

Post Office

Approximately 2,000 square feet consisting of office space, one restroom, Lobby area

**Normal Operating Hours:** 8:00 am to 6:00 pm

**Days of Service:** Five Days a Week

**Daily service to include:**

**Restrooms:**

- Empty all wastepaper receptacles and replace clean liners as necessary.
- Empty any other waste receptacles in restrooms.
- Polish all metal and mirrors.
- Clean and disinfect washbasins, toilet bowls and urinals.
- Disinfect underside and tops of toilets.
- Clean floors with germicidal solution; clean tile walls and toilet partitions.
- Clean all dispensers.
- Refill soap, towel, tissue and seat cover dispensers.
- Inspect towel dispenser batteries and change batteries if needed. Contractor to provide batteries.

**General Daily Services:**

- Spot-clean walls, glass, doors, doorframes and partitions.
- Sweep and dust mop all non-carpeted floors.
- Empty all wastepaper receptacles and food waste receptacles. Replace clean liners as necessary
  - Wet mop as needed, not less than twice a week, all non-carpeted floors.
- Clean glass inside and out on glass doors at main building entrances.
- Dust flat surfaces.
- Vacuum carpeted areas.

**Weekly Services:**

- Inspect towel dispenser and automatic air freshener, change batteries/cartridges if needed.
- Clean windowsills and remove cobwebs.
- Disinfect all doorknobs, desks, keyboards, phones, etc.

**Quarterly Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any quarterly services. All quarterly services to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment to machine scrub the tile floors in the restrooms.
- Clean air supply and exhaust fans/vents in office area and restrooms.
- Wash and Clean windows inside

**Semi Annual Services:**

- Contractor to give the City of Salinas a minimum of 10 days advance notice before performing any semi-annual services. All semi-annual services are to be performed outside of normal hours of operation of City facilities. In no event shall services interrupt normal activities at City facilities.
- Provide a crew and all necessary equipment and materials to wash all exterior windows inside and outside and at the same time to clean all non-fabric window coverings.
- Provide a crew and all necessary equipment and materials to clean all wall-to-wall carpets including throw rugs using extraction method.

