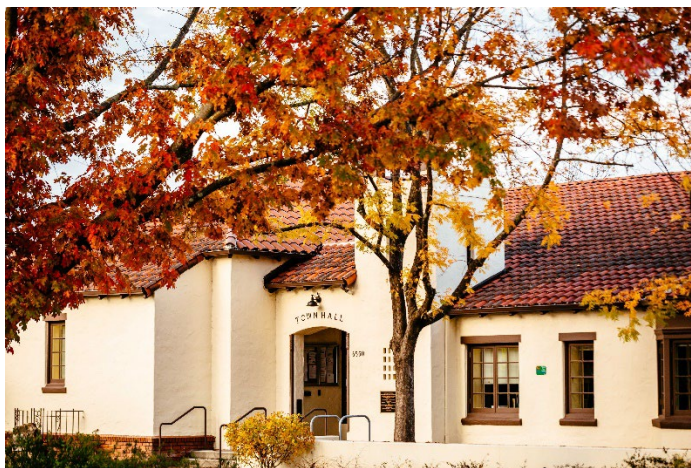


Yountville Town Hall

(Council Chambers, Lobby, Offices, Restrooms)

Wednesdays and Fridays

Cleaning must be done after 8:00 p.m. and before 7:00 a.m. the next day



STANDARD CLEANING SERVICE TO INCLUDE:

STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

- ☐ Vacuum all carpeted areas
- ☐ Clean marks on walls, baseboards and doors frames
- ☐ Clean glass doors inside and out
- ☐ Disinfect Door main entry door handles and restrooms door handles
- ☐ Empty all trash, recycling and green waste receptacles and wipe down lids and sides as needed:
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Wipe desktops if cleared.
- ☐ Clean and disinfect all counter surfaces (Council Chambers/Lobby/Offices) and door handles
- ☐ Sweep and mop all hard surface floors (Council Chambers, Lobby, Restrooms, Offices)
- ☐ Clean and disinfect kitchen/coffee area.
- ☐ Clean and disinfect restrooms (4 total). Lobby, staff restroom in hallway, staff restroom in modular and public outdoor restroom on porch.
- ☐ Stock all toilet paper, paper towels, seat covers and soap dispensers each visit.

WEEKLY

- ☐ Dust all reachable surfaces
- ☐ Clean wood floors in Council Chambers
- ☐ Remove all cobwebs
- ☐ Dust bases of chairs and desks.
- ☐ Dust windowsills
- ☐ Dust base boards

MONTHLY

- ☐ Dust all surfaces (Bookshelves and high surfaces)
- ☐ Dust blinds and shades
- ☐ Clean and disinfect all public chair arms in Council Chambers and Lobby.

TWICE PER YEAR OR AS NEEDED – Bid as Separate Cost

- Wash all windows inside and out
- Deep cleaning/polish of hard floors
- Clean all carpets

Yountville Community Center

Community Hall

Tuesdays/Thursdays after 9PM and before 7 AM the next morning and Special Events as Scheduled



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

Offices

- ☐ Clean entrance glass doors and disinfect all door handles
- ☐ Dust all reachable surfaces
- ☐ Vacuum all carpeted areas
- ☐ Clean marks on walls, base boards and doors frames
- ☐ Empty all trash, recycling and green waste receptacles and wipe down lids and sides as needed:
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Clean desktops (if cleared)
- ☐ Remove all cobwebs
- ☐ Dust bases of chairs, as needed

Lobby

- ☐ Clean all entrance glass doors
- ☐ Disinfect door handles
- ☐ Sweep and mop floors each visit
- ☐ Vacuum all mats, including entrance mat
- ☐ Empty all trash, recycling and green waste receptacles and wipe down lids and sides as needed:
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Dust all reachable surfaces
- ☐ Clean Marks from Walls and Baseboards (Magic Eraser)



Restrooms (3) / 6 toilet stalls

- ☐ Sweep and mop floors
- ☐ Clean and disinfect sinks, counter tops, urinals, and toilets and all handles
- ☐ Clean all mirrors
- ☐ Clean marks from walls
- ☐ Empty sanitary waste containers and replace with clean bags
- ☐ Dust all reachable surfaces
- ☐ Remove all cobwebs
- ☐ Re-stock all paper products, soap and any other supplies
- ☐ Empty trash receptacles and reline with bags Empty all trash, recycling and green waste receptacles
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Disinfect all stall doors, door and stall handles.

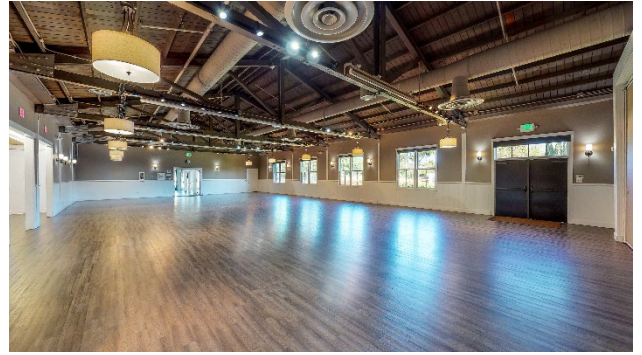
Kitchen

- ☐ Sweep and mop floor
- ☐ Empty all trash, recycling and green waste receptacles and wipe down lids and sides as needed:
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Clean and disinfect sinks and all surfaces
- ☐ Wipe down stainless steel
- ☐ Clean entrance doors
- ☐ Clean Marks from Walls and Baseboards
- ☐ Disinfect all door handles



Heritage room

- ☐ Sweep and clean floor (Machine or Mop)
- ☐ Remove all cobwebs Including Light Fixtures
- ☐ Dust all reachable surfaces including windowsills
- ☐ Disinfect all door handles
- ☐ Clean marks from Walls and Baseboards



Room Adjacent to Main Hall- Reception Room

- ☐ Sweep and mop floor
- ☐ Wipe down counter
- ☐ Disinfect sink
- ☐ Clean entrance doors and disinfect door handles
- ☐ Empty all trash, recycling and green waste receptacles and wipe down lids and sides as needed:
 - Replace liners (Green Bags- Green Waste, Clear Bags-Recycling, Black Bags- Trash)
 - Place bags in the appropriate bin in the trash enclosure making sure to fill one container before moving onto the next.
- ☐ Clean marks from Walls and Baseboards



Founders Board Room

- ☐ Wipe down tables and sink counter
- ☐ Disinfect sink
- ☐ Vacuum all carpeted areas
- ☐ Empty trash receptacle and reline
- ☐ Empty all recycling receptacles and recycle the items
- ☐ Disinfect door handles
- ☐ Clean marks from Walls and Baseboards



Outdoor Restrooms (Seasonally May – August or as scheduled otherwise)

- ☐ Sweep and mop floors
- ☐ Clean and disinfect sinks, counter tops, urinals, and toilets
- ☐ Clean all mirrors
- ☐ Clean marks from walls
- ☐ Empty sanitary waste containers and replace with clean bags
- ☐ Dust all reachable surfaces
- ☐ Remove all cobwebs
- ☐ Refill room deodorizer when empty.
- ☐ Re-stock all paper products, soap and any other supplies
- ☐ Empty trash receptacles and reline with bags

WEEKLY

Kitchen

- ☐ Wipe out inside of refrigerator units as needed
- ☐ Clean kitchen mats as needed
- ☐ Check and clean kitchen floor drains as needed

Room Adjacent to Main Hall- Reception Room

- ☐ Wipe down recycling and garbage cans and lids as needed
- ☐ Dust base boards, chair rail and windowsills

MONTHLY or OTHER

- ☐ Clean stove exhaust filters (Kitchen)
- ☐ Wipe down top of refrigerator units (Kitchen)
- ☐ Wipe down all shelving (Kitchen)
- ☐ Deep clean range including ovens and grease trap (Check Monthly) (Kitchen)
- ☐ Wipe down all cabinet faces (Kitchen and Board Room)
- ☐ Clean and disinfect all walls and partitions (All Restrooms)
- ☐ Sweep or vacuum stairwell stairs

SPECIAL AFTER EVENT CLEANINGS Bid Separately – per cleaning

Community Hall – Special Cleanings After Events

- ☐ Take down tables and chairs. Stack chairs no higher than 8 per stack as needed and place in storage as outlined on map
- ☐ Clean and put away stage, if needed. Stage belongs in back storage room off stage area.
- ☐ Sweep and thoroughly mop floors including kitchen, side room, lobby, and restrooms
- ☐ Clean all kitchen mats and hang to dry on back porch

- ☐ Thoroughly Clean Kitchen including stove top, ovens and warming drawers if used by renter
- ☐ Clean and stock restrooms
- ☐ Deodorize rooms as needed
- ☐ Clean and disinfect all doors and handles

ADDITIONAL SERVICES – Performed as Needed and Requests.
Bid Separately – per cleaning

- Clean exterior and interior windows and screens
- Machine Laminate Wood Floors in Lobby and Community Hall
- Machine and Deep Clean tile/restroom floors
- Clean carpets in Founders Room and offices as needed

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Yountville Community Center

Main Community Center

Mondays/Wednesdays/Fridays after 9PM and before 7 AM the next day and Special Events



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

Classroom and Reception Area

- Wipe down counters, chairs and tabletops
- Clean and disinfect sinks each visit
- Sweep and mop cement floor including behind & under trash receptacles
- Empty trash receptacles, reline and wipe down
- Empty all recycling receptacles and recycle and wipe down
- Clean glass on both sets of entrance doors, sliding doors each visit
- Disinfect all door handles
- Restock paper towel and soap dispensers in classroom.



Reading Room

- Vacuum carpet each visit
- Wipe down table tops each visit
- Empty any trash receptacles each visit
- Empty all recycling receptacles and recycle the items each visit
- Clean glass entrance doors each visit
- Disinfect Door Handles

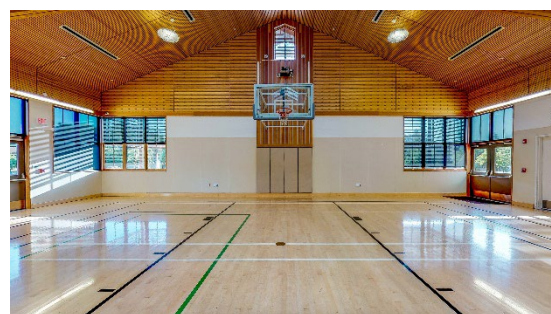


Restrooms (2)/6 stalls

- Sweep and mop floors
- Clean and disinfect sinks, counter tops, urinals and toilets
- Clean all mirrors
- Restock all paper products, soap and supplies each visit
- Empty all trash and recycling receptacles and reline each visit. Wipe down as needed
- Disinfect all stall doors, door and stall handles

Multi- Use Room (Generations)

- Put away and tables or chairs into storage room. Stack chairs no more than 8 chairs high. Place tables on table carts according to the map – as needed
- Clean and carefully put away rolling mirrors – as needed
- Sweep and mop hardwood floor
- Remove any scuff marks from floor
- Wipe marks from walls as needed
- Clean glass on entrance
- Disinfect door handles



Back Office/Hallway

- Clean glass on entrance doors
- Wipe down counter tops and furniture
- Clean glass on entrance door
- Vacuum carpets
- Dust all reachable surfaces
- Remove all cobwebs
- Empty all trash and recycling receptacles and reline
- Empty all recycling receptacles and recycle the items

Office

- Wipe down counter tops and furniture
- Clean glass on entrance door
- Vacuum carpets
- Dust all reachable surfaces
- Remove all cobwebs

- Empty all trash and recycling receptacles and reline
- Empty all recycling receptacles and recycle the items

Additional Services- Performed as Needed

- Clean all windows two times per year.
- Deep clean concrete floors two times per year.

WEEKLY

Classroom and Reception Area

- Wipe down cabinet faces weekly

Reading Room

- Dust all reachable surfaces including windowsills
- Remove all cobwebs

Multi- Use Room (Generations)

- Wipe down seat and cubbies along south wall

MONTHLY or OTHER

- Clean and disinfect all walls and partitions (All Restrooms)
- Machine Clean Concrete Floors as Needed
- Deep Clean Wood Gym Floor as Needed
- Sweep or vacuum stairwell stairs
- Dust Fan Blades and Light Fixtures

SPECIAL AFTER EVENT CLEANINGS Bid Separately – per cleaning

Community Center/Generations Room

- Take down tables and chairs. Stack chairs no higher than 8 per stack as needed and place in storage as outlined on map
- Clean and put away stage, if needed. Stage belongs in back storage room off stage area.
- Sweep and thoroughly mop floors including kitchen, Generations Room, Lobby and Classroom.
- Clean all kitchen mats and hang to dry on back porch
- Thoroughly Clean Kitchen including stove top, ovens and warming drawers if used by renter
- Clean and stock restrooms
- Deodorize rooms as needed
- Clean and disinfect all doors and handles in Full Facility

ADDITIONAL SERVICES – Performed as Needed and Requests.
Bid Separately – per cleaning

- Clean exterior and interior windows and screens
- Clean carpets in Reading Room and Back Office/Storage

Library

Monday, Wednesday and Friday after 7PM and before 7 AM the Next Day



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

- Clean entrance glass doors
- Dust all reachable surfaces
- Vacuum all carpeted areas
- Clean marks on walls and doors
- Empty all trash receptacles: replace liners
- Empty all recycling receptacles and recycle the items
- Clean desktops (if cleared)
- Remove all cobwebs
- Clean bases of chairs, as needed
- Dust base boards and windowsills

ADDITIONAL SERVICES – Performed as Needed and Requests. **Bid Separately – per cleaning**

- Clean exterior and interior windows and screens
- Clean carpets

Yountville Sherriff Substation

Schedule TBD One Day Per Week While Staff is Present



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

- Clean entrance glass doors
- Dust all reachable surfaces
- Clean marks on walls and doors
- Empty all trash receptacles: replace liners
- Empty all recycling receptacles and recycle the items
- Clean desktops (if cleared)
- Remove all cobwebs
- Clean bases of chairs, as needed
- Dust base boards and windowsills
- Sweep and mop floors each visit

RESTROOM

- Clean and disinfect sinks, counter tops, urinal, and toilet
- Clean and disinfect all walls and shower
- Clean all mirrors
- Dust all reachable surfaces
- Remove all cobwebs
- Restock all paper products, soap and supplies
- Empty all trash and recycling receptacles and reline
- Sweep and mop floors each visit

ADDITIONAL SERVICES – Performed as Needed and Requests.
Bid Separately – per cleaning

- Clean exterior and interior windows and screens
- Deep Clean, Strip and Wax Floors

Yountville Commons – Wellness Center

Tuesday and Friday After 8 PM and Before 6 AM the Next Morning



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

- Clean entrance glass doors and disinfect handles
- Dust all reachable surfaces
- Clean marks on walls and doors
- Empty all trash receptacles: replace liners
- Empty all recycling receptacles and recycle the items
- Clean desktops (if cleared)
- Remove all cobwebs inside and around exterior doors
- Clean bases of chairs, as needed
- Dust base boards and windowsills
- Sweep, vacuum and mop floors each visit
- Clean Table Tops
- Clean and disinfect drinking fountains indoors and out

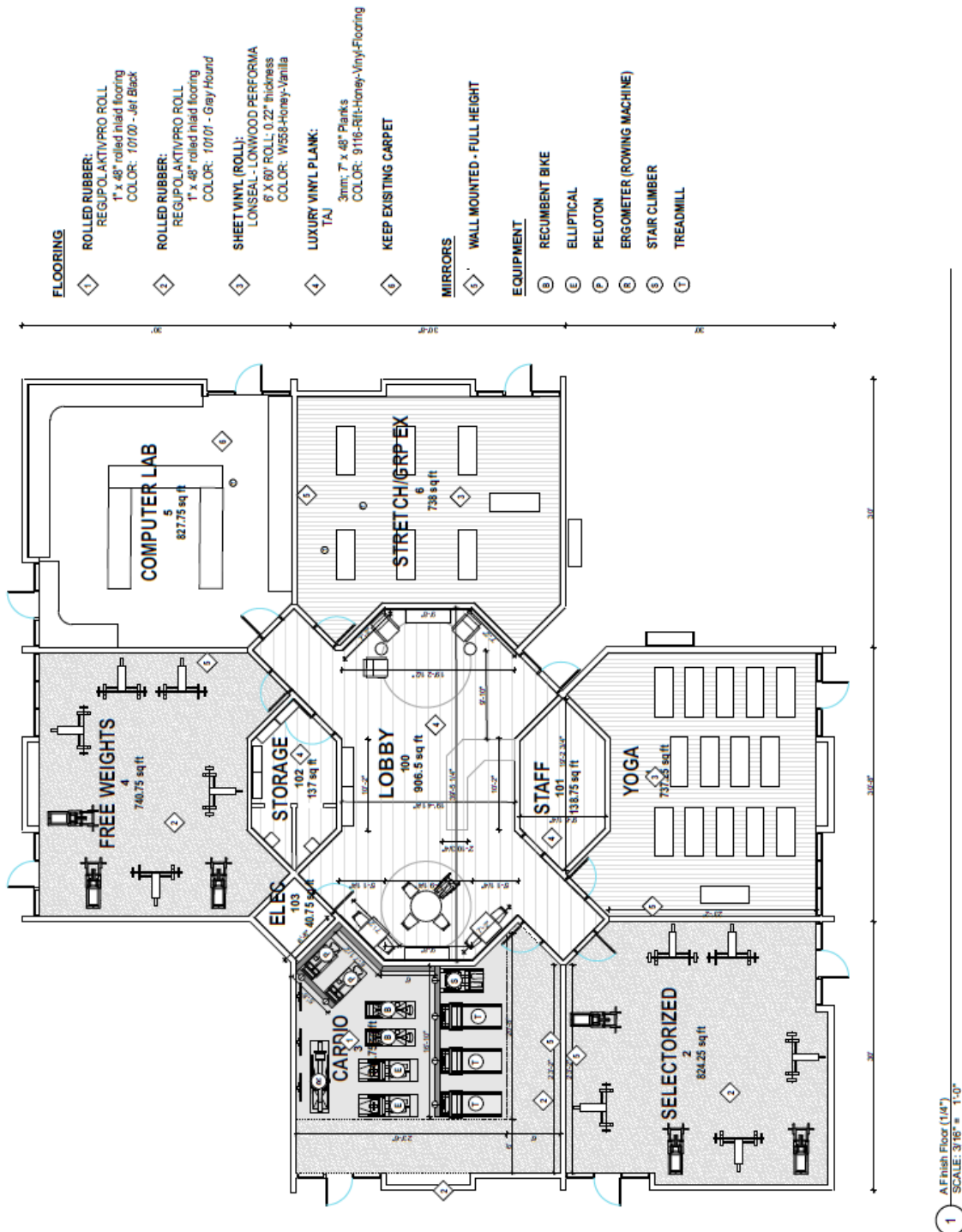
RESTROOMS (MENS & WOMENS)

- Clean and disinfect sinks, counter tops, urinal, and toilet
- Clean and disinfect walls
- Clean all mirrors
- Dust all reachable surfaces
- Remove all cobwebs inside and around exterior doors
- Restock all paper products, soap and supplies
- Empty all trash and recycling receptacles and reline
- Sweep and mop floors each visit

ADDITIONAL SERVICES – Performed as Needed and Requests.
Bid Separately – per cleaning

- Clean exterior and interior windows and screens
- Deep Clean and Wax Floors
- Deep Clean Tile Restroom Floors

Wellness Center Proposed Room Uses and Flooring Materials



Yountville Commons – HALL

Schedule TBD Based on Use

Please quote for Two Days Per Week after 6 PM and include One Additional Restrooms Cleaning in this Estimate as well as Special Cleaning



STANDARD CLEANING SERVICE TO INCLUDE:

EACH VISIT

- Clean entrance glass doors
- Dust all reachable surfaces
- Clean marks on walls and doors
- Empty all trash receptacles: replace liners
- Empty all recycling receptacles and recycle the items
- Remove all cobwebs inside and around exterior doors
- Dust base boards and windowsills
- Sweep and mop floors each visit
- Clean Table Tops and Benches if down
- Clean and disinfect drinking fountains indoors and out
- Clean and disinfect prep kitchen counters and sinks
- Sweep and Mop Kitchen

SPECIAL AFTER EVENT CLEANINGS Bid Separately – per cleaning price

- Take down tables and chairs. Stack chairs no higher than 8 per stack as needed and place in storage as outlined on map
- Sweep and thoroughly mop floors including kitchen and restrooms.
- Clean and stock restrooms
- Deodorize rooms as needed
- Clean and disinfect all doors and handles in Full Facility
- Clean all door handles and entry door glass.

ADDITIONAL SERVICES – Performed as Needed and Requests. Bid Separately – per cleaning

- Clean exterior and interior windows and screens
- Deep Clean and Wax Floors