean and disinfect sanitary napkin containers
Clean all air vents
Damp wipe pipe chase doors and door frames
Damp wipe electric eyes for faucets and flush valves, with water only
Complete Rest Room Inspection Verification Form

Location: **Center Corridor Area**
Interval: Once per Eight [8] Hour shift

Duties: Damp wipe and polish moving walkways
Clean walls, floor, ceiling and air vent at water fountain area
Empty trash containers as required
Remove gummed labels from walls and metal surfaces
Pick up trash, paper, and litter throughout concourse

Terminal 2 and Customs

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Lactation Suites [E33_]**
Interval: After **EACH USE**, **OR** as a minimum requirement, at least **ONCE PER SHIFT**

Duties: Empty trash can
Clean/disinfect sink
Clean/disinfect furniture
Clean/disinfect doors and walls
Clean/disinfect floors
Restock supplies [hand sanitizer, brochure, log sheets, pump wipes and disinfecting wipes]

Location: **Service Animal Relief Areas [E4, E40]**
Interval: Once per Eight [8] Hour shift

Duties: Clean and disinfect turf area, including fire hydrant
Empty trash cans
Scrub floor
Clean walls
Clean and polish all brightwork
Restock pet waste bags
Clean and deodorize trash receptacles
Clean sinks and chrome fixtures
Clean mirrors and shelves

Location: **TSA Queue Lines** **[E Checkpoint _ F Checkpoint_]**
Note: The Checkpoints close between 8:00 PM and 10:00 PM nightly and TSA re- enters the area to prepare for customer screening at 4:00 AM. Daily deep cleaning must be completed by 3:00 AM.

Interval: Once per Eight [8] Hour shift

Duties: Dust mop floor until it is free of dirt, dust, lint, and debris
Use microfiber mops to reduce airborne contaminants
Stanchions in the checkpoint area shall be moved and placed back in the same configuration after work is completed
Any other items near or in the queue lines shall also be returned to their original positions

Terminal 2 and Customs

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Housekeeping and Trash Compactor Rooms**
Interval: Once per Eight [8] Hour shift

Duties: Wash and disinfect walls
Wet mop and disinfect floors
Wash and disinfect trash chute door – inside and outside

Location: **Ceramic Tile Floors**
Interval: Once per Eight [8] Hour shift

Duties: Machine scrub tile floors in T2_Customs_ with an approved cleaner
**Please Note—Clean machine after each use*
Clean and polish base molding
Remove gum, labels, and adhesive from ALL surfaces

Location: **Entryways and Exits**
Interval: Once per Eight [8] Hour shift

Duties: Clean and vacuum walk off mats
Dust air curtains
Dust and damp wipe window wells
Wet mop tile floors and stairs
Wipe down chairs and tables
Wipe down handrails

Location: **Hold Rooms**

Interval: Once per Eight [8] Hour shift, unless indicated otherwise

Duties: Pick up trash / debris
Empty trash containers
Wipe down / dust chairs (if applicable)
Spot clean spills / carpet stains

Location: **Other Cleaning Duties**
Interval: As Needed

Duties: Clean and polish all base molding at entries, around glass walls, and around escalators
Vacuum walk off mats in entries
Clean walk off mats in entries

Terminal 2 and Customs

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Fire Stairwells**
Interval: Daily

Duties: Pick up litter
Sweep stairs and landings
Spot clean floors and walls as required
Report any stored items in stairwells to Airport Representative

Location: **Rest Rooms and Family Assist Rooms**
Interval: Weekly

Duties: Clean drain cover and pour germicidal solution into floor drains to seal drain trap
Clean and polish stainless steel base molding

Location: **Exterior Trash Compactor Areas**
Terminal 2 Loading Dock – (2) 40 yard containers
Terminal 2 Ramp east of Gate E4 – (2) 40 yard containers
Terminal 2, Gate E10 – (1) 30 yard containers
Terminal 2, Gate E18 – (1) 30 yard container
Terminal 2, Gate E33 – (1) 6 yard container
Terminal 2, Gate E40 – (1) 6 yard container

*(*Please Note – These trash compactors areas are located outside of the building, on the Ramp Level. Some locations have at least one side open to the elements, while other locations have all sides open to the elements. All locations*

have accessible water spigots. Contractor will need to acquire a water key to access the water spigots.)

Interval: Weekly ***Or more frequently if needed*

Duties: Power wash all floors/pavement, walls, outsides of compactors and outsides of trash container units with cleaner/degreaser and disinfectant to remove grease, dirt, debris and odor from compactor, container and compactor containment area. *(*Please Note--Do not spray directly on electrical controls.)*

Location: **Rest Rooms and Family Assist Rooms**
Interval: Monthly ***Or more frequently if needed*

Duties:
Wash walls and remove mold / mildew from tile grout
Dust and spot clean all air conditioning / heating and return air vents
Clean ceilings and dust light fixtures
Change deodorizers, as needed

Location: **Center Corridor Area**
Interval: Monthly ***Or more frequently if needed*

Duties:
Dust and spot clean air conditioning / heating and return air vents
Damp wipe all doors and frames
Dust and spot clean round air conditioning / heating duct at ceiling
Dust center corridor lighting, sign faces and top of fixtures
Clean walls and vertical surfaces up to 8 feet
Dust top of columns on all concourses

Location: **Hold Rooms**
Interval: Monthly ***Or more frequently if needed*

Duties:
Pick up trash and debris
Empty trash cans
Wipe off chairs

Terminal 2 and Customs

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Fire Stairwells**
Interval: Monthly ***Or more frequently if needed*

Duties:
Damp wipe and sanitize doors and handrails
Spot clean walls
Wet mop stairs and landings

Remove graffiti from walls and surfaces

Location: **Fire Stairwells**
Interval: Bi-Monthly ***Every two [2] months*

Duties: Damp wipe and sanitize doors, handrails, and baluster
Dust all light fixtures, fire extinguishers, alarm panels, and sprinkler pipes
Spot clean walls
Wet mop stairs and landings
Remove graffiti from walls and surfaces

Location: **Expansion Joint**
Interval: Monthly ***Or more frequently if needed*

Duties: Remove dirt build-up and clean all joint covers

Location: **Center Corridor Areas**
Interval: Monthly

Duties: Damp wipe walls up to 8 feet

Location: **Center Corridor Areas**
Interval: Quarterly, or more frequently if needed

Duties: Damp wipe walls above 8 feet
Dust and spot clean ceiling beams on all Concourses
Dust ceilings
Wash overhead air conditioner pipes on all concourses

Location: **High Ceiling**
Interval: Quarterly, or more frequently if needed

Duties: Wipe down / dust all overhang areas (i.e. entry ways, store front ceilings, vents, etc. where dust can accumulate)

Customs Area [Below East Gates] Cleaning Schedule
Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Rest Rooms**
Interval: Once per Eight [8] Hour shift, unless otherwise indicated

Duties: Empty all trash and sanitary napkin containers and dispose of in compactor
Wipe down and disinfect baby changing tables
Dust and wipe down feminine hygiene products dispensing machines
Check Sharps Containers – if full, notify Airport Operations

Wet mop tile floors with strong germicidal solution

**Please Note--Special care must be taken to insure no mop build-up around the edges and corners*

Clean and disinfect the inside and outside of all toilets and urinals. Clean both sides of toilet seats. Clean sinks and countertops with a non-abrasive cleaner.
Clean and disinfect urinal and toilet partitions
Clean and polish all metal brightwork and mirrors
Spot wash walls, door facings, wall areas around and under sinks, and towel dispensers
Restock paper towels, *hand soap, hand sanitizer, toilet seat covers, and toilet paper

**Please Note—The hand soap dispenser must be primed each time it is refilled*

Report repair items to Airport Operations Center
Clean and sanitize sanitary napkin containers
Remove gummed labels and graffiti from walls and metal surfaces
Complete Rest Room Inspection Verification Form

Location: **Customs Open Area**
Interval: Once per Eight [8] Hour shift

Duties:
Clean tile walls
Damp wipe metal pipes and railing
Damp wipe inspection station inside and outside
Clean inspection tables
Clean glass partitions on inspection stations
Empty all trash containers
Clean all window frames, public area only
Vacuum carpet
Report repairs to Airport Operations Center

Location: **Rest Rooms**
Interval: Weekly

Duties:
Machine scrub and wax floors
Pour germicidal solution into floor drains to seal drain trap

Customs Area [Below East Gates] Cleaning Schedule

Daily: 10PM — 6AM {7 Days per Week, including Holidays}—**3rd SHIFT**

Location: **Carousel**
Interval: Weekly

Duties: Clean stainless steel and glass on carousel

Location: **Tile Floor**
Interval: Weekly

Duties: Machine scrub tile floor

Location: **Rest Rooms**
Interval: Monthly

Duties: Wash wall and remove mold/mildew from tile grout

Location: **Customs Open Area**
Interval: Monthly

Duties: Dust and spot clean air conditioning/heating and return air vents
Dust light, sign faces, and top of fixtures

3. STAFFING

The Contractor agrees to comply with all applicable staffing requirements as outlined in the "Staffing Guidelines and Requirements" as may be amended from time to time, which are attached hereto as incorporated herein as **Exhibit L** at all times during the term of this Agreement.

4. REQUIRED FULL-TIME EQUIVALENT STAFFING PLAN

A. It is understood that staffing levels may need to be adjusted due to circumstances and take into consideration Contractor's experience. Any adjustments are to be proposed in writing to, and must be approved in writing by the Airport Representative.

B. Staffing Levels will need to accommodate specific shift and periodic tasks such as specialized floor cleaning, and peak traffic periods.

C. Contractor staff will use Airport provided badges and time clocks so the Airport Representative may monitor and confirm daily Contractor staffing levels and compliances with the Provisions of this Terminal Cleaning Services Agreement. The Airport Time and Attendance System will collect actual time entered by contract employees using a magnetic card reader, time clock, CCTV, and software. The data will be transferred to the Airport system to record, for comparison purposes only, the actual number of Contractor hours worked, billed, and invoiced.

D. The Contractor will provide automatic computer generated certified payroll with its invoices as provided for in Appendix A, Section 11 entitled "Payments," so the

Airport Representative may monitor and confirm daily the Contactor staffing levels and compliances with the Provisions of this Agreement.

E. The Contractor, subject to and by the Provisions of this Agreement, agrees that it shall maintain the following Required Full-Time Equivalent (FTE) Staffing level or workforce as set out below for Terminal 1 & Terminal 2 Combined.

F. **The Contractor agrees that it will have no less than ninety percent (90%) of the Required FTE Staffing and the classifications requested by the Airport Representative, in place on the Commencement Date and one hundred percent (100%) within thirty (30) Days of the Commencement Date.**

G. **The Contractor agrees that the Airport Representative may modify, amend or make changes to the Required FTE Staffing levels and classifications without obtaining the Contractor's approval and without a formal amendment to this Agreement by providing thirty (30) Days written notice (see Appendix A, Section 2.F and Appendix A, Section 11 entitled "Payments").**

H. **Contractor agrees that such changes to the Required FTE Staffing levels will require a modification, amendment or change to the Monthly Service Charge (or Bi-Weekly Service Charge, if applicable), which will be made by the Airport Representative, without obtaining the Contractor's approval and without a formal amendment to this Agreement, using the Hourly Rates set out in Appendix C of this Agreement (see Appendix A, Section 11.C.)**

I. **Liquidated Damages.** The Contractor hereby agrees and stipulates that their or their subcontractor(s)'s failure to comply with the Required FTE Staffing levels and classification requirements during any billing cycle would result in an administrative, operational, and financial burden to the City. Therefore, the Contractor agrees and stipulates that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to comply with the Required FTE Staffing levels. The stated liquidated damages in this sub-section are in addition to any other remedies that City may have under this Agreement or at law or in equity (see Appendix A, Section 30 entitled "Failure to Perform" and Appendix B, Section 2 entitled "Cancellation."

1. Any failure during a billing cycle to obtain ninety-five percent (95%) or better of the Required FTE Staffing level requirement in effect will require the Contractor to promptly and timely pay liquidated damage to the City of twenty-three dollars ($23.00) per hour for each man-hour worked below the Required FTE Staffing level during the billing cycle. All liquidated damages will be deducted by the City's next payment schedule. In the case there is no future payment(s) to the Contractor, the Contractor will

make the liquidated damage payment to the City within 30 Days of written notice by the City of the breach.

2. For illustration purposes, if during a monthly billing cycle the Contractor's Required FTE Staffing level for Terminal 1 & Terminal 2 Combined was 107 and the Contractor's Actual Full Time Equivalent Staffing was 96, then the Contractor's actual Full Time Equivalent Staffing percentage is (actual Full Time Equivalent Staffing of 96 divided by Required FTE Staffing level of 107). Given the Contractor failed to maintain 95% or better of the Required FTE Staffing Level, City may deduct in liquidated damages up to $ from the City's next payment schedule. [FTE shortfall X 4.333 weeks/month X 40 hours X $23.00 per hour = $3].

[Intentionally left blank.]

Terminal 1 and Terminal 2 Combined Bid Item Description	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	FTE's
NTE FTE STAFFING (for contact funding purposes – not to be used for billing)								
Operations Manager (M-F, 1st Shift)		1	1	1	1	1		1
HR/Admin (M-F, 9am-5pm)		1	1	1	1	1		1
Supervisor/Trainer (one on each shift, each Terminal)	6	6	6	6	6	6	6	8.4
Leads T1 (Sun-Sat, 1st, 2nd & 3rd Shift, Public Area and Secure Area)	6	6	6	6	6	6	6	8.4
Leads T2 (Sun-Sat, 1st, 2nd & 3rd Shift, Public Area and Secure Area)	6	6	6	6	6	6	6	8.4
Floor Tech T1 (3rd Shift)	5	5	5	5	5	5	5	7
Floor Tech T2 (3rd Shift)	5	5	5	5	5	5	5	7
Custodians C Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	9	9	9	9	9	9	9	12.6
Custodians A Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	6	6	6	6	6	6	6	8.4
Custodians T1 Public (Sun-Sat, 1st, 2nd & 3rd Shift)	9	9	9	9	9	9	9	12.6
Custodians T2 Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	15	15	15	15	15	15	15	21
Custodians T2 Public (Sun-Sat, 1st, 2nd & 3rd Shift) & Customs	8	8	8	8	8	8	8	11.2
Total Required Staffing – T1 and T2 Combined 8/7/19								**107**

Terminal 1 and Terminal 2 Combined	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	FTE's
CONTRACT START FTE – 3/1/20								
Operations Manager (M-F, 1st Shift)		1	1	1	1	1		1
HR/Admin (M-F, 9am-5pm)		1	1	1	1	1		1
Supervisor/Trainer (one on each shift, each Terminal)	6	6	6	6	6	6	6	8.4
Leads T1 (Sun-Sat, 1st, 2nd & 3rd Shift, Public Area and Secure Area)	3	3	3	3	3	3	3	4.2
Leads T2 (Sun-Sat, 1st, 2nd & 3rd Shift, Public Area and Secure Area)	6	6	6	6	6	6	6	8.4
Floor Tech T1 (3rd Shift)	5	5	5	5	5	5	5	7
Floor Tech T2 (3rd Shift)	5	5	5	5	5	5	5	7
Custodians C Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	6	6	6	6	6	6	6	8.4
Custodians A Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	6	6	6	6	6	6	6	8.4
Custodians T1 Public (Sun-Sat, 1st, 2nd & 3rd Shift)	9	9	9	9	9	9	9	12.6
Custodians T2 Conc (Sun-Sat, 1st, 2nd & 3rd Shift)	14	14	14	14	14	14	14	19.6
Custodians T2 Public (Sun-Sat, 1st, 2nd & 3rd Shift) & Customs	6	6	6	6	6	6	6	8.4
Total Required Staffing – T1 and T2 Combined 1/9/20								**94.4**

5. QUALITY ASSURANCE

A. Consequences of Contractor's Failure to Perform Required Services

The Contractor will perform the Scope of Work requirements subject to and in accordance with the Provisions of this Agreement. The City will apply one or more of the surveillance methods mentioned below and will deduct an amount from the Contractor's invoice or otherwise withhold payment or invoice the Contractor for unsatisfactory work performance or work not performed as set out in Appendix A, Section 8.C and Section 30 entitled "Failure to Perform." The City reserves the right to change surveillance methods at any time during the term of this Agreement without notice to Contractor.

B. Surveillance Methods

The City may apply surveillance methods to determine Contractor compliance with the Provisions of this Agreement. These methods may include, but are not limited to: routine inspection, random sampling, Access Control Systems, Closed Circuit Television (CCTV), planned sampling, random inspections, and validated customer complaints.

6. EXTRA WORK

A. At the written request and direction of the Director, additional Terminal 1 and Terminal 2 Cleaning Services work or modifications, additions, or extras ("**Extras**") may be required. The fee or charge for Extras will be agreed upon up front in writing on a case by case basis as described in this Section and in Appendix A, Section 11.A of this Agreement. For all work conducted under this Agreement, the total amount to be paid to the Contractor must not exceed the total Contract Not-To-Exceed Amount of this Agreement. (See Appendix A, Section 11.E).

B. Any work not specified under this Agreement which may be fairly implied as included in this Agreement, of which the Director will be the sole and absolute judge, will be done by the Contractor without extra charge. The Contractor will do all Extras that may be requested or ordered in writing by the Director. No claim for Extras will be allowed in favor of the Contractor unless such Extras have been ordered in advance by written request of the Director. The Contractor will furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City. All bills for Extras done in any month will be submitted to the Director, in writing, before the 15th day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements approved by the Director. As proof of costs, the Contractor must submit copies of itemized invoices received from the Contractor's approved subcontractor(s) which have been previously reviewed and approved by the Contractor. Extras will be paid for on the basis of a fixed amount or rate or

charge or any combination thereof to be agreed upon and approved by the Contractor and the Director in writing prior to such Extras being performed. (See Appendix A, Section 11.A).

7. TERM

The term of this Agreement will be for thirty-six (36) months beginning on the Commencement Date specified below and ending thirty-six (36) months thereafter unless terminated, renewed, or cancelled as provided for in Appendix B, Section 2. This Agreement is expressly subject to, and will not become effective or binding on the City until, fully executed by all signatories of the City. The commencement and expiration dates are as follows:

"Commencement Date": March 1, 2020 "Expiration Date": February 28, 2023

8. ADMINISTRATIVE PROCEDURES

A. Before work under this Agreement commences, the Contractor will designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full-time employee of the Contractor as the Contractor's **"Project Coordinator."** The Project Coordinator will be fully authorized to act for the Contractor in all matters covered by this Agreement. The Contractor will also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the Provisions thereof.

B. When necessary, or as requested by the Airport Representative, the Contractor will make periodic reports and recommendations to the Airport Representative concerning conditions, transactions, situations or circumstances encountered by the Contractor relating to the services to be performed under this Agreement.

C. The Contractor's performance under this Agreement must meet the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services contemplated by this Agreement. All work will be executed in the most workmanlike, safe and substantial manner and everything will be furnished by Contractor that is necessary to complete and perfect the aforesaid work according to the design and intention, whether particularly specified or not which may be inferred from this Agreement and its specifications. Work which should properly be performed by skilled laborers, will not be attempted by common laborers.

D. The Contractor will ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with both the name and the telephone number of the Contractor. (if applicable).

E. The Contractor must clean up the work site each day. This clean-up must include placing material, tools, and equipment in a neat, safe, and orderly arrangement. Equipment must never block access to existing facilities. Rubbish, debris, rubble, and garbage must be properly removed daily and disposed of by the Contractor in accordance with all applicable local, state, and federal laws and regulations. The City and its officers, agents, representatives, or employees are not responsible or liable for, in any way whatsoever, for any hazardous condition created by, arising out of, or incidental to the Terminal 1 and Terminal 2 Cleaning Services performed by the Contractor or its officers, employees, contractors, representatives, or agents under this Agreement. (See Appendix B, Section 1 entitled "Insurance and Indemnification.")

F. The Contractor will furnish, and have on the job at all times, sufficient equipment to Properly, safely, and hygienically carry out the work under this Agreement including such tools and/or equipment as may be necessary to meet emergency requirements.

G. The Contractor will furnish to the Airport Representative a listing of all Employees (including subcontractor's employees) performing services under this Agreement. (See also Appendix B, Section 3.) The Contractor will maintain and update this listing throughout the term of this Agreement. The Contractor will be present at the work site continuously during working hours throughout the progress of the work, either in person, or through his Project Coordinator or supervisory personnel to receive directions or furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Contractor will be considered the same as given to the Contractor in person.

H. Contractor, at its cost, will secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of this Agreement.

I. The Contractor will attend a pre-performance conference prior to the commencement of any work under this Agreement. Said conference will be after the date of Agreement execution, and prior to start of the work.

J. The work to be performed under this Agreement is on an active Airport. Therefore, prior to the start of any work under this Agreement, the Contractor will provide the Airport Representative with a work schedule which will indicate a proposed sequence and time schedule of the work to be accomplished for the Airport Representative's prior written approval. (See Appendix A, Section 2, entitled "Scope of Work".)

K. In case of an emergency, the Airport Representative will have authority to order the Contractor to immediately terminate work and clear the area of personnel and equipment. The Contractor will immediately comply to such an order with all

possible speed.

L. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise relative to the proper performance of this Agreement, and his decisions will be final, except as provided for in Appendix A, Section 15.

M. The City reserves the right to solicit bids and award contracts to other contractors for any modifications or additions to the Terminal 1 and Terminal 2 Cleaning Services. The City reserves the right to furnish components, parts, supplies, and materials at its discretion or to perform the work under this Agreement. (See Appendix A, Sections 11.C. and 25.H).

9. RULES AND REGULATIONS

A. The Contractor will comply with all applicable rules and regulations including, resolutions, plans, operating directives, Airport Certification Manual (ACM), and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as amended in performing the work or services contemplated herein or the Provisions of this Agreement. The Contractor will comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City as amended in addition to those from federal, state, city, local and other governmental authorities, now or hereafter applicable, in performing the Provisions of this Agreement and the work or services contemplated herein. Contractor shall comply with all federal, state, and local laws pertaining to its employees and its subcontractors' employees' right to join or form a union.

B. The Contractor will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1500 as amended. Any and all violations by the Contractor or its officers, employees, subcontractors, independent contractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City. (See Appendix A, Section 21 entitled "Badging".)

C. The Contractor will be responsible for the work of all subcontractors and agents, and all work must be kept under the Contractor's control. A complete list of all such subcontractors will be submitted to the Airport Representative for his/her prior written approval (See Appendix B, Section 3).

D. The Contractor will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof

including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

10. REPAIR OF DAMAGE

A. The Contractor will promptly report any property of the City or third parties damaged by Contractor's operations or employees. The Contractor will make no repairs or replacements to City property without the prior written approval of the Airport Director.

B. The Contractor is responsible for the repair of any and all damages resulting from its activities while working on-site, including damages caused by incorrect cleaning techniques. If the Contractor is not able or otherwise fails to make such required repairs, the Airport will have the right to accomplish these repairs, and deduct the costs from the Contractor's next scheduled payment.

C. In all instances where any property and/or equipment is damaged by Contractor employees, a full report, including pictures of the incident and extent of such damage, will be submitted in writing to the Airport Representative within 24 hours of the occurrence.

D. The Contractor is responsible for taking the action necessary to protect Airport issued supplies, materials, and equipment from loss, damage, or theft.

11. PAYMENTS

A. The Contractor shall submit an invoice and supporting documentation to the Airport each month for services completed in the immediately preceding month, it being understood that the City may authorize in writing invoicing every two weeks ("**Bi-Weekly**"). Invoices must be submitted to the Airport Accounting Department at:

AirportAccountsPayable@flystl.com (preferred)
or
St. Louis Lambert International Airport
Accounts Payable
P. O. Box 10036
St. Louis, MO 63145
Contact Phone Number: (314) 426-1303

1. The invoice must include:
   a. Contract number;
   b. Ordinance number;
   c. Service(s) performed;

d. Date service was performed;

e. the Percentage of the Required FTE Staffing level actually worked and the total full time equivalent hours actually worked during the billing cycle (see Appendix A, Sections 2.F, 4, 11.C, and Appendix C).;

f. Subcontractor invoice(s).

2. The Contractor shall also provide such other documentation or proof of payment required by the Airport Representative (see Sections 4.C & 4.D).

For Extras authorized in writing by the Director, the Contractor will invoice the City the actual labor, parts, and materials required to complete the modifications or additions authorized in writing by the Director as set out in Appendix A, Section 6. **For cleaning materials or equipment ordered in writing by the City that are not specifically identified in the Scope of Work or Contractor's selected products, Contractor shall submit at cost plus ten percent mark-up.**

B. Contractor agrees that the payment for performance of the Terminal 1 & Terminal 2 Combined will be the Monthly Service Charge as outlined in Appendix "C", except as provided for below or otherwise agreed to in writing by the City as provided for in this Agreement. Payments for Extra Work ordered by the Director in writing will be at the rates or amounts as provided for in Appendix A, Section 6. All payments by the City are contingent upon the appropriations of sufficient funds by the City annually.

C. Notwithstanding Appendix A, Section 11.B, the Contractor agrees that the Contractor will only bill, invoice and be paid for the number of staff that are actually hired, badged and on the job site working subject to and in accordance with the Provisions of this Agreement. Contractor will bill only the percentage of the Monthly Service Charge or, if applicable the Bi-Weekly Service Charge amount based on the percentage of the Required FTE Staffing level actually worked, as authorized by the Airport Representative in writing (see Appendix A, Section 2.F and Appendix A, Section 4, entitled "Required Full Time Equivalent Staffing Plan"). The Contractor acknowledges, covenants, stipulates, and agrees that only a portion of the Monthly Service Charge (or if applicable Bi-Weekly Service Charge), based on the percentage of the actual Required FTE Staffing actually worked, will be paid to the Contractor. Contractor shall provide along with its monthly invoices (unless Bi-Weekly invoicing is agreed to by the City), certified payroll reports in a form and content acceptable to the Airport Representative, so the Airport Representative may monitor and confirm daily Contactor staffing levels and appropriate billing amounts. For illustration purposes, see Subsection 11.C(1) below for an example of the required adjustment to the Monthly Service Charge amount invoiced by the contractor to the City for payment, assuming a monthly billing cycle. In addition, Contractor agrees that the Airport Representative, subject to and in accordance with the

Provisions of this Agreement, may modify or amend the Required FTE Staffing & classification levels as set out in Appendix A, Section 4, the Manpower List (see Appendix A, Section 2.F), and the Monthly Service Fee (or Bi-Monthly Service Fee depending on the billing cycle) as set out in Appendix C, without the consent of the Contractor or a formal amendment to this Agreement, by giving the Contractor thirty (30) days written notice (see Appendix A, Section 4). **Contractor agrees that such changes to the Required FTE Staffing and/or classification levels will require a modification, amendment or change to the Monthly Service Charge (or Bi-Weekly Service Charge, if applicable), which will be made by the Airport Representative, without obtaining the Contractor's approval and without a formal amendment to this Agreement, using the Hourly Rates set out in Appendix C of this Agreement (see Appendix A, Sections 2.F, 4.F & 4.G. and Appendix C.)**

1. **INVOICING EXAMPLE FOR TERMINAL 1 ITEM:**

For illustration purposes, set out below is an example of an adjustment to the Monthly Service Charge to be invoiced to the City as contemplated in this Section 11 of this Agreement assuming that: a) Contractor's actual Full Time Equivalent Staffing level is 100; b) the Required Full Time Equivalent Staffing level is 107; c) the Monthly Service Charge under the Agreement is $431,887.86; and d) the fully loaded hourly rate for all employees is $23.29. [$431,887.86/ (4.333wk X 40.hours X 107 FTE)]. Given these assumptions, the actual Monthly Service Charge to be invoiced and billed to the City by the Contractor for the month in question would be $403,642.39. The calculation is set out below.

a. [Actual Full Time Equivalent Staffing level of 17,332 hours (100 X 4.333 weeks X 40 hours) / the Required FTE Staffing level of 18,545.24 hours (107 X 4.333 weeks X 40 hours)] multiplied by the Monthly Service Charge of $431,887.86 = Actual Monthly Service Charge to be invoiced to the City of $403.642.39 (93.46% X $431,887.86).

D. Nothing in this Agreement will be construed or interpreted to create a debt, liability, or obligation of any kind whatsoever on the City for the City to order or request any particular amount of work or services. (See also Appendix A, Sections 8.M. and 25.G.)

E. The Contractor will submit invoices for the services and work performed pursuant to this Agreement in a timely manner and as provided for in the Agreement. The City will not be required or obligated to pay any invoice submitted to the City by the Contractor more than six (6) months after the expiration or earlier termination of this Agreement or be responsible for any costs or expenses incurred by the Contractor for services or work

performed pursuant to this Agreement for which invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of this Agreement.

F. The total Contract Not-To Exceed Amount of this Agreement is Fifteen Million Eight Hundred and Eighty-Three Thousand Three Hundred Forty Dollars and Sixteen Cents ($15,883,340.16). The Contractor agrees that any increase in the Contract Not-To-Exceed Amount of this Agreement will require a formal amendment to this Agreement.

12. NOTICE OF LOSS OR CLAIMS

A. The Contractor will indemnify, defend, and save harmless the City, its officers, employees, and agents from all suits or actions, or losses brought against or suffered by the City, its officers, employees or agents, for or on account of any injuries or damages received or sustained by any party or parties by or from the Contractor, his employees, representative, or agents, in the performance of the work under this Agreement, or in consequence of any negligence in guarding the same, or any defective materials or equipment used, or by or on account of any act or omission of the Contractor.

B. The Contractor will indemnify, defend, and save harmless the City, its officers, employees, representatives, and agents from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material or process used by the Contractor or its officers, employees, representative, or agent in the execution of this Agreement.

C. The Contractor shall provide written notification to the Director of all suits or action or losses arising out of this Agreement within seven (7) days of service or demand.

13. REPLACEMENT OF PERSONNEL

Contractor will agree to promptly replace the manager or any employee working under this Agreement should the Airport Director believe and recommend that such should be done for the good of the services being rendered. The Airport Director's decision will be final and binding.

14. PROHIBITED ACTS

A. Contractor will not do or permit to be done any act which:

1. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;

2. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;

3. Will constitute, in the opinion of the Airport Representative, a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in this Agreement;

4. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance or a nuisance in or on the Airport; or;

5. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.

B. If by reason of the Contractor's failure to comply with the Provisions of this section, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Contractor will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport which was charged because of such violation by the Contractor. For the purpose of this section, "Airport" includes all structures or improvements located thereon.

15. RIGHT OF REVIEW

Contractor may request that the Director review any decision or direction of the Airport Representative. The decision of the Director will be final and binding. All requests for review must be in writing and within twenty-four (24) hours of the Airport Representative's decision in dispute, and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Appendix A, Section 8.L).

16. GOVERNING LAW AND FORUM SELECTION

This Agreement will be entered into in the State of Missouri, and Missouri law, the City's charter and ordinances, as amended, will govern this Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to this

Agreement must be brought only in a federal or state court in The City of St. Louis, Missouri. Contractor and the City consent to the jurisdiction and venue of such courts. The Provisions of this section survive the expiration or early termination of this Agreement.

17. WAIVERS OF LIEN

Upon completion of work under this Agreement, and if requested by the City, the Contractor will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of this Agreement. Lien waivers must be submitted on forms and executed in a manner acceptable to the Airport Representative. Contractor will not permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, contractor, or any other reason.

18. FACILITIES PROVIDED BY THE AIRPORT

City will provide the right of ingress and egress to all areas necessary for the Contractor to perform the work and services under this Agreement.

19. PRECAUTIONARY MEASURES

Contractor will exercise every precaution to prevent injury to persons or damage to property and avoid inconvenience to the City's travelers, licensees, and invitees, or airlines operating at the Airport, or other users of the Airport. Contractor will without limiting the generality hereof, place such watchmen, erect such barricades and railings, give such warnings, display such lights, signals, or signs and exercise such precautions against fire, or electrocution, and take such other precautions as may be necessary, proper or desirable.

20. STORAGE AND STAGING AREA

A. The Airport Representative will assign storage and transfer area ("**Transfer Area**") in writing (if applicable). If assigned, the Transfer Area will be used for storage of the Contractor's equipment and property, and will be maintained by the Contractor at its cost and to the City's standards as provided for in this Agreement. Assignment of the Transfer Area will be based on availability of space.

B. The Contractor will be responsible for the security of its equipment and will maintain and improve the Transfer Area as directed by the Airport Representative. The City (including its officers, employees, agents or representatives) will not be responsible or liable for any vandalism, theft, casualty, loss, or damages of any kind whatsoever to the Contractor's equipment, containers, compactors, parts, tools, or supplies, or other personal property.

C. City will provide the right of ingress and egress to all areas required in the performance of the Contractor's services.

21. BADGING

A. *All* Contractor employees *must* be issued an Airport ID Badge by Airport Security Operations to perform work under this Agreement. The Contractor will schedule with the Airport Security Operations Bureau to have each employee fingerprinted for a criminal history records check. The Contractor will maintain at all times adequate control of said identification badges. All employees issued identification badges will be required to attend the Security Identification Display Area (SIDA) class taught by the Airport Police, and other computer-based classes required by the Airport. The Contractor will bear the cost of providing new and/or renewal badges for the Contractor's employees working under this Agreement. The cost for a new badge is $85.00 per employee and includes the cost of the badge, background check, fingerprinting, SIDA class and computer-based classes. Airport ID Badges must be renewed every 12 months. The cost to renew a badge is $35.00 per employee and includes the cost of the badge and required computer-based classes. The cost for status change, lost, stolen, or damaged identification badges and any associated required training will be the sole responsibility of the Contractor.

B. Contractor employees assigned to work in or need access to the U.S. Customs and Border Protection area must have a "Customs Seal" affixed to their Airport ID Badge. As part of the badging process, the Contractor will be responsible for ensuring all employees requiring this access submit the appropriate Customs and Border Protection paperwork. For information concerning Badging, visit: https://stlairportal.flystl.com/security-operations

C. The Contractor will comply with all applicable federal, state and local governmental laws and regulations and Airport rules and regulations as may be amended from time to time. (See Appendix A, Section 9.A)

D. The Contractor at its cost will supply to and update as needed for the Airport Police Security Operations Bureau, a list of the Contractor's employees to be issued an Airport Employee Badge.

E. The Contractor will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as they may be amended from time to time. Any and all violations by the Contractor or its officers, employees, subcontractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Contractor, or its officers, employees, agents, or representatives, will be the responsibility of the Contractor. The City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City (See Appendix A, Section 9.B.)

F. Due to the amount of time needed to complete the badging process, it is recommended that the Contractor begin the process at least thirty (30) days prior to the Commencement Date.

22. UNIFORMS

A. Contractor, at its costs, will provide uniforms for all employees and personnel performing work under this Agreement. Such uniforms are to bear the company's name and be approved by the Airport Representative in writing.

B. Contractor employees and personnel performing work outside of this Agreement, but on Airport property for Airport airlines, tenants or partners, must wear different colored uniforms, bearing the company's name, approved by the Airport Representative.

23. PERFORMANCE & PAYMENT BOND

A. At or prior to the execution of this Agreement, the Contractor will immediately execute a Performance Bond and a Payment Bond each in the in the amount of Six Hundred Thousand Dollars ($600,000.00) with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of this Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney–In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 23. The Contractor will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds and/or Payment Bonds and if the Contractor's Performance Bonds and/or Payment Bonds are terminated, cancelled, not renewed or extended, the Contractor will promptly provide the City with a replacement bond(s) in full compliance with this Section 23. Any sum or sums derived from said Performance Bond and/or Payment Bond will be used for the completion of this Agreement and the payment of laborers and material suppliers, as the case may be.

B. Copies of the Performance Bond and the Payment Bond, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of this Agreement begins.

24. MISSOURI UNAUTHORIZED ALIENS LAW

As a condition precedent for the award of this Agreement and prior to performing any work or services under this Agreement, the Contractor, shall, pursuant to the applicable provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the "**Missouri Unauthorized Aliens Law**"), by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The Contractor shall also affirm in the affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto as **Exhibit A** entitled "Affidavit". Contractor's failure to comply at all times with the Missouri Unauthorized Aliens Law or the Provisions of this Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of this Agreement by the City and other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties or remedies for violations of the Missouri Unauthorized Aliens Law as set forth therein. The Contractor shall promptly and timely deliver to the City a fully executed original of the Affidavit (see Exhibit A) including any required documentation in accordance with the Missouri Unauthorized Aliens Law prior to performing any work under this Agreement.

25. GENERAL PROVISIONS

A. The Contractor is, and at all times hereunder, will be and remain an independent contractor and nothing herein will be interpreted or construed to mean that the Contractor or any of its employees or agents is an employee or agent of the City.

B. The Contractor will coordinate the services performed under this Agreement with the Airport Representative designated by the Airport Director.

C. The Contractor shall submit to the Airport Representative for approval any cleaning or janitorial service contracts executed between the Contractor and any Airport airline, tenant or partner.

D. This Agreement will be the entire agreement and no amendment or modification will be made (except as expressly provided for herein) unless in writing and signed by the parties hereto.

E. The City of St. Louis and the Contractor will agree that this Agreement and all contracts entered into under the Provisions of this Agreement will be binding upon the parties hereto and their successors and permitted assigns.

F. A waiver by either party of the Provisions hereto to be performed by the other party will not be construed as or operate as, a waiver of any subsequent default or breach of any of the Provisions of this Agreement. Any waiver by either party must be in writing and signed by the party waiving.

G. The Contractor will keep and maintain such records and reports as are necessary for the City to determine compliance with the obligations of this Agreement. Such records must be maintained by the Contractor for at least three (3) years after the expiration or termination of this Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, to determine compliance with this Agreement. (See Appendix B, Section 6 entitled "Right To Audit Clause").

H. The City retains the right to receive bids and award contracts on any modifications, deletions, or additions to the Terminal Cleaning Services contemplated herein. In addition, the City retains the right to furnish materials or supplies at its discretion, perform for itself, any work contemplated herein, or obtain other contractors to perform any work contemplated herein. (See Appendix A, Sections 8.M and 11.D).

I. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with the Agreement.

J. Neither party will be in violation of this Agreement, if it is prevented from performing any of the obligations hereunder by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Appendix A, Section 25K).

K. If any Provision herein contained is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision, herein contained, provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of this Agreement.

L. The parties agree that time will be of the essence in the performance of each and every obligation and understanding of this Agreement.

M. When the authorization, consent, approval, waiver, certification, determination, or any other action ("Approval") of other party is required under the terms of this

Agreement, such Approval must be in writing and signed by the party approving. Whenever the Approval of the City or the Director is required, the Approval must be from the Director or his/her authorized or designated representative. In taking such actions, the Director shall act reasonably, and take into consideration the best interest of the City, the Airport, and travel public. The City and Contractor agree that extensions of time for performance may be made by the written mutual consent of the Director, on behalf of the City, and Contractor or its designee. Whenever the Approval of the City, or the Director, or Contractor is required herein, no such Approval shall be unreasonably requested, conditioned, or withheld.

26. PREVAILING WAGE AND FRINGE BENEFITS

The Contractor agrees that all employees and subcontractor's employees performing any work under and subject to the terms of this Agreement at the Airport will be paid not less than the prevailing hourly rate of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the metropolitan St. Louis area pursuant to 41 U.S.C. 351 ex seq., as amended, except for any person engaged in an executive, administrative or professional capacity. This Section 26 is subject to and is in accordance with City Ordinance No. 62124.

27. MEDIA INQUIRIES / ADVERTISING

A. If contacted by any media entity or other third party ("**Media Entity**") about this Agreement or the services or work performed by the Contractor under this Agreement ("**Airport Project**"), the Contractor will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.

B. Any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Contractor. Contractor will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.

C. Contractor will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Contractor will timely inform the City of any such order or subpoena prior to releasing said confidential information.

D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a

prominent disclaimer that neither the City nor the Airport necessarily endorses the Contractor's work.

E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.

F. Photos taken by Contractor of Airport Projects must be pre-approved in writing by the Airport's Public Relations Manager. Contractor acknowledges and understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.

G. The Airport's Public Relations office must be given at least three (3) business days notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

28. CUSTOMER SERVICE

Contractor, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees and service providers at the Airport, no matter their role or function. Contractor agrees that all of its employees performing service at the Airport pursuant to this Agreement will:

A. Demonstrate excellent customer service at all times when in contact with users of the Airport.

B. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport, including but not limited to, appropriate greetings and assistance to travelers, if and when applicable.

C. Help ensure that travelers have a positive Airport experience and at all times, behave in a businesslike and professional manner while on Airport property.

D. Refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users; be actively working while on duty and refrain from gathering and "chatting" in groups while on duty, unless necessary; refrain from the use of non-business cell phones while on duty; refrain from napping or sleeping in public areas.

E. Not utilize public seating, boarding areas, gate areas or lounge areas within the terminals and concourses. The above areas are intended for use by the traveling public and not as rest or lounge facilities for Contractor's employees.

29. INSPECTIONS

A. The Airport Representative will at all times have free access to the work, as well as the equipment, and shops of the Contractor to determine Contractor's compliance with the Provisions of this Agreement. The Airport Representative may perform periodic inspections of the work as outlined in this Agreement, to determine that services performed by the Contractor meet with required standards and the Contractor will be required to timely and promptly make any improvements as required by the Airport Representative at no additional charge to the City (See Appendix A, Sections 2 & 8).

30. FAILURE TO PERFORM

A. If the Airport Representative determines at his/her sole discretion that the quality or quantity of any work required to be performed under this Agreement is unacceptable or that the Contractor has failed or refused to perform the work, the City may take reasonable and necessary actions to perform the work or remedy the Contractor's failed or under performance(s) (See Appendix A, Sections 8.C and 8.L entitled "Administrative Procedures").

B. All reasonable costs or expenses incurred by the City will be promptly and timely paid or reimbursed by the Contractor as provided for herein. The City may deduct such costs, plus 15 % for administrative costs, from any payments due to the Contractor under this Agreement or the City may invoice the Contractor for such costs which will be due within thirty (30) days of the City's written request.

C. **The work, if necessary, and any other actions taken by the City pursuant to this subsection may only be performed after first providing at least five (5) working days' notice to Contractor of such failure to comply.** Subsequent to receipt of notice that the City will perform the work or remedy the breach or default, the Contractor must not undertake further performance of such work without the specific prior authorization from the Airport Representative.

D. During the five (5) days' notice the Contractor may demonstrate to the City why no such alleged failure is present or to timely remedy such alleged failure. However, the City's right to perform such work will not arise, if such failure cannot be reasonably cured within five (5) working days and the Contractor promptly and with due diligence takes prompt and appropriate corrective action and diligently purses until the failure is corrected to the City's reasonable satisfaction. Also see Appendix A, Section 4.I and Appendix B, Section 2.

CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

APPENDIX "B"

GENERAL SPECIFICATIONS
(TERMINAL 1 AND TERMINAL 2 CLEANING SERVICES)

1. INSURANCE AND INDEMNIFICATION

A. The Contractor, at its expense, at all times during the term hereof, will cause St. Louis County, the City and its Board of Aldermen, the Airport Commission, and their respective officers, agents and employees, and the Contractor to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors pursuant to this Agreement under the following types of coverage:

1. Comprehensive General Liability;

2. Comprehensive Automobile Liability (any vehicles, including owned, hired and non-owned).

B. **The minimum limits of coverage for the above classes of insurance must equal a single limit of Two Million Dollars ($2,000,000.00) comprised of such primary and excess policies of insurance as the Contractor finds it feasible to purchase during the term of this Agreement** and will cause St. Louis County, the City and its Board of Aldermen, the Airport Commission, and their respective officers, agents and employees (the "**CITY**" as used in this Section) by endorsement as an "Additional Insured". Prior to execution of this Agreement, Contractor will provide certificates of insurance and all endorsements required pursuant to this Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Contractor will also mail or fax a copy of the Certificate of Insurance and all required endorsements to:

St. Louis Airport Police Department
P.O. Box 10212, Lambert Station
St. Louis, Missouri 63145
Attn: Sharon Wilson, Bureau of Security Operations
Phone: 314-426-8002
Fax: 314-890-1325

C. Such liability insurance coverage must also extend to damage, destruction and injury to CITY owned or leased property and CITY personnel, and caused by or

resulting from work, acts, operations, or omissions of Contractor, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors and, contractual liability insurance sufficient to cover Contractor's indemnity obligations. The CITY will have no liability for any premiums charged for such coverage, and the inclusion of the CITY as an Additional Insured is not intended to, and does not make the CITY a partner or joint venturer with Contractor in its operations in this Agreement. Each such insurance policy must, by endorsement, provide primary coverage to the CITY when any policy issued to the CITY provides duplicate or similar coverage and in such circumstances, the CITY's policy will be excess over Contractor's policy.

D. The Contractor will protect, defend, and hold the St. Louis County, the City and its Board of Aldermen, the Airport Commission, and their respective officers, agents and employees completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and the use or occupancy of the City's premises and the acts or omissions of Contractor's officers, agents, employees, contractors, subcontractors, licensees, invitees, or independent contractors regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Director or his/her designee will give to Contractor reasonable notice of any such claims or actions. The Contractor will also use counsel reasonably acceptable to the City Counselor of the City or his/her designee, after consultation with the Director or his/her designee, in carrying out its obligations under this Agreement. The Provisions of this section survive the expiration or early termination of this Agreement.

E. The Contractor will maintain Workers' Compensation and Employers Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Contractor will require that all of its subcontractors or licensees similarly provide such coverage. The City, its officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by Contractor's failure to comply with the Provisions of this subsection. The indemnification Provisions of this Agreement apply to this subsection. It is expressly agreed that the employees of the Contractor are not employees of the City for any purpose, and that employees of the City are not employees of the Contractor.

2. CANCELLATION

A. The City retains the right to cancel this Agreement immediately upon written notice to Contractor, if:

1. Contractor fails to properly keep any Provision of this Agreement; or,

2. The quality of service falls below the specified standards as determined by the City; or,

3. Contractor fails or refuses to render the amount of service required.

B. Contractor has the right to cancel this Agreement if:

1. The City fails to keep, perform, or observe any material Provision of this Agreement for a period of ninety (90) days after written notice by Contractor specifying the material breach by the City;

a. Failure to keep, perform, or observe any material Provision of this Agreement will not give rise to Contractor's right to terminate this Agreement if the material breach can be cured but cannot, with due diligence, be cured within ninety (90) days, if the City institutes corrective action within ninety (90) days and diligently pursued until the material breach is corrected.

C. Contractor retains the right to cancel this Agreement without cause upon one hundred twenty (120) days' written notice to the City. There will be no liability to Contractor and such a cancellation will be a no-fault cancellation.

D. The City retains the right to cancel this Agreement without cause upon thirty (30) days' written notice to Contractor. There will be no liability to the City and such a cancellation will be a no-fault cancellation.

E. Notwithstanding anything to the contrary, it is expressly understood by the parties that this Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.

F. Upon cancellation, termination, or the expiration of this Agreement, or if requested in writing by the Airport Representative, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by Contractor within one (1) business day.

3. ASSIGNMENT AND SUBCONTRACTING

A. Contractor will not assign or transfer this Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At least ninety (90) days prior to any contemplated assignment of this Agreement, Contractor will submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without

cause or justification, such requests. No assignment will be made or will be effective unless Contractor is not in default on any of the other Provisions of this Agreement. The party to whom such assignment is made will expressly assume in writing the Provisions of this Agreement. The parties to this Agreement understand and agree that the Contractor is and will remain responsible for the performance of its assigns under this Agreement unless otherwise agreed to in writing by the City. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.

B. Contractor will not subcontract or transfer any part of the services or work to be performed hereunder without the prior written approval of the Director of Airports. At least sixty (60) days prior to any contemplated subcontracting of service or work or the transfer of any part of the services or work to be performed hereunder, Contractor will submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement. The City reserves the right to refuse without cause or justification, such requests. At a minimum, any sub-contractor agreement must expressly require strict compliance with the Provisions of this Agreement. The Contractor will furnish all authorized subcontractors or agents a copy of this Agreement. The parties understand and agree that the Contractor is responsible for the performance of its subcontractors or agents under this Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.

C. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for above, will constitute default on the part of the Contractor under this Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this provision.

D. Notwithstanding any other term or provision in this Agreement, the City may assign this Agreement at its sole discretion by providing Notice to Contractor as described above.

E. The parties hereto agree it is in their mutual best interest for the Contractor to subcontract out certain floor cleaning work, to be defined based on availability of services, some portion of the scope of work for floor care to a dedicated floor specialist approved by the City as provided in this Section 3 of Appendix B.

1. The parties will work together in good faith to solicit and approve proposals from qualified floor specialist for a majority of the floor care work contemplated in this Agreement.

2. The subcontracting of this work must be completed as soon as possible, but in no later than October 31st, 2020, unless otherwise directed in writing by the Airport Representative.

3. The Contractor will be authorized up to a two percent markup above the floor specialists approved invoice price to cover management and administrative support that may be necessary.

F. The City has approved the following M/W/DBE subcontractors for participation under this Agreement at the percentage participation goals as set out below:

Revive Janitorial, LLC	**WBE**	**8.88%**

4. AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION

A. Contractor agrees during performance under this Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.

B. Contractor agrees during performance under this Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.

C. Contractor agrees during performance under this Agreement, that should it be determined by the Contractor or City that Contractor will be unable to conform to the approved positive employment program, submitted to determine eligibility under the Fair Employment Division Practices Provisions of the City Code, will notify the Fair Employment Division of the St. Louis Council on Human Relations within ten (10) days as to the steps to be taken by the Contractor to achieve the provisions of this program.

D. Contractor will permit reasonable access by the City to such persons, reports and records as are necessary for the purpose of ascertaining compliance with fair employment practices.

E. If the Contractor fails to comply with the nondiscrimination clauses of this Agreement, or fails to furnish information or permit records and accounts to be inspected, within twenty (20) days from the date requested, the Airport may cancel, terminate, or suspend this Agreement, in whole or part. Further, the Airport may declare the Contractor ineligible for further City contracts for a period of one year, at the City's option. If the contract is canceled, terminated, or

suspended for failure to comply with fair employment practices, the Contractor will have no claim for any damages against the City.

F. Contractor further agrees that Section 7.A through 7.E will be incorporated by Contractor in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Agreement.

G. If the Contractor is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with Sections 7. A through 7. E such contractor will notify the City Counselor in writing of such suit or threatened suit within ten (10) days.

H. The Contractor must submit evidence from the City's Civil Rights Enforcement Agency (**CREA**) stating that Contractor has complied with the City's requirements for an affirmative action program as required by the Mayor's Executive Order on Equal Opportunity in Employment.

I. Contractor will comply with all applicable nondiscriminatory requirements that may be imposed pursuant to the Federal Aviation Act of 1958, as amended; Title VI of the Civil Rights Act of 1964, as amended; 49 C.F.R. Parts 21, 23, and 26, and state and local laws.

5. MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE MBE/WBE) PARTICIPATION

A. Definitions:

As used in this requirement, "Minority Business Enterprise" or "MBE" and "Women Business Enterprise" or "WBE" are defined as follows:

1. "**Minority Business Enterprise**" or "**MBE**" means a minority business enterprise as defined in the Mayor's Executive Order #28, as amended.

2. "**Women Business Enterprise**" or "**WBE**" means a women's business enterprise as defined the Mayor's Executive Order #28, as amended.

B. Policy:

It is the policy of the City of St. Louis Airport Authority to ensure the maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of

goods and services provided to the City and its subrecipients through the competitive bidding process. The provisions of this Policy apply to all contracts awarded by the City, its departments and agencies and to all recipients of City funds or City-administered government funds and will be liberally construed for the accomplishments of its policies and purposes.

C. Goal:

A goal of 91.22% MBE and 8.88% WBE utilization has been established in connection with this Agreement. This goal is based on the original Agreement amount and remains in effect throughout the term of this Agreement. If an award of this Agreement is made and the MBE/WBE participation is less than this Agreement goal, the Contractor shall continue good faith efforts throughout the term of this Agreement to increase MBE/WBE participation and to meet this Agreement goal.
Please note: Contractors certified as either an MBE or WBE must still fill both goals. In addition, Contractors certified as both an MBE and a WBE can only fulfill either the MBE goal or the WBE goal, not both goals.

D. Obligation:

1. The Contractor will take all reasonable steps to ensure that MBEs/WBEs have maximum opportunity to participate in contracts and subcontracts financed by the City of St. Louis Airport Authority provided under this Agreement. The Contractor will not discriminate on the basis of race, color, national origin, or sex in the award or in the performance of contracts financed by the City of St. Louis Airport Authority.

2. A current Directory of M/W/BE certified firms is available online at www.flystl.com/bdd.

E. Eligibility:

Contractor should access the online directory to obtain a list of eligible MBEs/WBEs and to determine the eligibility of the MBE/WBE firms it intends to utilize in this Agreement.

F. Counting MBE/WBE Participation toward Goals:

MBE/WBE participation towards the attainment of the goals will be credited on the basis of the total subcontract prices agreed to between the Contractor and subcontractors for the contract items being sublet as reflected on the "**MBE/WBE Utilization Plan**". ***Firms must be certified prior to the bid opening in order to be used to fulfill the participation goals.***

G. Post Award Compliance:

If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Contractor of the responsibility to continue good faith efforts to maximize participation of MBEs/WBEs during the term of this Agreement.

H. Substitution of MBE/WBE Firms after Award:

1. The Contractor will conform to the scheduled amount of MBE/WBE participation. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Contractor will immediately notify the contracting department and City of St. Louis Airport Authority Business Diversity Development (BDD) office prior to replacement of the firm.

2. Substitutions of MBE/WBE must be approved in writing by the Director. (See Appendix B, Section 3.B.) Substitutions of MBE/WBE will be allowed only when the MBE/WBE has failed to perform due to a default (material breach) of its subcontract or agreement. Contractor will not cancel or terminate its agreement with the MBE/WBE without cause and shall timely forward supporting documentation substantiating the cause of the default or termination to the Director for review.

I. Good Faith Efforts:

1. When the M/WBE goals cannot be met, the Contractor must document and submit justification utilizing the Contractor's "**Good Faith Efforts Report Form**" and provide a statement as to why the goals could not be met. The quality and intensity of the Contractor's good faith efforts will be evaluated by the City. The contractor must demonstrate the good faith efforts taken to meet the M/WBE goals, including but not limited to the following:

   a. Efforts made to select portions of the work proposed to be performed by M/WBEs in order to increase the likelihood of achieving the stated goal, including, where appropriate, but not limited to, breaking down contracts into economically feasible units to facilitate M/WBE participation. Selection of portions of work are required to at least equal the goal for M/WBE utilization specified in this contract.

   b. Written notification at least fourteen (14) days prior to the opening of bids, soliciting individual M/WBEs interested in participation in the contract as a subcontractor, regular dealer, manufacturer, consultant, or service agency and for what specific items or type of work.

c. Written notification to disadvantaged economic development assistance agencies and organizations which provide assistance in recruitment and placement of M/WBEs, of the type of work, supplies, or services being considered for M/WBEs on this contract.

d. Efforts made to negotiate with M/WBEs for specific items of work including evidence on:

   i. The names, addresses, telephone numbers of M/WBEs who were contacted, the dates of initial contact and whether initial solicitations of interest were followed up by contacting the M/WBEs to determine with certainty whether the M/WBE is interested. Personal or phone contacts are expected.

   ii. A description of the information provided the M/WBEs regarding the plans and specifications and estimated quantities for portions of the work to be performed.

   iii. A statement of why additional agreements with M/WBEs were not reached, and

   iv. Documentation of each M/WBE contacted but rejected and the reasons for the rejection.

e. Absence of any agreements between the Contractor and the M/WBE in which M/WBE promises not to provide subcontracting quotations to other bidders.

f. Efforts made to assist the M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit required by the contractor.

g. Documentation that qualified M/WBEs are not available, or not interested.

h. Attendance at any meeting scheduled by the user department, or the SLDC to encourage better contractor-subcontractor relationships, forthcoming M/WBE utilization opportunities (i.e. pre-bid, workshops, seminars), etc.

i. Advertisement, in general circulation media, trade association publications, disadvantaged-focused media, of interest in utilizing M/WBEs and area of interest.

j. Efforts to effectively use the services of available disadvantaged community organizations; disadvantaged contractor's groups; local, state and federal disadvantaged business assistance offices; and other organizations that provide assistance in recruitment and placement of M/WBEs.

2. Examples of actions not acceptable as reasons for failure to meet the M/WBE goal.

   a. M/WBE unable to provide performance or payment bonds or both.

   b. Rejection of reasonable bid based on price.

   c. M/WBE would not agree to perform items of work at the unit bid price.

   d. Union versus nonunion status.

   e. Contractor normally would perform all or most of the work of the contract.

   f. Solicitation by mail only.

   g. Restricting to only those general group of items which may be listed in bids under such headings "Items Subcontractible to M/WBE firms."

3. The demonstration of good faith efforts by the contractor must prove the Contractor actively and aggressively sought out M/WBEs to participate in the project.

4. The information provided will be evaluated to determine if the low bidder is responsive. All the information provided must be accurate and complete in every detail. The apparent low bidder's attainment of the M/WBE goal or demonstration of good faith effort will assist in determining the award of the contract.

J. Record Keeping Requirements:

The Contractor shall keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the City of St. Louis Airport Authority to determine compliance with the MBE/WBE contract obligations. The City of St. Louis Airport Authority reserves the right to investigate, monitor and review actions, statements, and documents submitted by any contractor, subcontractor, or MBE/WBE.

K. Reporting Requirement:

The Contractor shall submit monthly reports on MBE/WBE involvement to the City of St. Louis Airport Authority Business Diversity Development Office via the BDD online reporting system. Actual payments to MBEs/WBEs will be verified. The Contractor shall ensure its subcontractors are also submitting monthly reports on MBE/WBE participation via the BDD online reporting System.

1. Liquidated Damages. The Contractor agrees that the Contractor or its subcontractor('s)s' failure to comply with the MBE/WBE reporting requirements could result in an administrative or financial burden or both to the City. Therefore, the Contractor agrees that the Director, on behalf of the City, may elect to implement liquidated damages after written notice to the Contractor for failure to report. The stated liquidated damages in this sub-Section are cumulative over the term of this Agreement and are in addition to any other remedies City may have under this Agreement or at law or in equity:

   a. The first failure to report violation will result in a warning letter;

   b. The second failure to report violation will require Contractor to pay liquidated damages to the City not to exceed $25.00 for each week past due;

   c. For the third failure to report violation will require Contractor to pay liquidated damages to the City not to exceed $50.00 for each week past due; and

   d. For the fourth failure to report violation will require Contractor to pay liquidated damages to the City not to exceed $75.00 for each week past due.

      1. Payment of Liquidated Damages. All liquidated damages will be deducted by the City's next payment schedule. In the case there is no future payment(s), the Contractor will make the liquidated damage payment to the City within thirty (30) days' written notice of the violation.

      2. Notice. For any failure to report a violation specified in this section with associated liquidated damages, the City will provide written notice. including liquidated damages due and payable to the City.

L. Applicability of Provisions to MBE/WBE Contractors:

These provisions are applicable to all contractors including MBE/WBE contractors. If the MBE/WBE contractor intends to sublet any portion of this Agreement, the MBE/WBE contractor shall comply with provisions regarding contractor and subcontractor relationships.

6. RIGHT TO AUDIT CLAUSE

A. The Contractor's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Agreement, and for a period of three years after the early termination or the expiration of this Agreement or longer if required by law.

B. The Contractor's **"records"** as referred to in this Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by this Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Contractor records which may have a bearing on matters of interest to the City in connection with the Contractor's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation of:

1. Contractor's compliance with the Provisions of this Agreement or the performance of the services contemplated herein; or

2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Contractor or any of its payees or subcontractors, if any.

7. CIVIL RIGHTS GENERAL PROVISIONS

A. The Contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person will, on the grounds of race, creed, color , national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. The provisions bind the Contractor and sub tier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

8. CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS

A. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended, which are incorporated by reference and made a part of this Agreement.

2. **Non-discrimination:** The Contractor, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when this Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the

exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** If a Contractor fails to comply with this Section, the City will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

   a. Withholding payments to the Contractor under this Agreement until the contractor complies; and

   b. Cancelling, terminating, or suspending this Agreement, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

B. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take

reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); or

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

9. FEDERAL FAIR LABOR STANDARDS ACT PROVISION

A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Sect. 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

B. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

10. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All Contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Section 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

11. SEISMIC SAFETY

When applicable, the Contractor agrees to ensure that all work performed under this Agreement, including work performed by its subcontractor(s), conforms to a building code standard that provides a level of seismic safety and substantially equivalent to standards established by the National Earthquake Hazards Reduction Program ("**NEHRP**"). Local building codes that model their code after the current version of the International Building Code meet the NEHRP equivalency level for seismic safety.

12. DISTRACTED DRIVING

The City encourages the Contactor to promote policies and initiatives for its employees and other work personnel that decreases accidents caused by distracted drivers, including policies that ban text messaging. The Contractor must include the substance of this section in all sub-contracts that involve driving a motor vehicle in performance of the work associated with this Agreement.

13. CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, Executive Orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. Sec. 740-7671q) and the Federal Water Pollution Act as amended (33 U.S.C. Sec. 1251-1387). The Contractor will report any violation to the City immediately upon discovery. The City assumes responsibility for notifying the Environmental Protection Agency and the Federal Aviation Administration.

14. LIVING WAGE

A. Living Wage Compliance Provisions: Any work ordered by the City under this Agreement is subject to the St. Louis Living Wage Ordinance Number 65597 (the "**Ordinance**") and the "**Regulations**" associated therewith, as may be amended from time to time, both of which are incorporated herein by this reference. The Ordinance and Regulations require the following compliance measures, and Contractor agrees to strictly comply with these measures beginning on the Commencement Date of this Agreement:

1. **Minimum Compensation**: Contractor agrees to pay an initial hourly wage to each employee performing services related to this Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (See **Exhibit B**). The initial rate will be adjusted each year no later than April 1, and Contractor agrees to adjust the initial hourly rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.

2. **Notification**: Contractor must provide the Living Wage Bulletin together with the "Notice of Coverage" to all employees in English, Spanish, and any other languages spoken by a significant number of the Contractor's employees within thirty (30) days of the effective date of this Agreement for existing employees and within thirty (30) days of employment for new employees.

3. **Posting**: Contractor must post the Living Wage Bulletin, together with a "Notice of Coverage", in English, Spanish, and any other languages spoken by a significant number of the Contractor's employees, in a prominent place in a communal area of each worksite covered by this Agreement.

4. **Subcontractors**: Contractor agrees to require Subcontractors, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and agrees to be responsible for the compliance of such Subcontractors. Contractor must include these Living Wage Compliance Provisions in any contract with such Subcontractors.

5. **Term of Compliance**: Beginning on the effective date of this Agreement, Contactor agrees to comply with these Living Wage Compliance Provisions and with the Regulations for as long as work related to this Agreement is being performed by Contractor's employees, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such work is performed.

6. **Reporting**: Contractor shall provide the Annual Reports and attachments required by the Ordinance and Regulations.

7. **Penalties**: Contractor acknowledges and agrees that failure to comply with any provision of the Ordinance or Regulations may result in penalties specified in the Ordinance and Regulations, which penalties may include, without limitation, suspension or termination of this Agreement, forfeiture or repayment of City funds, disbarment, and the payment of liquidated damages, as provided in the Ordinance and Regulations.

8. **Acknowledgements**: Contractor acknowledges receipt of a copy of the Ordinance and Regulations.

15. NOTICE PROVISION

Except as otherwise expressly provided, all notices required to be given to the City must be in writing and must be delivered personally or be sent by certified mail return receipt requested, or overnight courier to:

Rhonda Hamm-Niebruegge
Airport Director
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

With a copy to:

Ron Stella
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

And a copy to:

Robert Salarano
St. Louis Airport Authority
P.O. Box 10212
St. Louis, MO 63145

All notices, demands, and requests by the City to the Contractor must be sent to:

Charles L. Brown
Regency Enterprises Services LLC
4455 Telegraph Road
Suite 160
St. Louis, Missouri 63129

The City or Contractor may designate in writing any changes in addresses or any addresses of substitutes or supplementary persons in connection with notices. The effective date of service of any such notice is the date of actual receipt by Contractor or the Airport Director.

CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

APPENDIX "C"
RATES FOR TERMINAL 1 AND TERMINAL 2 COMBINED CLEANING SERVICES

	YEAR 1	YEAR 2	YEAR 3
Terminal 1 Public Areas	$ 78,573.99 Monthly	$ 80,071.49 Monthly	$ 81,565.12 Monthly
Terminal 1, Concourse A (including any City hold rooms, pet relief, and required apron level locations)	$ 61,621.38 Monthly	$ 62,795.79 Monthly	$ 63,967.17 Monthly
Terminal 1, Concourse C (including any City hold rooms, pet relief, and required apron level locations)	$ 78,573.99 Monthly	$ 80,071.49 Monthly	$ 81,565.12 Monthly
Terminal 2 Public Areas	$ 86,781.21 Monthly	$ 88,435.12 Monthly	$ 90,084.77 Monthly
Terminal 2 Concourse (including any City hold rooms, pet relief, and required apron level locations)	$ 126,337.29 Monthly	$ 128,745.09 Monthly	$ 131,146.66 Monthly
Total "Monthly Service Charge"	**$431,887.86 Monthly**	**$440,118.98 Monthly**	**$448,328.84 Monthly**
Charge for Restroom Management System	$ 1,092.00 Monthly	$ 1,092.00 Monthly	$ 1,092.00 Monthly
Total Monthly Bid Amount	**$432,979.86 Monthly**	**$441,210.98 Monthly**	**$449,420.84 Monthly**

HOURLY RATES: These **"Hourly Rates"** may be used for ordering Extras (See Appendix A, Section 6 of this Agreement). In addition, these hourly rates **will** be used by the City in evaluating and making adjustments to the Monthly Service Charge due to changes of the Required FTE Staffing levels (See Appendix A, Sections 2.F, 4, and 11 of this Agreement):

Hourly rate for Supervisor	$ 23.29 per hour	$ 23.73 per hour	$ 24.17 per hour
Hourly rate for Lead Custodian	$ 23.29 per hour	$ 23.73 per hour	$ 24.17 per hour
Hourly rate for Floor Technician	$ 23.29 per hour	$ 23.73 per hour	$ 24.17 per hour
Hourly rate for Custodian	$ 23.29 per hour	$ 23.73 per hour	$ 24.17 per hour

These monthly equipment rates may be used for ordering Extras (See Appendix A, Section 6 of this Agreement). In addition, these monthly equipment rates **will** be used by the City if the City decides to cease using City owned floor cleaning equipment and instead require the Contractor to provide their own floor cleaning equipment (rent, lease, or buy) (See Exhibit B of this Agreement). Contractor provided equipment must be in good condition, acceptable by the Airport Representative, and in no case will be older than 5 years or have more than 2,500 hours:

Tennant T20	$5,302.50 per month	$5,461.58 per month	$5,625.42 per month
Tennant T17	$2,829.75 per month	$2,914.64 per month	$3,002.08 per month
Tennant T7	$2,332.95 per month	$2,402.94 per month	$2,475.03 per month
Tennant T500	$1,622.25 per month	$1,670.92 per month	$1,721.05 per month
Tennant i-mop XL	$866.25 per month	$892.24 per month	$919.00 per month

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals as set forth below:

REGENCY ENTERPRISES SERVICES LLC

BY: [illegible] EVP 20 JAN 2020
Date

ATTEST:

BY: [illegible] 1/20/20
Date

THE CITY OF ST. LOUIS, MISSOURI, OWNER AND OPERATOR OF ST. LOUIS LAMBERT INTERNATIONAL AIRPORT:

The foregoing Agreement was approved on this 5th day of February, 2020, by the Airport Commission.

BY: [illegible] 1/28/20
Director of Airports Date

The foregoing Agreement was approved by the Board of Estimate and Apportionment at its meeting on February 19, 2020.

BY: Stephanie M. Green 02/19/2020
Secretary Date
Board of Estimate & Apportionment

APPROVED AS TO FORM BY:

[illegible] 1/29/20
City Counselor Date

COUNTERSIGNED BY:

Darlene Green 3/18/2020
Comptroller Date

ATTESTED TO BY:

Karen Jackson 03/19/2020
Register, Deputy Date

COMPTROLLER'S OFFICE
DOCUMENT # 75209

Exhibit A

Affidavit
(Missouri Unauthorized Aliens Law)

STATE OF Missouri)
) SS.
COUNTY OF St. Louis)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared Walter L. Rule **(Name of Affiant)** who, by me being duly sworn, deposed as follows:

My name is Walter L. Rule **(Name of Affiant)**, I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the Executive Vice President **(Position/Title)** of Regency Enterprises Services, LLC **(Contractor)**.

I have the legal authority to make the following assertions:

1. Regency Enterprises Services, LLC **(Contractor)** is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with Lambert Airport Cleaning Contract (the "**Agreement**"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.

2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, Regency Enterprises Services, LLC **(Contractor)** does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this 4th day of November, 2019.

Notary Public

My Commission Expires:

SUSAN M. HENSON
Notary Public-Notary Seal
State of Missouri, St Louis County
Commission # 11419572
My Commission Expires Feb 9, 2020

Exhibit B

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES EFFECTIVE APRIL 1, 2019

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **$13.33** per hour (130% of the federal poverty level income guideline for a family of three); and

2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **$17.81** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).

3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **$4.48** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of APRIL 1, 2019. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at http://www.flystl.com/bdd or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8111

Exhibit C

Airport Supplied Equipment

AIRPORT SUPPLIED EQUIPMENT LIST

The Airport may provide for the use by the Cleaning Contractor in performance of this contract the following equipment:

EQUIPMENT:				**PURCHASE DATE:**
4—Tennant [Model: 7100]		**Small Rider Floor Scrubbers**		
[01]	C Concourse	S/N: 7100 1052 8587	4669.1Hrs	07 Jul 2011
[02]	A Concourse	S/N: 7100 1055 8255	3931.1Hrs	09 Feb 2012
[03]	Terminal 1	S/N: 7100 1055 6373	3721.7Hrs	26 Jan 2012
[04]	Terminal 2	S/N: 7100 1055 6374	4586.8Hrs	26 Jan 2012
2—Tennant [Model: T12]		**Compact Battery-Powered Rider Scrubber**		
[05]	Terminal 1	S/N: T12-10610674	0429.0Hrs	26 Mar 2013
[06]	Terminal 2	S/N: T12-10763934	2316.1Hrs	25 Mar 2013
4—ICE [Model: RS26L]		**Ride-on Auto Scrubbers**		
[11]	Regency	S/N: 6010 6100 153	0449.1Hrs	02 Apr 2018
[12]	Regency	S/N: 6010 6100 155	0424.3Hrs	02 Apr 2018
[13]	Regency	S/N: 6010 6100 154	0389.5Hrs	02 Apr 2018
2—ICE [Model: i20NBTL-OB]		**Walk-behind Scrubbers**		
[20]	Terminal 1	S/N: 6010 2100 463	0010.0Hrs	16 Apr 2019
[21]	Terminal 2	S/N: 6010 6100 474	0010.0Hrs	16 Apr 2019
		Propane Burnishers		
4—Aztec				2012 / 2018
		2-Way Portable Radios		
5—Motorola				

Note:

Tennant / ICE machines will have preventative maintenance performed on them on a bi-monthly basis [every two months: JAN, MAR, MAY, JUL, SEP, and NOV] at NO cost to the Contractor. This scheduled preventative maintenance for these machines will be paid for by the Airport.

All other service or repairs needed to the Tennant / ICE machines, caused by abuse, negligence or normal wear and tear as defined by the Airport Representative, will be at the SOLE expense of the Contractor and completed by an authorized repair service technician, dealer or manufacturer.

If any Tennant / ICE machine is inoperable for more than 24 hours due to abuse or negligence, as determined by the Airport Representative, then the Contractor will be responsible for promptly and timely providing a replacement or replacement rental machine at the Contractor's expense. The Contractor shall also be responsible for the cost of the repairs to the inoperable unit from a qualified repair station as stated above.

If any City-owned Tennant / ICE machine is inoperable for more than 24 hours as a result of normal wear and tear, the Contractor shall promptly and timely rent a replacement unit at the City's expense [no markup allowed]. The Contractor shall remain responsible for the cost of the repairs to the inoperable unit from a qualified repair station.

If any City-owned radio is damaged due to abuse or negligence, as determined by the Airport Representative, or lost, then the Contractor will be responsible for the cost of the repairs to the damaged unit or the cost to replace the missing unit.

Exhibit D

Airport Supplied Products

AIRPORT SUPPLIED PRODUCTS LIST

Airport will provide for the use by the Cleaning Contractor in performance of this contract the following paper products and dispenser supplies:

SUPPLIES:

Item #	Description
DS-5000	Discreet Seat Half-Fold Toilet Seat Covers
KL260	Kraft Waxed Liners for sanitary napkin disposal
GP-89470	White High Capacity Touchless Roll Towels for paper towel dispensers
19375	2-Ply White Coreless Bath Tissue
GP-89430	White High Capacity Touchless Roll Towels for **Family Assist (recessed)** paper towel dispensers
WC-375-C-8	WhiskCare Instant Hand Sanitizer Gel with Alcohol
91590-07	Kleenex Moisturizing Foam Hand Sanitizer for **stand dispensers** at A, C and T2 security checkpoints
1607-11	Sienna 27-inch Buffer pads
1607-12	Red 14-inch Buffer pads
1607-13	Purple 27-inch Buffer pads
1607-14	Thick Green 13-inch Buffer pads for ICE floor machines
1493P-95	Screen Z Urinal Deodorizers—Citrus Zest
1493P-95	Screen Z Urinal Deodorizers—Ocean Breeze
TFX5665-02	GOJO Cleaner Hand Foam 1250ML
FMX5265-02	GOJO Cleaner Hand Foam 2000ML
5700751	Sloan (SJS-1751) Healthminder Sensor Deck-Mount Foam Soap
PCSJHRN	28" x 45" Natural Can Liners
PSJHRBK	28" x 45" Black Can Liners
PC44XHBK	36" x 47" Black Can Liners
2450	Mutt Mitt Disposable Refill for SARA Stations

Exhibit E

Elevator List

ELEVATOR LIST

ELEVATOR ID	LOCATION
	Terminal 1
T1 - 01	T-1 LOADING DOCK WEST
T1 - 03	NEAR EXIT MT-06 / AIRPORT ADMINISTRATIVE OFFICES
T1 - 04	NEAR EXIT MT-05
T1 - 05	NEAR EXIT MT-03 / BEHIND AA TICKET COUNTERS / RAMP LEVEL BY COLUMN E24
T1 - 06	EAST OF EXIT MT-02 / TERMINAL 1 METROLINK
	A Concourse
A - 08	NEAR GATE A-08 BEHIND DOOR:A-2082-L
A - 17	NEAR GATE A-17 BEHIND DOOR: A-2163-L
	C Concourse
C - 07	GATE C-07 HOLD ROOM AREA
C - 18	ACROSS FROM GATE C-17 BEHIND DOOR: C-2216
C - 28	NEAR GATE C-28 HOLD ROOM AREA
	Terminal 2 and Customs
T2 - 01	TERMINAL 2 LOBBY SOUTH
T2 - 02	TERMINAL 2 LOBBY NORTH
E - 1	BY GATE E-33 / WEST SIDE OF TERMINAL 2 CUSTOMS AREA
E - 2	BETWEEN GATES E-29 and E-31 BEHIND DOORS: E-2154A and E-2160 and E-2160A
E - 3	BY GATE E-29 / EAST SIDE OF TERMINAL 2 CUSTOMS AREA
E - 4	BETWEEN GATES E-22 and E-24 BEHIND DOOR: E-2115
E - 5	BETWEEN GATES E-18 and E-20 BEHIND DOOR: E-2078
E - 6	BETWEEN GATES E-10 and E-12 BEHIND DOOR: E-2036

Exhibit F

Fire Stairwell List

FIRE STAIRWELL LIST

DOOR #	DESCRIPTION	

A CONCOURSE

A-2012 FS / A-2012-A FS	Between	Gate A-02 / Gate A-04
A-2029 FS / A-2029-A FS	Near	Gate A-03
A-2048 FS / A-2048-A FS	Near	Gate A-05
A-2095 FS	Between	Gate A-07 / Gate A-09
A-2090 FS	Between	Gate A-08 / A-10
A-2132 FS	Between	Gate A-14 / Gate A-16
A-2137 FS	Near	Gate A-15
A-2173 FS	Near	Gate A-17
A-2150 FS	Across from	Gate A-17

C CONCOURSE

C-2036 FS	Near	Gate C-02
C-2047 FS	Between	Gate C-07 / Gate C-09
C-2089 FS	East of	Gate C-09
C-2143 FS	Between	Gate C-15 / Gate C-17
C-2150 FS	East of	Gate C-16
C-2234 FS	Between	Gate C-18 / Gate C-24
C-2191 FS / C-2197 FS	Between	Gate C-19 / Gate C-21
C-2251 FS	Between	Gate C-23 / Gate C-25
C-2288 FS	Between	Gate C-24 / Gate C-28
C-3036 FS	East of	Gate C-28
C-3065 FS	East of	Gate C-29

TERMINAL 2

E-2015-A FS / E-2015-B FS	Across from	Gate E-08
E-2035-A FS / E-2035-B FS	West of	Gate E-10
E-2025-A FS / E-2025-B FS	Near	Gate E-10
E-2085-A FS / E-2085-B FS	Between	Gate E-18 / Gate E-20
E-2095-A FS / E-2095-B FS	Across from	Gate E-20
E-2105-A FS / E-2105-B FS	Across from	Gate E-20 / Gate E-22
E-2115-B FS	Across from	Gate E-24
E-2152 FS	East of	Gate E-29
E-2158 FS	East of	Gate E-31
D-2345 FS	West of	Gate E-33
D-2184 FS	West of	Gate E-33
D-2164 FS	East of	Gate E-33
D-2352 FS	Between	Gate E-33 / Gate E-38
D-2346 FS	Near	Gate E-38
D-2348 FS	Near	Gate E-38
D-2328 FS	Near	Gate E-40
E-2001 FS	Near	Gate E-40

Exhibit G

Guidelines For Cleaning And Maintaining Lactation Suites

GUIDELINES FOR CLEANING AND MAINTAINING LACTATION SUITES

I. **Routine Cleaning Duties**

Floors swept, mopped and/or vacuumed

- Trash can emptied and relined
- Sink (if applicable) cleaned and disinfected
- Furniture cleaned and disinfected
- Walls/doors spot cleaned
- Lighting, electrical and heating/cooling in good working order
- Restock supplies (hand sanitizer, brochure, log sheets, pump wipes, and disinfecting wipes)

II. **General Guidelines**

- Waste receptacles are to be emptied and spot cleaned, trash is not allowed to overflow.
- All surfaces of basins, bowls, toilets, seats, urinals, baby changing stations and all other restroom surfaces within touchable range will be properly cleaned, sanitized, rinsed and dried spot free.
- De-scaling shall be performed as required to keep surfaces free from streaks, stains, scale, scum, urine deposits, and rust stains.
- Dispensers shall be emptied prior to being cleaned and then refilled with supplies.
- Dispensers shall not run out of supplies during operational hours and supplies will only be stocked or stored in designated locations.
- Spot clean light switches, doors and walls.
- All mirrors, basins, shelves/counters, bright work, and stainless steel or solid surface partitions shall have a clean and polished appearance.
- Solid surface materials shall not become stained or dingy.
- Floor and wall tile shall be maintained to standards listed herein and special care given to grout, baseboards, drains, counters, trash receptacles and all other permanently fixed equipment or finishes to prevent buildup of odor causing bacteria.

III. **Specific Guidelines**

Lactation Suites are special rooms, and because of this, they have special cleaning needs. The suites shall be kept clean and spotless and shall not become dull in appearance.

The protocol to follow for cleaning lactation suites shall include the following:

A. **Floor Care**

The use of mops is prohibited. Vacuum-enabled mop alternatives such as dispense-and-vac or what ISSA [International Sanitary Supply Association], the worldwide cleaning

organization, calls "spray-and-vac" systems are options. These systems apply cleaning solution to the floors. All moisture as well as soils are then vacuumed up. It is also recommended to use a cleaner/disinfectant with these systems. The cleaner helps removes soils from surfaces, allowing the disinfectant to "kill" any germs or bacteria on them.

B. Surface Care

Given the sensitivity of lactation rooms, employees must follow strict protocols and guidelines for the cleaning of all surfaces in the lactation room, including: chairs, tables, sinks, counters, and high-touch areas such as light switches and doorknobs.

1. Cleaning professionals **MUST** always wear protective gear, specifically disposable gloves, when cleaning lactation suites.
2. Always work from the top down to avoid moisture, soils, or contaminants falling on floors and lower areas after they have been cleaned.
3. All lactation suite surfaces must cleaned and disinfected; in every instance, this is a two-step process—clean first, then sanitize/disinfect. In some cases, a third step may be required: rinsing the surface after cleaning or sanitizing/disinfecting.
4. Always use a fresh cleaning cloth, or even a fresh side for each new surface every time a lactation suite is cleaned; since the cleaning cloth can harbor bacteria and germs. Replace cleaning cloths and other tools/products often.
5. Due to the uncertainty as to the nature of the soils or contaminants on these surfaces, use an **EPA-registered, broad-spectrum disinfectant**, designed to kill many different types of bacteria and pathogens. Use an effective cleaning solution, a sanitizer, and a disinfectant. A sanitizer reduces the number of pathogens on a surface to levels deemed safe for public health. A disinfectant is an antimicrobial that destroys specific pathogens on a surface.
6. Follow all protocols as to diluting the disinfectant along with surface "contact time" before wiping; this can be as much as 10 minutes with some disinfectants. Mix chemicals with an auto dilution system. Do not mix chemicals manually.
7. Change regularly-used sanitizers and disinfectants to prevent pathogens on lactation suite surfaces from building up an immunity to them.
8. To remove potentially hazardous spills on the floor, a spill kit is required. Use the spill kit to cover and absorb the spill. Afterwards, the area should be cleaned and disinfected using a floor-cleaning alternative such as an auto vac, dispense-and-vac, or spray-and-vac system, mentioned previously.
9. The use of chemical sprayers, fogs, or mists to disinfect lactation suites is strictly prohibited.

Exhibit H

Guidelines For Cleaning And Maintaining Service Animal Relief Areas

GUIDELINES FOR CLEANING AND MAINTAINING SERVICE ANIMAL RELIEF AREAS

I. Routine Cleaning Duties

- Clean and disinfect turf area, including fire hydrant
- Clean and disinfect underneath turn area
- Clean and deodorize trash receptacles
- Clean and polish all bright work
- Clean mirrors and shelves
- Clean sinks and chrome fixtures
- Clean walls
- Empty trash cans
- Restock pet waste bags
- Scrub floor

II. General Guidelines

- All fixtures including sinks, faucets, etc., shall be washed inside and outside utilizing a disinfectant and shall be free of stains and odors.
- Floors shall be swept/dust mopped and free of dirt and wet mopped with disinfectant.
- All waste receptacles shall be emptied, cleaned, disinfected as required, and pet waste bags replenished as appropriate.
- Mirrors shall be cleaned and polished.
- Walls shall be cleaned free of film, streaks, and stains.
- All metal fixtures and hardware will be cleaned.
- Animal relief area shall be sufficiently rinsed, deodorized, and free of all pet waste.
- Solid surface materials shall not become stained or dingy.
- Use of non-toxic and low-odor cleaning solutions will avoid distracting service animals or preventing them from toileting.

Exhibit I

Restroom List

TERMINAL CLEANING SERVICES RESTROOM LIST

RR #	ROOM DESCRIPTION	GATE	DOOR #	ALERT CODE
	A CONCOURSE - CONCOURSE LEVEL			
1	Men's	A02		7254
2	Women's	A02		7253
3	Family Assist	A08	A-2077	7251
4	Men's	A08		7252
5	Women's	A08		7250
6	***Lactation Suite***	A10		**TBD**
7	**SARA**	A16		3601
8	Men's	A17		7249
9	Women's	A17		7248
	A CONCOURSE - RAMP / APRON LEVEL			
10	Men's	A16	A-1223	9635
11	Women's	A16	A-1221	9636
	C CONCOURSE - CONCOURSE LEVEL			
12	Family Assist	C02	C-2012	7264
13	Men's	C02		7265
14	Women's	C02		7263
15	Family Assist	C09	C-2083	7261
16	Men's	C09		7262
17	Women's	C09		7260
18	***Lactation Suite***	C09		**TBD**
19	Family Assist	C17	C-2155-C	7258
20	Men's	C17		7259
21	Women's	C17		7257

22	**SARA**	C24		3617

23	Men's	C24		7256
24	Women's	C24		7255

25	Men's	C29/**C30**		9639
26	Women's	**C29**/C30		9640

C CONCOURSE - RAMP / APRON LEVEL

27	Men's	C07		9637
28	Women's	C07		9638

TERMINAL 1 - UPPER LEVEL - TICKETING

29	Men's	Exit MT-02		7247
30	Women's	Exit MT-02		7246

31	Men's	Exit MT-06		8705
32	Women's	Exit MT-06		8706

TERMINAL 1 - LOWER LEVEL - BAG CLAIM

33	Men's - Employee		MTS-2341	9641
34	Women's - Employee		MTS-2347	9642

35	Family Assist		MTN-2292	4446
36	Men's			4444
37	Women's			4445

38	Family Assist		MTN-2080	7241
39	Men's			7242
40	Women's			7240

41	Family Assist		MTS-2712	7244
42	Men's			7245
43	Women's			7243

TERMINAL 1 - RAMP / APRON LEVEL - BAG MAKEUP

44	Men's - Employee		MT-1071	9643
45	Women's - Employee		MT-1083	9644

DCONCOURSE - CONCOURSE LEVEL

46	Family Assist	D08	D-2078	**N/A**

TERMINAL 2 - SECURED

47	**SARA**	E04		3621

48	Family Assist	E10	E-2021	3600
49	Men's	E10		3591
50	Women's	E10		3594

51	Family Assist	E20	E-2099	7282
52	Men's	E20		7283
53	Women's	E20		7269

54	Family Assist	E33	E-2137	7267
55	Men's	E33		7268
56	Women's	E33		7266

57	***Lactation Suite***	C09		4596

58	Family Assist	E40	D-2282	8702
59	Men's	E40		8703
60	Women's	E40		8704
61	**SARA**	E40		8707

TERMINAL 2 - UNSECURED - UPPER LEVEL - TICKETING

62	Family Assist	Exit 03	ET-2049	7271
63	Men's	Exit 03		7272
64	Women's	Exit 03		7270

TERMINAL 2 - UNSECURED - LOWER LEVEL - BAG CLAIM / INTERNATIONAL ARRIVALS

65	Family Assist	Exit 12	ET-1021	7274
66	Men's	Exit 12		7275
67	Women's	Exit 12		7273

68	Men's	Exit 16	E-1119	7277
69	Women's	Exit 16	E-1115	7276

TERMINAL 2 - CUSTOMS

70	Family Assist		E-1238	7278
71	Family Assist		E-1242	7279
72	Men's			7281
73	Women's			7280

TERMINAL CLEANING SERVICES RESTROOM LIST TOTALS

NUMBER OF ROOMS	ROOM DESCRIPTION
	A CONCOURSE
01	Family Assist
04	Men's
04	Women's
01	***Lactation Suites***
01	**SARA**
	C CONCOURSE
03	Family Assist
06	Men's
06	Women's
01	***Lactation Suites***
01	**SARA**
	TERMINAL 1
03	Family Assist
07	Men's
07	Women's
00	***Lactation Suites***
00	**SARA**
	D CONCOURSE
01	Family Assist
	TERMINAL 2
06	Family Assist
07	Men's
07	Women's
01	***Lactation Suites***
02	**SARA**
	CUSTOMS
02	Family Assist
01	Men's
01	Women's
00	***Lactation Suites***
00	**SARA**
	T1 AND T2 COMBINED
16	Family Assist
25	Men's
25	Women's
03	***Lactation Suites***
04	**SARA**

Exhibit J

Storage And Staging Locations

STORAGE AND STAGING AREA LOCATIONS

DOOR #		DESCRIPTION	
A CONCOURSE			
A-2082-A	A Concourse Main Supply Closet	Near	Gate A-08
C CONCOURSE			
C-2073	C Concourse Main Supply Closet	Near	Gate C-09
D CONCOURSE			
D-2054	T1 Main Supply Closet Distribution Room	Near	Gate D-06
TERMINAL 1			
MTS-2514-C	T1 Corridor	Leading to	Exit MT-18
TERMINAL 2			
D-2270-C	T2 Supply Closet for Gates E-33 / E-40 RR Supplies	West of	Gate E-40
E-1027	T2 Main Supply Closet - Lower Level	Near	T2 Loading Dock
E-2097-C	T2 Supply Closet	Near	Gate E-20
E-2196-A	T2 Supply Closet	West of	Gate E-33

Exhibit K

TSA Queue Line Cleaning Hours

TSA QUEUE LINE CLEANING HOURS

A Checkpoint:

Closes at 8:00 PM / **2000HRS**
Opens at 4:00 AM / **0400 HRS** [must be out of area by 3:30 AM / **0330HRS**]

C Checkpoint:

Closes at 8:30 PM /**2030HRS**
Opens at 3:30 AM / **0330HRS** [must be out of area by 3:00 AM / **0300HRS**]

E Checkpoint:

Closes at 10:00 PM / **2200HRS**
Opens at 3:30 AM / **0330HRS** [must be out of area by 3:00 AM / **0300HRS**]

F Checkpoint:

Closes at 8:00 PM / **2000HRS**
Opens at 3:30 AM / **0330HRS** [must be out of area by 3:00 AM / **0300HRS**]

Exhibit L

Staffing Guidelines and Requirements

Exhibit L

STAFFING GUIDELINES AND REQUIREMENTS

2.1 **POSITION: OPERATIONS MANAGER (OM) –**

2.1.1 Normal hours OM will be on site on 1st shift, Monday through Friday, however, all shifts will require the manager to be on site at scheduled and unscheduled times to support staff and Terminal needs, i.e., emergency operations, weather support, etc.

2.1.2 This position will represent the Contractor at the Airport. The Operations Manager (OM) shall have the ability to make decisions and have authority to obligate the Contractor on a financial and personnel basis. The OM will be the point of contact between the Management Team and the Contractor. The OM manages all contacted custodial operations including supervision, scheduling, inspection, and control of all custodial and related services as communicated and directed by the Airport. **This position will be responsible for and expected to monitor and enforce a progressive discipline policy, approved by the Airport Representative. It is expected the OM will take strict action, up to and including termination, to prevent abuse of call outs, lack of performance, poor customer service and no-shows.**

2.1.3 The OM must have knowledge of custodial means and methods and staffing skills necessary to achieve satisfactory results in an efficient manner.

2.1.4 The OM must have knowledge of contract requirements and creation of efficient work force planning to maintain properly skilled staffing levels to satisfy the contract.

2.1.5 The OM shall supervise custodial staff in a manner that does not disrupt, endanger, unreasonably interfere with, or delay the operations or activities or the tenants or movement of the traveling public.

2.1.6 The OM ensures cleaning practices; safety and quality control are being maintained while being compliant with all applicable OSHA, EPA, and direction provided by the Airport.

2.1.7 The OM communicates and interacts effectively with Airport Representative, the Airport Engineering Technicians and the Airport Housekeeping Manager.

2.1.8 ESSENTIAL DUTIES AND RESPONSIBILITIES

2.1.8.1 The OM maintains current knowledge of best practice in cleaning and assessment and work related skills.

2.1.8.2 The OM shall be in charge of the Contractor's staffing, including work schedules and absence management which shall include scheduling vacations, holidays, sick time,

etc. The OM shall maintain up to date payroll records, and provide reports as required by the Airport's Management Team.

2.1.8.3 Evaluates the performance of subordinate staff, monitors and documents attendance and behavior patterns, confers with employees, and writes performance evaluations.

2.1.8.4 Initiates, and participates in the disciplinary process; coordinates, plans, commends and carries out disciplinary actions as needed.

2.1.8.5 Updates documentation of all primary work processes such as Cleaning, Loss Prevention, Emergency Response, and Disaster Recovery Plans to be reviewed annually.

2.1.8.6 Supervises and coordinates the work direction for workers to ensure productive work flow.

2.1.8.7 Able to function appropriately and direct the crew under demanding conditions and in emergency situations.

2.1.8.8 Counsels, coaches, and supervises all custodial employees associated within assigned contract.

2.1.8.9 Implements Daily/Weekly/Monthly/Quarterly/Annual schedules and checklists.

2.1.9 REPORTING REQUIREMENTS

2.1.9.1 The OM shall provide a work status report in a Daily Summary to the Airport Representative in a form acceptable to the Airport Representative.

2.1.9.2 The OM shall provide a comprehensive Monthly and Annual Report to the STL Ops & Mx team in a form acceptable to the Airport Representative.

2.1.9.3 The Airport requires the Contractor to keep records on the following, and the Operations Manager shall keep the following records in a form acceptable to the Airport Representative:

2.1.9.3.1 Contractor's and Subcontractor's personnel records.

2.1.9.3.2 An up-to-date database for equipment and inventory.

2.1.9.4 The manager and the contracting firm must keep books; records, and documents of the Contractor and its Subcontractor(s), as they relate to Work performed under this Agreement.

2.1.9.5 A comprehensive Monthly and Annual Report must contain and address and resolve the following, but not be limited to:

2.1.9.5.1 Serious issues and concerns with operations

2.1.9.5.2 Staffing, equipment, supplies, materials issues
2.1.9.5.3 Electronic records of weekly time for each employee and Subcontractor(s)

2.1.9.5.4 Complete description of the method and procedures for collection of data

2.1.9.5.5 A summary of Daily Maintenance Log Sheets

2.1.9.5.6 Accounting for parts and labor spend on corrective unsatisfactory, incomplete work or failed inspections.

2.1.9.7.7 Work management and progress

2.1.9.5.8 Work status and request for extensions

2.1.9.5.9 Customer Service issues, and comments

2.1.9.5.10 Outstanding issues and/or resolution\

2.1.9.5.11 QA Reports (Daily/Weekly/Monthly/Quarterly/Annual reports)

2.1.9.5.12 Special projects and completion status

2.1.9.5.13 Safety, Training, and Compliance Audit Report

2.1.9.5.14 Safety incidents

2.1.9.6 The Operations Manager is responsible for promptly notifying the Airport Police and the Airport Ops Center of all accidents arising from the performance of this Agreement involving bodily injury to workers, building occupants, visitors, or other persons.

2.1.9.7 Records must be maintained for three (3) full years from the date of the final payment or longer as required by law.

2.1.10 QUALITY CONTROL REQUIREMENTS

2.1.10.1 Contractor's program shall include, but not be limited to, all elements of the quality control program.

2.1.10.2 The OM utilizes quality control inspections as a means of monitoring work performance to ensure services are being provided in accordance with the Specification.

2.1.10.3 Maintains contact with the public and with other departments regarding custodial services; investigates and responds to complaints, requests for work, and emergencies; explains procedures, regulations, and available resources in order to coordinate work flow and establish effective working relationships.

2.1.10.4 Shall provide tenants with active support and communication regarding requested custodial needs; while tenants must be able to communicate their service needs in a timely manner, they are to be given reasonable expectations as to when those needs will be met.

2.1.10.5 Resolves custodial concerns and complaints by investigating, making onsite visit inspections, taking immediate corrective action, and conducting follow-up calls.

2.1.10.6 Performs inspections both during and after completion of work.

2.1.10.7 Makes sure within one work week, the deficiency should be corrected and its reoccurrence to be avoided

2.1.10.8 Performs a quality control inspection for each shift and submits a written report to the Airport weekly.

2.1.10.9 Performs site inspections with a designated representative of Airport when requested.

2.1.10.10 A visible effort toward continuous improvement of productivity and cost-effectiveness shall be maintained.

2.1.10.11 Documentation, such as inspection forms and corrective action forms, to record inspections and corrective action performed:

2.1.10.11.1 Collects all shift supervisors' quality assurance check lists

2.1.10.11.2 Perform queries for status of open and/or closed CM and PM work orders

2.1.10.11.3 Perform random inspections of the facility and equipment

2.1.10.11.4 Conducts assessments

2.1.10.11.5 Takes corrective measures for any deficiencies found

2.1.10.11.6 Communicates between various shifts to ensure applicable completion of tasks

2.1.10.11.7 Follow up on inspections

2.1.10.12 Responsible for the quality and accuracy of any and all work performed in conjunction with this Contract and keeping records.

2.1.11 INVENTORY CONTROL / EQUIPMENT MAINTENANCE REQUIREMENTS

2.1.11.1 Takes periodic inventory of equipment and supplies and perform an inventory analysis to efficiently augment material usage and consumption.

2.1.11.2 Ensure proper use of equipment and cleaning methods and quality.

2.1.11.3 Inspects and maintains all equipment meets Airport requirement and standard.

2.1.12 TRAINING REQUIREMENTS

2.1.12.1 Trains subordinates on policies and procedures, and monitors and evaluates the duties of personnel.

2.1.12.2 Cross trains staff to handle other areas other than his/hers daily designated areas to function in emergency situations.

2.1.12.3 Ensures continuously training in current practices, any updates and quality improvement.

2.1.12.4 Ensures Environmental and Safety Provisions are met during custodial practices.

2.1.12.5 Ensures waste disposals are in compliance with Airport requirement, applicable environmental and waste management laws and regulations.

2.1.12.6 Maintains entire crew's professionalism.

2.1.12.7 Foster safe working environment.

2.1.12.8 Addresses no tolerance policy pertaining to any illegal activity.

2.2 POSITION: HUMAN RESOURCES / ADMINISTRATIVE COORDINATOR (HR/AC) –

Normal hours HR/AC will be on site on 1st shift, Monday through Friday, however, all shifts will require the HR/AC to be on site at scheduled and unscheduled times to support staff and Terminal needs.

2.2.1 The HR/AC will have prior office experience. The HR/AC will have excellent verbal and written communication skills, strong computer skills, and exceptional organizational and time management skills. The HR/AC will be detailed-oriented, have the ability to quickly grasp and implement new concepts, and work independently and in a collaborative environment.

2.2.2 ESSENTIAL DUTIES AND RESPONSIBILITIES

2.2.3.1 Manage the Airport ID badging process and associated training classes, including obtaining all required paperwork and official signatures, for all employees and badge types and issues.

2.2.3.2 Work with Corporate HR office to ensure new hire and employee separation information is sent for timely entry into respective payroll, and other required HR systems.

2.2.3.3 Coordinate benefit enrollment periods and distribute all required communication.

2.2.3.4 Fill vacancies; recruit new hires.

2.2.3.5 Develop and manage the new employee onboarding program.

2.2.3.6 Issues new employee uniforms; monitor uniform distribution and inventories.

2.2.3.7 Manages time and attendance time cards and issues; support Corporate Payroll department.

2.2.3.8 Reads and routes incoming correspondence to appropriate individual.

2.2.3.9 Prepares outgoing mail and correspondence.

2.2.3.10 Composes and types routine correspondence, procedures and operational guidance documents.

2.2.3.11 Schedules appointments.

2.2.3.12 Greets walk-in traffic, screens and directs visitors to appropriate individuals, and escorts scheduled visitors to appropriate area or person.

2.2.3.13 Makes copies of correspondence or other printed materials.

2.2.3.14 Orders and maintains supplies and arranges for office equipment maintenance.

2.2.3.15 Provides customer billing support.

2.2.3.16 Drafts QA and audit reports.

2.2.3.17 Participates in related special projects and tasks.

2.2 **POSITION: SUPERVISOR / TRAINER (ST) –**

Normal hours the ST will be on site 1st, 2nd and 3rd shift, Monday through Friday, however, all shifts, including weekends, will require the ST to be on site at scheduled

and unscheduled times to support training of staff, Terminal needs and proper to ensure proper supervision.

2.2.1 The Supervisor / Trainer will have operations experience and training knowledge for all staff and supervisor positions.

2.2.2 The Supervisor / Trainer shall support and reinforce the correct cleaning practices on a daily basis.

2.2.3 The contracting company will not utilize contract paid hours to do initial assessment and training of new employees. Each employee's off-site assessment / training will be provided before starting at the airport job sight.

2.2.4 The Supervisor / Trainer will assess each employee's ability to speak, read, and understand English and their ability to read and understand training materials in their primary language.

2.2.5 The Contractor shall take all necessary precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to persons, properties, equipment, and vehicles.

2.2.6 Securing work area (i.e., barricades, barriers, caution wet floor signs, etc.) to ensure the safety of the public, airport employees, and/or airport facilities.

2.2.7 Responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Specification.

2.2.8 ESSENTIAL DUTIES AND RESPONSIBILITIES

2.2.8.1 The Supervisor / Trainer will oversee all aspects of cleaning operations during the 2nd & 3rd shift, Monday – Friday with periodic checks on the weekends. This shift requires additional duties, limited time to access work areas and equipment, using trained techniques to perform the job effectively. This shift requires an experienced Supervisor / Trainer at the site.

2.2.8.2 Develops and directs training for new and incumbent custodial staff, provide instruction in proper custodial procedures and the safe use of chemicals, equipment, and supplies.

2.2.8.3 Provides Airport On-Board Training to understand the environment and security requirements to protect everyone in the assigned work areas.

2.2.8.4 Conducts meetings and training sessions, preparing written instructions and procedures.

2.2.8.5 Logs training topics, dates and names of attendees.

2.2.8.6 Trains staff on policies and procedures, high-performance and safe cleaning practices, and monitors the duties of personnel.

2.2.8.7 Evaluates the performance of subordinate staff, writes performance evaluations, and recommends additional training and when necessary, provide constructive disciplinary actions as needed.

2.2.8.8 Ensures all equipment is in proper working condition to ensure safe operations.

2.2.8.9 Has a strong knowledge in and ensures all training includes, but is not limited to:

2.2.8.9.1 Proper customer/passenger interaction practices.

2.2.8.9.2 Responding to questions from the traveling public.

2.2.8.9.3 Approved cleaning practices

2.2.8.9.4 Safety and quality assurance requirements

2.2.8.9.5 High-Performance Cleaning Training includes all aspects of basic daily cleaning – How to clean

2.2.8.9.6 Proper use of chemicals and materials

2.2.8.9.7 Proper handling and uses of equipment

2.2.8.9.8 Safety training on powered equipment

2.2.8.9.9 Proper maintenance of equipment

2.2.8.9.10 Proper storage of supplies and chemicals

2.2.8.9.11 Uniform standards

2.2.8.9.12 Proper handling of waste

2.2.8.9.13 Blood-borne Pathogen Clean-up

2.2.8.9.14 Wood floor care

2.2.8.9.15 Carpet care

2.2.8.9.16 VCT floor care

2.2.8.9.17 Ceramic floor care

2.2.8.9.18 Terrazzo floor care

2.2.8.9.19 Green Cleaning Policy

2.2.8.9.20 Microfiber cleaning system

2.2.8.9.21 HEPA filter vacuum cleaners and maintenance

2.2.8.9.22 Proper uses of PPE (Personal Protective Equipment) as performing duties dictate

2.2.8.9.23 Dress Code

2.2.8.9.24 Public use of cell phones and other electronic devices/accessories

2.2.8.9.25 Public use of amenities while on duty and/or in uniform (restrooms, seating, etc.)

2.2.8.9.26 Proper chemical, materials and equipment preparations and uses as directed by the manufacturer's instructions

2.2.8.9.27 MSDS/SDS BOOK availability at work sites

2.2.8.9.28 Fire Prevention and Protection

2.2.8.9.29 Smoking Restrictions

2.2.8.9.30 Lost and Found Property

2.2.8.9.31 Infection control

2.2.8.9.32 Bio-Hazard/Hazardous Material

2.2.8.9.33 Foster safe working environment

2.2.8.9.34 No tolerance policy pertaining to any illegal activity

3. The OM or the ST must be able to be on-site within two hours if notified as such by the Airport representative.

3.1. The manager must be back filled for any scheduled or unscheduled absence greater than 3 consecutive days or 4 days in a two week period.

3.2. The ST can fulfill the backfilling requirement for the OM.

2.4. POSITION: LEAD CUSTODIAN

2.4.1. Lead Custodians will perform traffic studies to address the custodial needs of the facilities' tenants and will modify their operational approach to fulfill the cleaning needs; it could be on routine basis or seasonal basis to increase cleaning frequencies in assigned areas.

2.4.2. In addition to overseeing assigned custodians' cleaning performances and practices, this position is required to pick up custodian duties that the staff will not be able to complete in the normal assigned work shift. Lead Custodians will observe traffic and demands on daily basis and guides custodians work flows.

2.4.3. Lead Custodians shall perform custodian duties according to the Airport standard cleaning practices, safety and quality assurance are being maintained while being compliant with all applicable OSHA, EPA, and the Airport's rules and practices, including directives issued by the Operations, Police and Fire Department while on the Airport property.

2.4.4. The Lead Custodian position will have an understanding of Airport's daily activities, the operations or activities of the tenants, and movement of the traveling public.

2.4.5. The Lead Custodian position will have a full understanding of janitorial methods, procedures, materials, chemicals, disinfectants and equipment used in cleaning an airport facility.

2.4.6. The Lead Custodian will understand and is able to practice the approved methods to care for and maintain all types of floors, including wood, vinyl, stone, terrazzo, ceramic tiles, and carpet:

2.4.6.1. Knowledge of carpet cleaning materials and chemicals, methods, and procedures for wet extraction, and spotting techniques.

2.4.6.2. Knowledge of vinyl floor strip, wax and buffing

2.4.6.3. Knowledge of natural stone and terrazzo floor care, cleaning and maintaining.

2.4.6.4. Knowledge to operate all automatic floor machines.

2.4.7. ESSENTIAL DUTIES AND RESPONSIBILITIES

2.4.7.1. Interprets, explains and enforces all of the Airport's safety standards, cleaning standards, policies and procedures of the Airport and the department to work with custodians.

2.4.7.2. Under Manager's direction, supervises, guides, inspects and evaluates custodians engaged in performing a variety of cleaning tasks in the terminal, and activities of custodians to achieve high quality custodial services.

2.4.7.3. Understands and follows schedules, instructions and procedures of cleaning operations to work independently in the absence of supervision.

2.4.7.4. Completes tasks as assigned by manager and does related work as required according to established standards.

2.4.7.5. Communicates clearly and effectively with custodians and customers.

2.4.7.6. Effectively solves cleaning problems with Custodians.

2.4.7.7. Promotes, establishes and maintains cooperative and effective working relationships with customers with a strong commitment to customer service.

2.4.7.8. Stays current and on schedule with Preventive Maintenance and assigned work schedules.

2.4.7.9. Supervises custodial operations for special events.

2.4.7.10. Responds to emergency situations.

2.4.7.11. Monitors and/or participates in moving furniture and equipment to perform custodial tasks effectively and to prevent potential or actual safety hazards.

2.4.7.12. May serve as a contact person for the public and for other departments regarding custodial services

2.4.7.13. Performs related duties and responsibilities as required by the Operations Manager and the Airport Board within area of responsibilities.

2.4.8. REPORTING RESPONSIBILITIES

2.4.8.1. Communicates and reports to Operations Manager or Supervisor / Trainer on staff progress, issues, and performance.

2.4.8.2. Communicate with the manager, staff, clients, vendors, and administrator in person or in writing by preparing and completing a variety of forms, reports, memos and emails.

2.4.8.3. Write QA reports, other reports, or correspondence in a clear, concise and effective manner.

2.4.8.4. Records information legibly and accurately on various reports.

2.4.9. QUALITY CONTROL REQUIREMENTS

2.4.9.1. Inspects, verifies, and ensures completion of work assignments according to specified schedules.

2.4.9.2. Captures and identifies reasonable deficiencies in order to instruct and take corrective actions within area of responsibility.

2.4.9.3. Maintains effective audio-visual training materials for assignments involving powered equipment.

2.4.9.4. Receives, investigates, responds, and/or resolves work orders and complaints regarding custodial services.

2.4.9.5. Makes field checks to maintain standards of work performance and a satisfactory work progress ensures quality, and scope of all completed work.

2.4.9.6. Recognizes the need for service for the public during inspections and walkthroughs and act upon that by performing the service or informing the appropriate person that the service is needed.

3.1. POSITION: FLOOR TECHNICIAN (3RD shift)

3.1.1. These are the recommended guidelines for the Contractor's Floor Technicians. They will be responsible to perform all floor care requirements, but his/her duties are not limited to these guidelines.

3.1.2. The Floor Technician shall perform traffic studies to address the custodial/floor care needs of the facilities' tenants and will modify their operations approach to fulfill the cleaning needs; it could be on routine basis or seasonal basis to increase cleaning frequencies in assigned areas.

3.1.3. The Floor Technician shall perform custodial duties according to the airport standard cleaning practices, safety and quality assurance are being maintained while being compliant with all applicable OSHA, EPA and Airport's rules and practices, including directives issued by the Operations & Maintenance, Police and Fire Department while on Airport property.

3.1.4. Work shall be performed so as not to disrupt, endanger, and unreasonably interfere with Airport customer's activities.

3.1.5. ESSENTIAL DUTIES AND RESPONSIBILITIES

3.1.5.1. Under close supervision, the Floor Technician is responsible for the overall floor maintenance of hard surface and carpet at the airport and maintaining a safe, clean and sanitary environment by performing periodic projects.

3.1.5.2. The Floor Technician must have knowledge and understanding of organization, goals and objectives, and policies and procedures.

3.1.5.3. The Floor Technician must have knowledge of and able to operate all required automatic floor care equipment, materials and procedures, and perform quality work in a safe manner at all times.

3.1.5.4. The Floor Technician must know and be able to perform quality work by using approved methods to care for and maintain all types of floors, including but not limited to wood, vinyl, stone, terrazzo, ceramic tiles, and carpet:

3.1.5.4.1. Vinyl floor stripping, waxing, scrubbing, recoating, spray-buffing, burnishing.

3.1.5.4.2. Physical scrubbing of baseboards, corners, seeping/vacuuming/dust mopping, wet/damp mopping hard floors, vacuum carpeted floors, and other tasks to deliver quality floor care.

3.1.5.4.3. Proper cleaning, care and maintenance of ceramic tile, natural stone and terrazzo floors.

3.1.5.4.4. Carpet cleaning materials and chemicals, methods and procedures for wet extraction, and spotting techniques.

3.1.5.4.5. Other restorative tasks for assigned areas.

3.1.5.5. The Floor Technician must follow all safety requirements and procedures at all times and maintain compliance with required hard floors and carpet care training:

3.1.5.5.1. The Floor Technician must wear Proper use of Personal Protective Equipment (PPE) and following safety guidelines.

3.1.5.6. The Floor Technician performs preventative maintenance check on all equipment prior to use at beginning and end of the shift.

3.1.5.7. The Floor Technician has a full understanding of janitorial methods, procedures, materials, chemicals, disinfectants and equipment used in cleaning an airport facility.

3.1.5.8. The Floor technician has an understanding of Airport's daily activities, the operations or activities of the tenants, and movement of the traveling public

3.1.5.9. The Floor Technician must be able to do lift, climb, bend, crouch, pull, push and operate heavy equipment.

3.1.5.10. The Floor Technician requires standing and/or walking eight hours a day.

3.1.5.11. The Floor Technician is regularly required to use hand to finger, handle, or feel objects, tools, or controls.

3.1.5.12. The Floor Technician must have ability to hear the spoken word as well as telephone and equipment alarms.

3.1.5.13. The Floor Technician must have specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust hours.

3.1.5.14. The Floor Technician must be able to assist in lifting equipment moving and moving furniture when necessary and will occasionally be required to lift or move up to 50 pounds.

3.1.5.15. Attends in-service training as required.

3.1.5.16. Participates in safety meetings.

3.1.5.17. Participates in work task involving Airport special events.

3.1.5.18. Responds to emergency situations.

3.1.5.19. Monitors and/or participates in moving furniture and equipment to perform custodial/floor care tasks effectively and to prevent potential or actual safety hazards.

3.1.5.20. Performs related duties and responsibilities as required by the Operations Manager and the Airport Board within area of responsibilities.

3.1.6. QUALITY ASSURANCE REQUIREMENTS

3.1.6.1. Inspects, verifies, and ensures completion of work assignments according to specified schedules.

3.1.6.2. Receive, investigate, respond, and/or resolve work orders and instructions from managers regarding floor care followed by a quality review of project.

3.1.6.3. Captures and identifies reasonable deficiencies in order to deliver quality work and take corrective actions within area of responsibility followed by a quality review of project.

3.1.6.4. Maintains effective audio-visual training materials for assignments involving powered equipment.

3.1.6.5. Maintains standards of work performance and a satisfactory work progress, ensures quality, and scope of all completed work.

3.1.6.6. Recognizes the need for service forth public during task performance and act upon that by performing the service or informing the appropriate person that the service is needed.

3.1.7. INVENTORY CONTROL / EQUIPMENT MAINTENANCE REQUIREMENTS

3.1.7.1. Monitors floor care supply and material inventories and report to Operations Manager of the need for supplies and equipment in a timely manner.

3.1.7.2. Promptly reports equipment problem issues to the Operations Manager.

3.1.7.3. Records equipment maintenance check lists for daily, weekly, monthly and/or quarterly maintenances recommended by manufacturers.

3.1.7.4. Checks equipment before and after its uses; maintain its proper functions, cleanliness, and storage.

3.1.7.5. Properly secures all equipment at completion of tasks.

3.1.7.6. Keeps storage/Custodial closets orderly.

3.1.8. REPORTING REQUIREMENTS

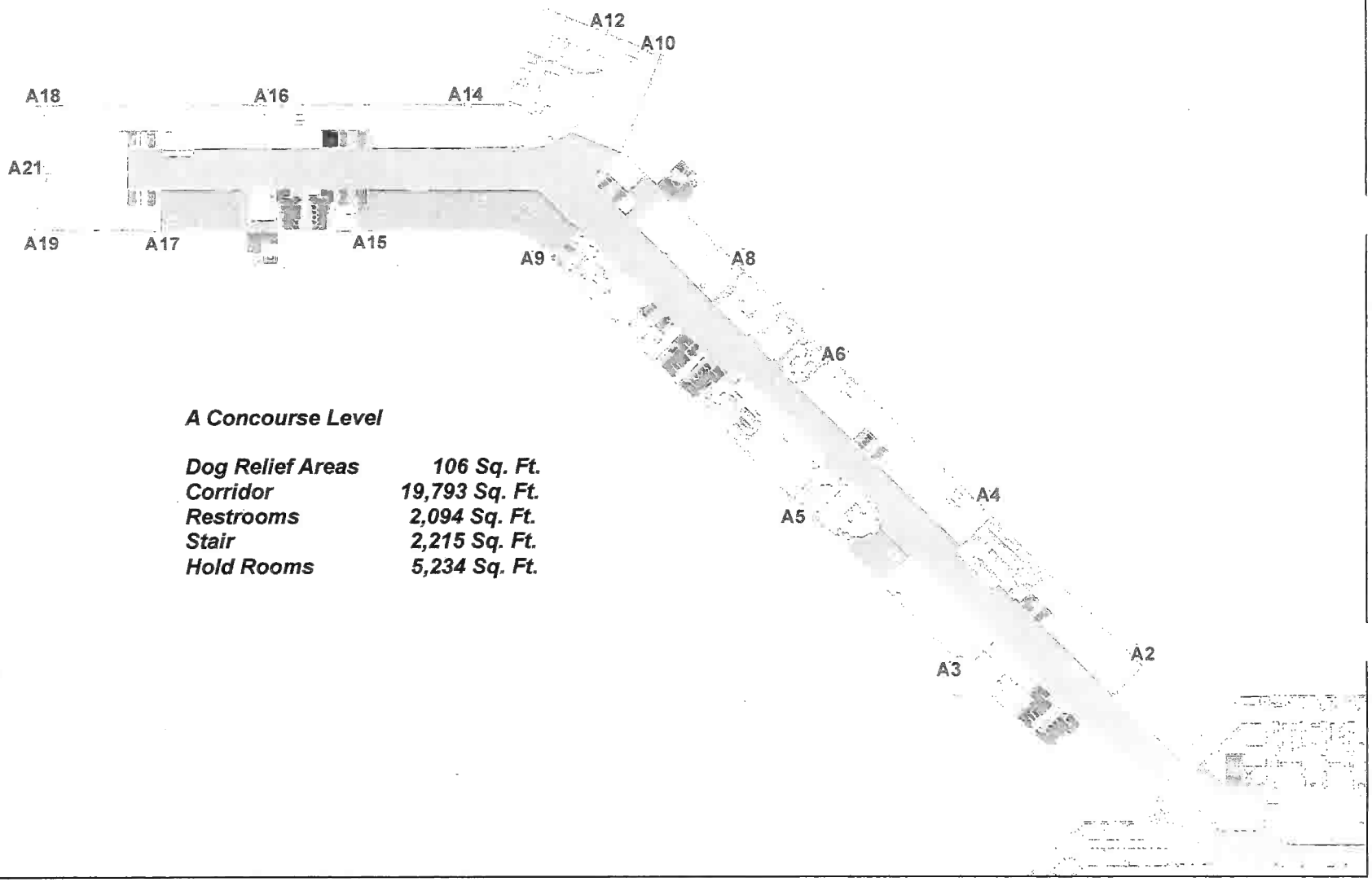
3.1.8.1. Communicates and reports to Operations Manager or Supervisor on work progress, and issues.

3.1.8.2. Writes QA reports, other reports, or correspondence in a clear, concise and effective manner.

3.1.8.3. Records information legibly and accurately on various reports.

Exhibit M

Scope of Work Exhibits (Maps)



A Concourse Level

Dog Relief Areas	***106 Sq. Ft.***
Corridor	***19,793 Sq. Ft.***
Restrooms	***2,094 Sq. Ft.***
Stair	***2,215 Sq. Ft.***
Hold Rooms	***5,234 Sq. Ft.***

Legend

- Dog Relief Areas
- Corridors
- Customs
- Restrooms
- Stairs
- Vacant Holdrooms

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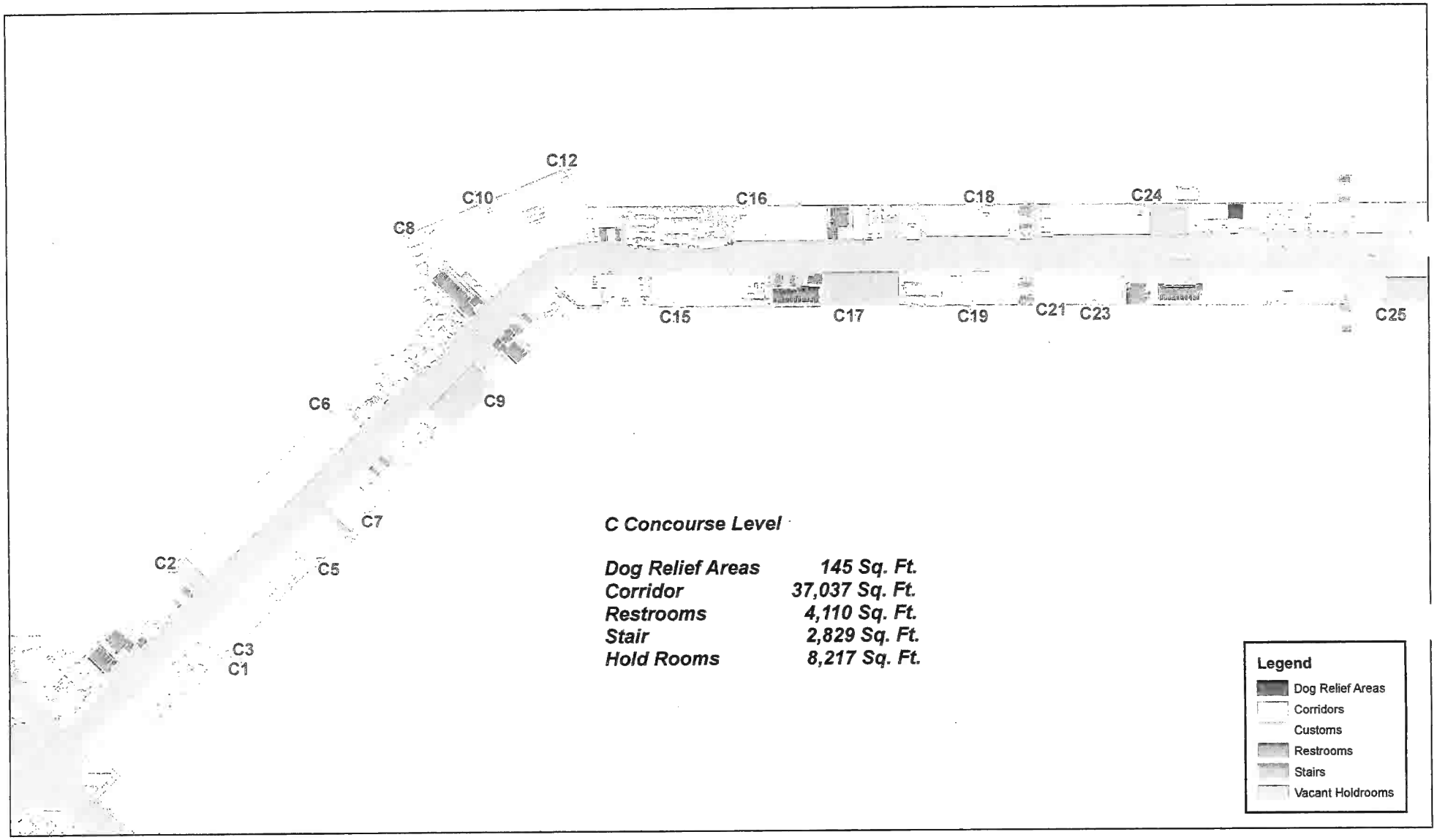

C Concourse Level

Dog Relief Areas	*145 Sq. Ft.*
Corridor	*37,037 Sq. Ft.*
Restrooms	*4,110 Sq. Ft.*
Stair	*2,829 Sq. Ft.*
Hold Rooms	*8,217 Sq. Ft.*

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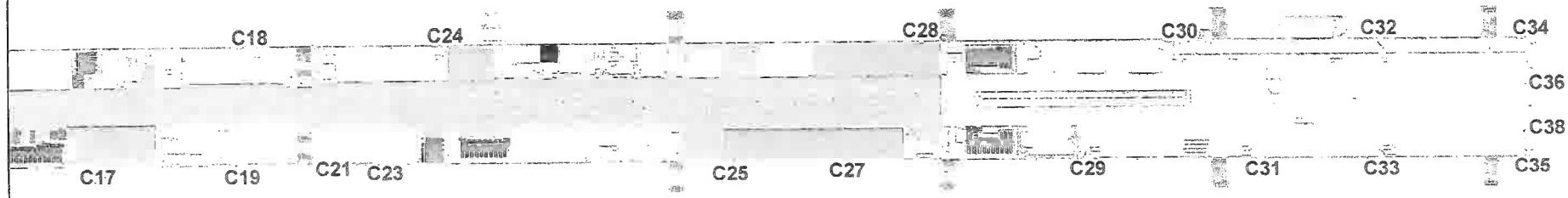

C Concourse Level

Dog Relief Areas	*145 Sq. Ft.*
Corridor	*37,037 Sq. Ft.*
Restrooms	*4,110 Sq. Ft.*
Stair	*2,829 Sq. Ft.*
Hold Rooms	*8,217 Sq. Ft.*

Legend

- Dog Relief Areas
- Corridors
- Customs
- Restrooms
- Stairs
- Vacant Holdrooms

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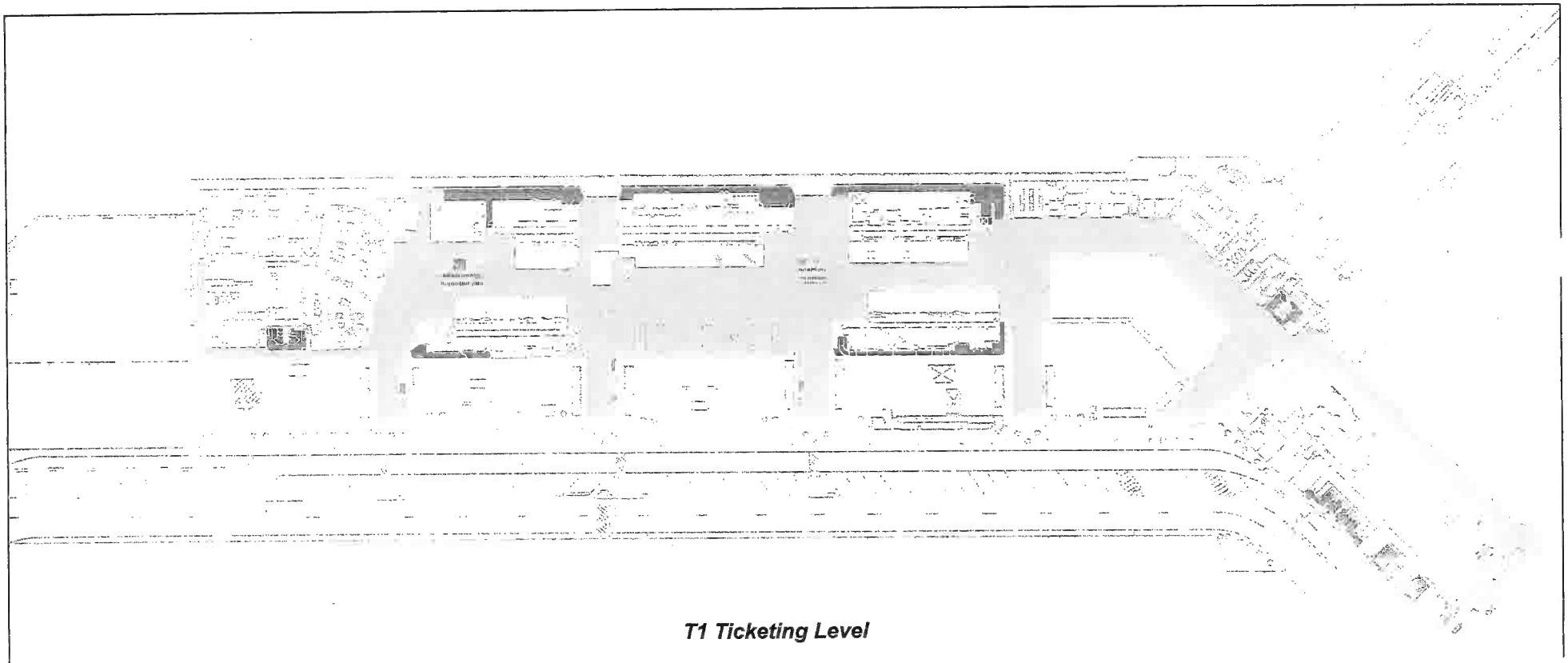

T1 Ticketing Level

Corridor	*42,518 Sq. Ft.*
Joint Use	*3,886 Sq. Ft.*
Restrooms	*1,297 Sq. Ft.*
Stair	*2,247 Sq. Ft.*

Legend

- Corridors
- Joint Use
- Restrooms
- Stairs

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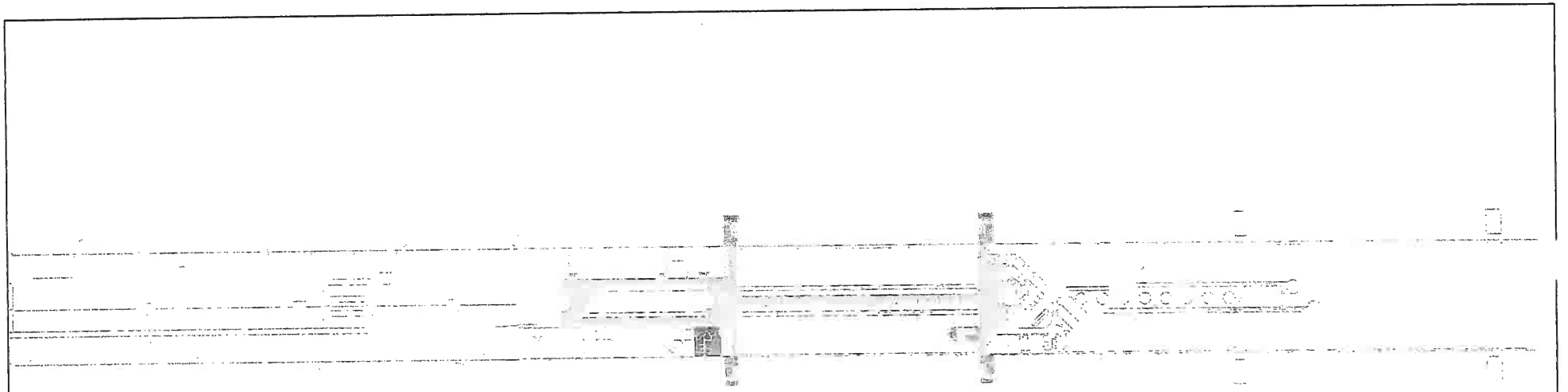

C Ticketing Level

Corridor	*4,815 Sq. Ft.*
Restrooms	*371 Sq. Ft.*
Stair	*969 Sq. Ft.*

Legend

- Corridors
- Joint Use
- Restrooms
- Stairs

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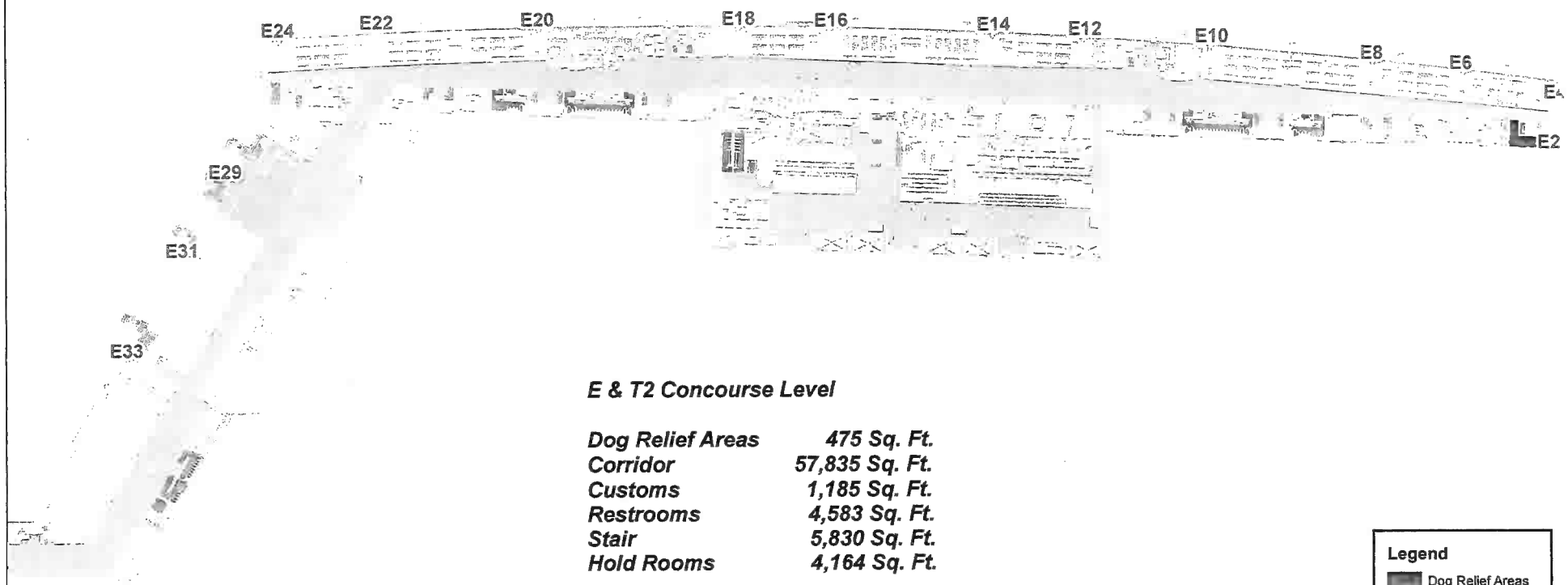

E & T2 Concourse Level

Dog Relief Areas	*475 Sq. Ft.*
Corridor	*57,835 Sq. Ft.*
Customs	*1,185 Sq. Ft.*
Restrooms	*4,583 Sq. Ft.*
Stair	*5,830 Sq. Ft.*
Hold Rooms	*4,164 Sq. Ft.*

Legend

- Dog Relief Areas
- Corridors
- Customs
- Restrooms
- Stairs
- Vacant Holdrooms

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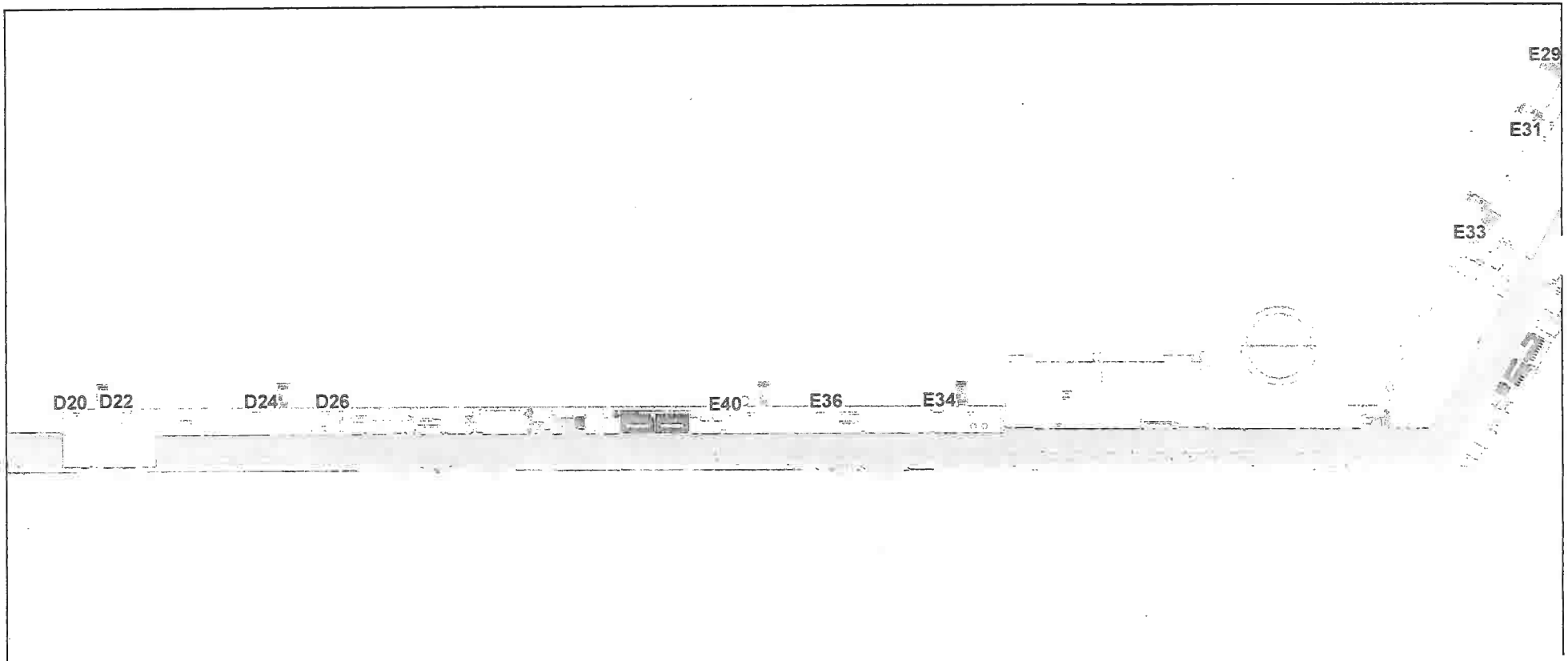

D Concourse Level

Corridor	***70,416 Sq. Ft.***
Restrooms	***2,278 Sq. Ft.***
Stair	***2,329 Sq. Ft.***

Legend

- Dog Relief Areas
- Corridors
- Customs
- Restrooms
- Stairs
- Vacant Holdrooms

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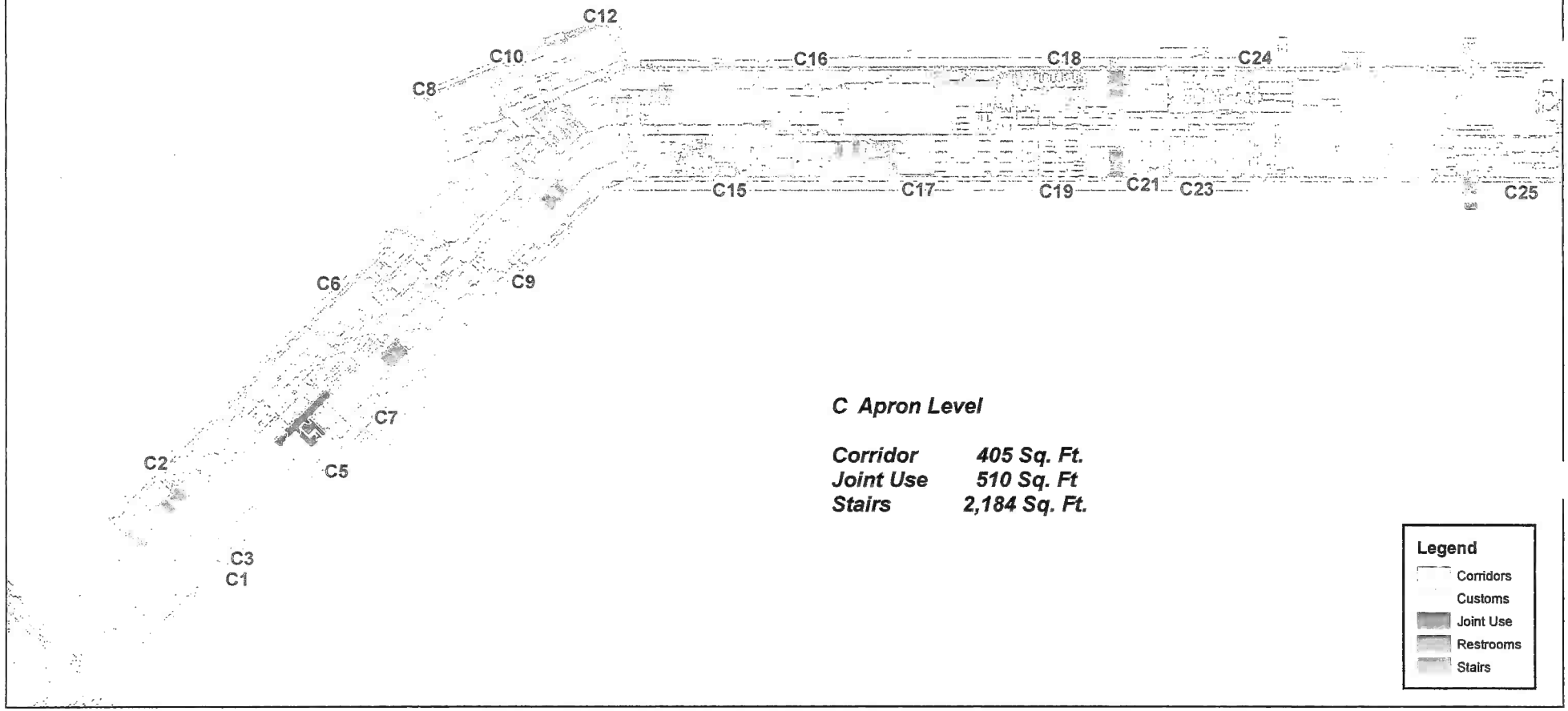

C Apron Level

Corridor	*405 Sq. Ft.*
Joint Use	*510 Sq. Ft*
Stairs	*2,184 Sq. Ft.*

Legend

- Corridors
- Customs
- Joint Use
- Restrooms
- Stairs

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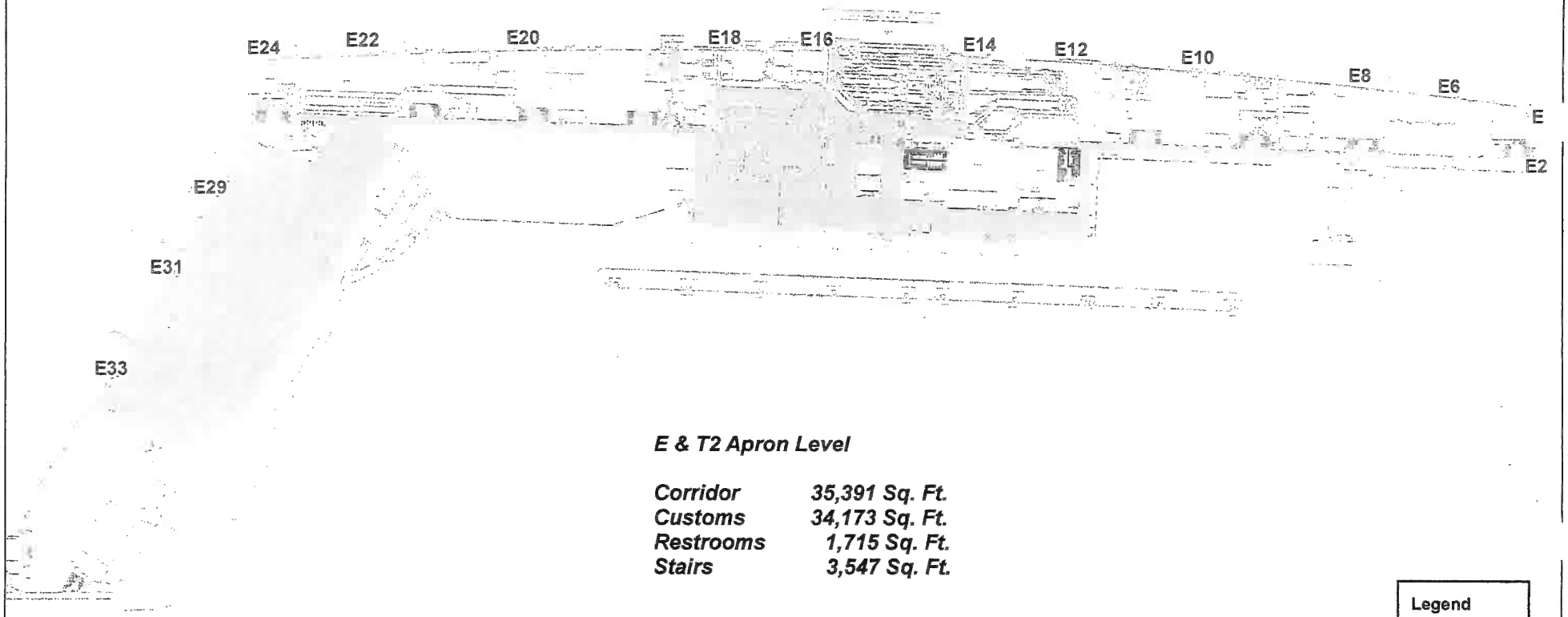

E & T2 Apron Level

Corridor	*35,391 Sq. Ft.*
Customs	*34,173 Sq. Ft.*
Restrooms	*1,715 Sq. Ft.*
Stairs	*3,547 Sq. Ft.*

Legend

- Corridors
- Customs
- Joint Use
- Restrooms
- Stairs

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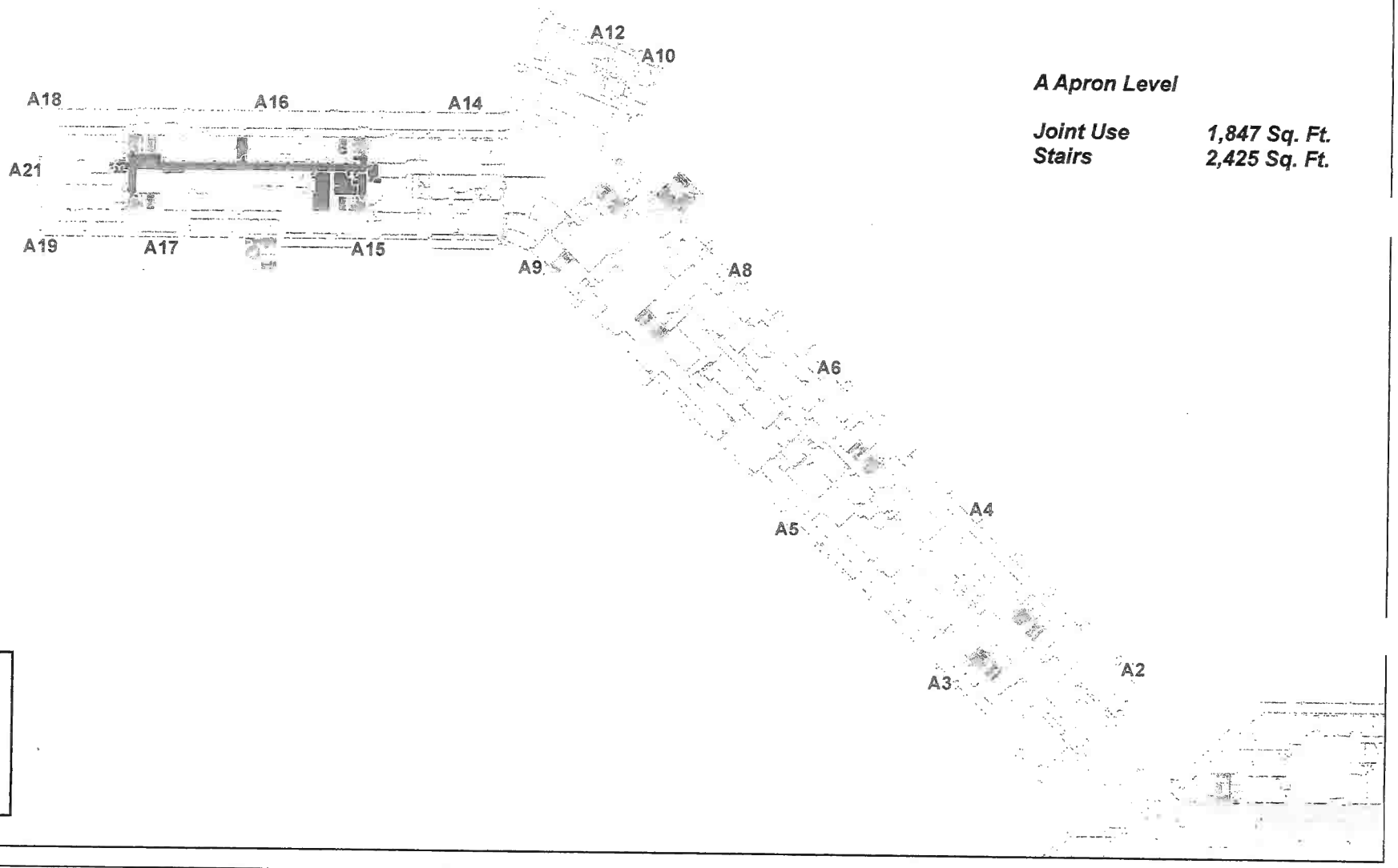

A Apron Level

Joint Use	***1,847 Sq. Ft.***
Stairs	***2,425 Sq. Ft.***

Legend

- Corridors
- Customs
- Joint Use
- Restrooms
- Stairs

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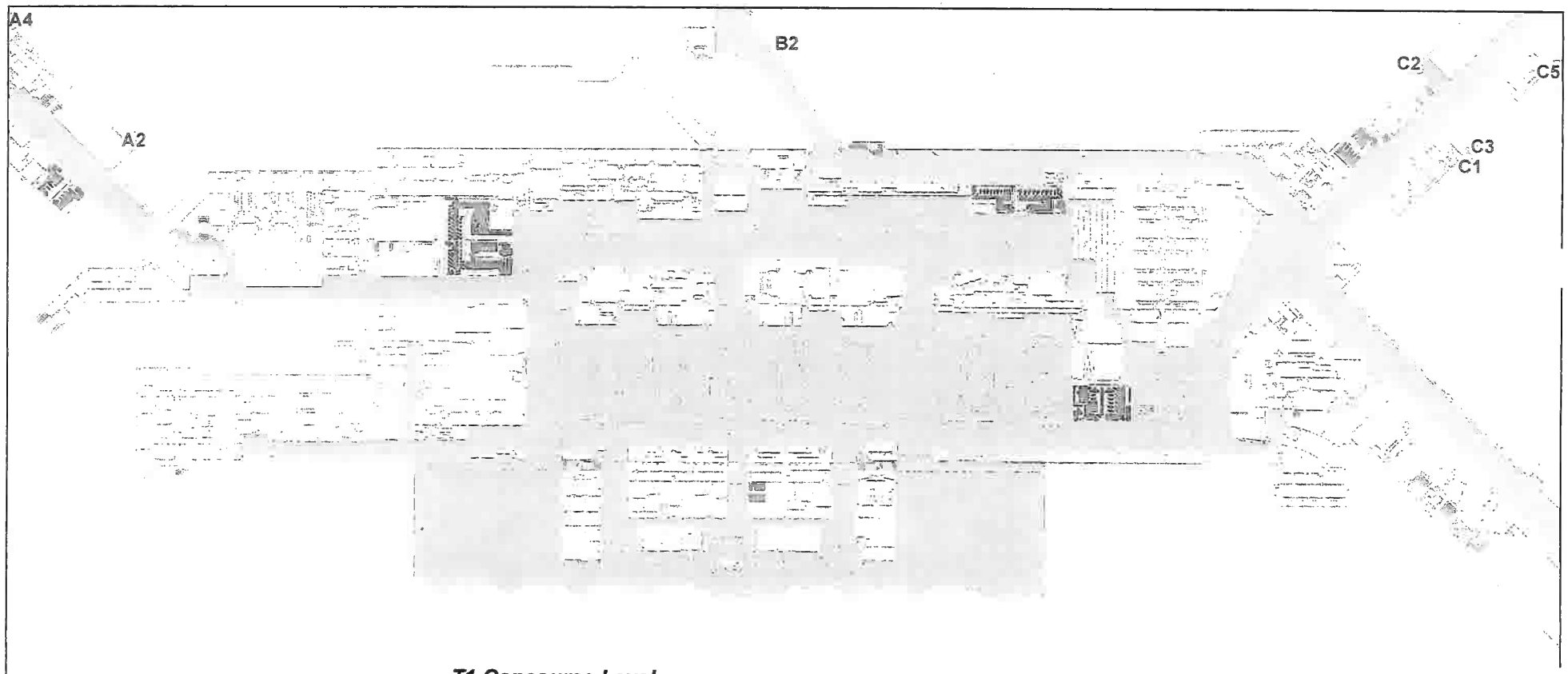

T1 Concourse Level

Corridor	***149,808 Sq. Ft.***
Restrooms	***5,206 Sq. Ft.***
Stair	***1,695 Sq. Ft.***

Legend

- Dog Relief Areas
- Corridors
- Customs
- Restrooms
- Stairs
- Vacant Holdrooms

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