**Exhibit One**

Facilities Operations

A. Definitions / Standards

For purposes of this RFP , unless otherwise noted, the following specifications shall apply to all cleaning functions:

1. **Dusting**: Wiping and cleaning of a surface to be free of all dirt and dust, dust streaks, lint and cobwebs with the use of microfiber cloths.
2. **Sweeping**: Sweeping or dust mopping so that surface (floor or otherwise) is free of all dirt, grit, lint, and debris except embedded dirt and grit
3. **Cleaning and Finishing Waxed Floors**: Cleaned so that surface is without dirt and dust, marks, films, streaks, debris and standing water.
4. **Floor Finishing**: Areas requiring floor finish should be maintained in a manner and method providing for uniform gloss-like appearance, free of surface dirt.
5. **Removal of Floor Finish Material**: Accomplished only when surfaces have been completely cleaned of finish down to the flooring material; left free of dust, stains, deposits, debris, cleaning solution, and standing water so that the surface has a uniform appearance when dry. Plain water rinse and pickup must immediately follow finish removal process.
6. **Wood Flooring**: Wood flooring is to be dust mopped and cleaned so that all scuffs, streaks, and embedded dirt and debris have been removed.
7. **Rubber Flooring**: Rubber flooring is to be cleaned so that it is free of all dirt, streaks, mold and mildew.
8. **Carpeted Flooring**: A satisfactorily vacuumed carpet or floor should be free of all dirt, staples, dust, grit, and lint. All spots should be promptly removed by spot cleaning methods and materials in accordance with environmental and safety hazard requirements and to the approval of University authorized representative.
9. **Glass Cleaning:** Glass is considered to be clean when all accessible glass surfaces are without streaks, film, deposits, and stains, with a uniform bright appearance and adjacent surfaces have been wiped clean.
10. **High Dusting**: High dusting includes all pipes, fixtures, walls, ledges, window ledges and mullions, furniture, vent covers, and other items not normally included in regular cleaning procedures.
11. **Wastebaskets**: Wastebaskets are properly cleaned when they are emptied and new plastic bags are inserted in the wastebaskets.

1. **Furniture and Desktop Cleaning:** Furniture and desktop cleaning should be properly cleaned when the surface is without dirt and dust marks, film, and when properly applied finish and or polish has been applied.
2. **Cleaning of Entrances and Building Perimeter**: Pickup and disposal of all trash and debris, including pigeon debris, within 25 feet of main entrances and within 15 feet of the building perimeter excluding parking lots. Exterior trash receptacles are to be cleaned including lids/top surfaces
3. **Restrooms**: Restroom cleaning should include but not be limited to refilling all dispensers as needed, emptying trash receptacles, cleaning and sanitizing all fixtures and doors, and sweeping and mopping tile floors.
4. **“As Needed Basis”:** Contractor should perform this type tasks, as often as needed, or requested to do so by University or HCPC authorized representative, in order to maintain a high level cleanliness in those specified areas. For normal cleaning practices, “as needed” is defined as reasonable efforts by the Contractor to maintain areas at the satisfactory level of University authorized representative. Construction areas, because of the uncertainty, excess accumulation of dirt and debris will be treated on a case by case basis in conjunction with the construction Contractor.
5. **Disinfect:** Disinfect should mean to clean with a clean, damp wipe, wet mop, or damp mop with disinfectant/germicidal cleaner that has been approved by University, HCPC authorized representative or EPA.
6. **Bodily Fluid/ Waste:** Includes but not limited to blood, urine, vomit, feces and any other body fluid/waste.
7. **Stripping** is the complete removal of any finish on the floor by means of a harsh stripping solution and aggressive stripping pad.
8. **Scrubbing** is the removal of one coat of dirty/damaged finish and application of one or two coats of finish to rebuild rather than fully replace.

B. Parking

Parking is NOT covered by University. It is the Contractor’s responsibility to contact Texas Medical Center to arrange for parking at the contractor’s expense.

TMC Public Relations Phone: (713) 791-6161

Website: [www.tmc.edu/tmc-parking2.html](http://www.tmc.edu/tmc-parking2.html)

C. Approved Products

As necessary and defined by location, Contractor shall provide all paper products and cleaning supplies required in the performance of the Scope of Work as part of the contract, and invoice separately by building location/site on a cost plus percentage mark-up.

Products and materials used in the performance of this housekeeping service must be pre-approved by respective University, HCPC, Child Development Center, Recreation Center, University Professional Building, or UT Housing authorized representative.

Examples of current supplies being utilized throughout University include but are not limited to:

* + - 1. Soap, Sanifresh Pink Lotion Soap
      2. Soap, Sanifresh Gentle Lotion
      3. Soap, GP Pink Lotion Soap All Hands

d) Trash can Liner, 40” x 48”

e) Trash can Liner, 30” x 37”

f) Trash can Liner, 24” x 24”

g) Envision/Acclaim Roll Towels

h) Scott JRT Jr. Jumbo Toilet Tissue

i) Kleenex Hygienic Bath Tissue

j) Cormatic Paper Towel

k) EMB Cormatic/Ultima Bath Tissue

l) Sanitary Napkin Bags

SPECIAL NOTE: All supplies and materials used and/or proposed must be accompanied with the appropriate MSDS sheets prior to use.

D. Quarterly Business Reviews

Contractor will be required to attend quarterly meetings to address issues and concerns that may arise throughout the contract performance. Meeting dates, times, and locations are to be determined at the discretion of University personnel.

E. Meetings

Contractor will be required to attend monthly facility advisory council (FAC) meetings or other construction related meetings to address issues and concerns that may arise throughout the contract performance. Meeting dates, times, and locations are to be determined at the discretion of University personnel.

F. Communications and Task Checklists

Contractor must have on-site supervisory personnel available and capable of communicating in English with university personnel, both verbally and in writing to help ensure clear and accurate understanding.

The contractor will process university issued work order requests using the university provided computerized maintenance management systems (CMMS) in a timely manner.

A task checklist will be required in columnar fashion with one column in English, and a second corresponding column in Spanish. This checklist will show task description, date, time, and housekeeping staff name that performed the task.

G. Invoicing

Contractor is required to invoice separately for cleaning services and for supplies, and by building location/site.

Housekeeping supplies as noted in the list above are to be supplied by the contractor and invoiced to University. Supplies should be tracked separately by building site and should be invoiced separately from cleaning services on a monthly basis.

H. Contractor Office Space and Equipment Storage

Office space and furniture will be provided to the awarded Contractor.

**Basic Services Requirements**

Each Proposal must include information that clearly indicates that Proposer meets each of the following basic services requirements:

Contractor should perform the following tasks on a daily basis; five (5) times per week, except when otherwise specified in the standard housekeeping service frequencies matrix 1 shown below. If there are any frequency discrepancies in the below specifications, matrix 1 will supersede.

A schedule of non-routine tasks (e.g. stripping, waxing, shampooing) is expected.

Provide a monthly attendance record of assigned porters to verify building coverage.

A. High Traffic / High Visibility Areas

1. Corridors, Hallways, Elevator Foyers and Other

a. Empty trash receptacles and change liners.

b. Empty trash in any vending, lounge or common seating areas daily or more often if required.

c. Empty paper recycling bins in all common areas on an as need basis.

d. Empty can and bottle recycling bins where applicable, clean units, as required on a daily basis to eliminate attracting insects and other pests. Receptacles should be scrubbed out and sanitized monthly.

e. Sweep/dust and mop hard surface floors making sure all debris and foreign matter are completely removed from floor surface, corners and hard to reach areas.

f. Spot clean all interior window surfaces in common area.

g. Spot clean walls and baseboards and carpet promptly. Remove discarded tacks, tape or tape residue on walls.

h. Spot clean doors and door hardware. Remove discarded tacks, tape or tape residue on doors.

i. Remove discarded tacks, tape or tape residue on walls, doors and frames.

j. Damp wipe trash and recycling receptacles.

k. Wet mop all entry areas paying special attention to corners and edges.

l. Dust horizontal and vertical blinds including both front and back surfaces.

m. Vacuum public area/corridor carpets and walk off mats.

n. Shampoo carpets as per schedule and walk off mats as required.

o. Dust furniture, railings, ledges, window ledges and mullions and all surfaces in high traffic areas.

p. Spray buff floor surfaces.

q. Strip and re-finish floors.

r. Dust mop, making sure floor is free of debris and foreign matter as per schedule.

s. Auto-scrub with a neutral cleaning solution as per schedule.

t. Burnish floors with Ultra High Speed buffer (2000+ RPM) as per schedule.

u. Apply floor restorer.

2. Main Building Entrances, Lobbies and Major Reception Areas

a. Empty trash receptacles.

b. Damp wipe receptacles and replace liners.

c. Dust furniture, vents, sills, blinds, walls, etc.

d. Spot clean walls, windows, glass display units, glass fronted bulletin boards etc.

e. Vacuum carpets; spot clean soiled areas promptly.

f. Completely clean front entrance glass doors and windows inside and outside.

g. Clean glass fronted bulletin boards with an appropriate glass cleaner once per week. h. Damp wipe furniture and phones with disinfectant solution.

i. Dust mop floors until completely free of debris and foreign matter. j. Damp mop floors with neutral cleaning solution.

k. Burnish floors with UHS buffer (2000+ RPM) (after hours only). l. Apply restorer to floors, two (2) times per week.

m. Straighten furniture back to original locations.

3. Restrooms

1. Empty trash receptacles, damp wipe receptacles and change liners.
2. Scrub and disinfect trash receptacles once per month.
3. Dust partitions, walls and doors monthly.
4. Re-stock dispensers with paper goods and soap. Soap dispenser reservoirs are to be rinsed out and refilled with fresh soap as required. Check dispensers to ensure they are operating properly (no coins stuck in the coin drop area, etc.).
5. Empty sanitary napkin disposal receptacle, disinfect inside and out and replace liners daily.
6. High dusting: dust overhead vents, fixtures and lighting, top edge of stall partitions, tops of projecting mirrors and ledges, window ledges and mullions weekly.
7. Vacuum vents where applicable monthly.
8. Sweep/dust mop floor surface making sure all debris and foreign matter are completely removed from floor surface, corners, edges and hard to reach areas.
9. Clean and disinfect toilet bowls and urinals with approved disinfectant solution ensuring all interior and exterior surfaces are completely clean and disinfected, including bases and chromed fixtures.
10. Clean and disinfect sinks, counters, partitions, doors and all fixtures with approved disinfectant solution.
11. Clean stainless steel and chrome dispensers with a disinfectant (approved by University).
12. Clean and polish all bright work and stainless steel.
13. Clean any shower areas with an approved disinfectant: walls, floors, curtains, doors and fixtures.
14. Clean mirrors and glass.
15. Clean all taps, handles, drain covers etc., with an approved disinfectant.
16. Clean and maintain all soap dispensers, ensuring the spouts are not clogged or damaged.
17. Spot clean walls, door handles and light switches.
18. Wet mop restroom floors with an approved disinfectant.
19. Scrub all restroom walls, inclusive of stall walls once monthly.
20. Scrub all floors including stripping and refinishing as per floor manufacturer’s instructions and specifications for cleaning or as per industry standards as approved by University for floor type.
21. Pour water down the restroom drains weekly to keep the drains moist so there is no odor.

**Restrooms must be cleaned and inspected for supplies at least once a day and more often if required.**

**Restrooms near main building entrances, lobbies and major reception areas must be cleaned and inspected for supplies at least twice a day and more often if required.**

4. Elevators

1. Clean and polish elevator walls, doors, door jambs and frames (inside and out).
2. Clean all mirror, signs, reflective and other surfaces (inside and out) including control panels, railings, panels etc.
3. Vacuum and polish elevator tracks and sills of all debris and materials.
4. Clean elevator ceiling.
5. Clean elevator vents.
6. Dust mop elevator floors until they are totally free of debris and foreign matter.
7. Damp mop elevator floors with a neutral cleaning solution and as per the recommended cleaning instructions by the floor finish manufacturers. Finishes differ by building.
8. Spray buff elevator floors.

B. Non-Classroom Labs

1. Labs

a. Empty trash receptacles and change liners.

b. Empty recycle bins as needed or requested.

c. Damp wipe trash and recycling receptacles.

d. Scrub and disinfect all trash and recycling receptacles monthly.

e. Sweep hard surface floors making sure all debris and foreign matters are completely removed from floor surface, corners and hard to reach areas at least once every 2 weeks.

f. Damp mop floors at least once every 2 weeks.

g. Damp wipe exterior of cabinets as needed.

h. Strip and re-finish floors once per year.

Please note: - Access to labs for cleaning is to be coordinated with the designated authority for the lab. Labs have restricted access. All Contractor personnel must be instructed to not touch lab benches. Chemicals and hazardous materials are not to be touched for safety purposes.

C. High Student Use Areas

1. Classrooms / Auditoriums / Study Rooms

* 1. Empty trash receptacles and change liners.
  2. Damp wipe trash and recycling receptacles.
  3. Scrub and disinfect all trash and recycling receptacles monthly.

d. Sweep/dust and mop hard surface floors making sure all debris and foreign matter are completely removed from floor surface, corners and hard to reach areas.

e. Spot clean walls and baseboards. Remove discarded tacks, tape or tape residue on walls.

f. Spot clean doors and door hardware. Remove discarded tacks, tape or tape residue on doors.

g. Sweep floors and/or dust mop, making sure floor is free of debris and foreign matter.

h. Vacuum carpets.

i. Visually inspect carpets for spots/spills and treat/remove stains promptly.

j. Shampoo carpets quarterly.

k. Clean all windows where applicable including audio visual rooms twice per year.

l. Dust furniture, railings, ledges, window ledges and mullions, and all horizontal surfaces weekly.

m. Wipe large table surfaces with a cleaner/disinfectant.

n. Clean large table surfaces with cleaner/disinfectant.

o. Clean tablet arm and other classroom desk tops with cleaner/disinfectant weekly

p. Clean and disinfect hard seating quarterly.

q. Clean upholstered seating once per year.

r. Visually inspect upholstered seating weekly and spot clean upholstered fabrics promptly as needed upon inspection.

s. Dust podiums daily and clean as required.

t. Erase and clean all white board surfaces three times per week UNLESS noted “DO NOT ERASE”. This includes wiping down the edge and tray.

u. Spray upholstered seating with an appropriate fabric freshener and or disinfectant monthly.

v. Spray buff floor surfaces weekly.

w. Strip and re-finish floors twice per year.

x. Auto-scrub floors with a neutral cleaning solution and recoat twice per year.

y. Burnish floors with High Speed buffer (1500+ RPM).

z. Apply floor restorer.

2. Lounge Areas

1. Empty trash receptacles and replace liners.
2. Disinfect, clean and polish water fountains.
3. Dust all furniture, sills, blinds, frames, boards, baseboards and vents.
4. Wash trash receptacles as needed.
5. Disinfect/Wipe all furniture with an approved disinfectant.
6. Shampoo furniture fabric upholstery in common lounge areas as per written specifications for fabric supplied by owner or fabric/furniture vendor once per year or as required.
7. Any common area leather furniture is to be cleaned and conditioned once per year.
8. Spot clean all walls and glass.
9. Clean glass surfaces weekly.
10. Disinfect all telephones and receivers with an approved disinfectant.
11. Dust mop floors, making sure surface is completely free of debris and foreign matters.
12. Wet mop floors with an approved disinfectant solution.
13. Vacuum carpets and walk off mats.
14. Shampoo carpets twice per year.
15. Spray buff floors weekly with a high-speed (1500+ RPM) buffer.
16. Visually inspect carpets for spots/stains and treat/remove stains promptly.

3. Cafeteria Areas (Sitting Areas Only)

1. Dust mop floors, making sure they are free of debris and foreign matter (Sitting area only).
2. Wet mop floors with disinfectant solution matter (Sitting area only).
3. High & Low dusting: dust baseboards, corners, edges, sills, blinds, vents, furniture, frames, partitions, light fixtures, doors and walls, shelves or ledges and all window ledges and mullions.
4. Clean all table and chair surfaces in accordance with cleaners and schedule as per Health Services and Health Department guidelines.

D. General Offices / Common Areas

1. Offices and related areas

1. Empty trash receptacles.
2. Damp wipe receptacles and replace liners.
3. High & Low dusting: dust baseboards, corners, edges, sills, blinds, vents, all furniture and furniture system finishes including panel top caps, tops of overhead storage units, tops of filing and storage cabinets, door frames, partitions, light fixtures, doors and walls and any other surfaces not specifically noted..
4. Disinfect telephones once per month.
5. Polish wooden furniture with a high-grade furniture polish.
6. Damp wipe furniture with a disinfectant solution (do not disturb papers on top of desks)
7. Clean sinks; exterior of microwave ovens, refrigerators, countertops, etc. in coffee areas (when applicable).
8. Re-stock paper goods in coffee areas (when applicable).
9. Spot clean carpets.
10. Vacuum all carpeted areas with special attention to corners, edges, under furniture, behind doors and hard to reach areas, until floors are totally free of debris and foreign matter.
11. Visually inspect carpets for spots/stains/spills and treat/remove stains promptly.
12. Dust mop all hard floor areas, making sure floors are totally free of debris and foreign matter.
13. Damp mop hard floors with a disinfectant solution.
14. Spray buff hard floors with a high-speed (1500-2000+ RPM) buffer, two times per week (where applicable).

2. Conference Rooms

a. Empty trash receptacles

b. Damp wipe trash receptacles and replace liners

c. Vacuum or dust mop floors, making sure they are completely free of debris and foreign matter, special attention should be placed under furniture, corners, edges, behind doors and in hard to reach areas.

d. Visually inspect carpets for spots/stains/spills and treat/remove stains promptly.

e. High & Low dusting: dust baseboards, corners, edges, sills, blinds, vents, all furniture and storage cabinets, doors and door frames, partitions, light fixtures, paneling and walls.

f. Clean whiteboard surfaces weekly with an appropriate whiteboards cleaner, UNLESS noted “DO NOT ERASE”.

g. Polish wooden furniture and any built-in wood millwork surfaces, wood wall paneling, podiums etc. with a high-grade furniture polish as recommended by the manufacturer.

h. Wet mop floors (where applicable).

i. Spray buff floors with a high-speed (1500-2000+ RPM) buffer, weekly (where applicable).

3. Multi-Purpose Copier / Kitchenettes / Storage Rooms

a. Empty trash receptacles

b. Damp wipe trash receptacles and replace liners

c. Vacuum or dust mop floors, making sure they are completely free of debris and foreign matter.

d. High & Low dusting: dust counter tops, cabinets, top of cabinet units, baseboards, corners, edges, sills, blinds, vents, all furniture and storage units, doors and door frames, partitions, light fixtures,

e. Damp mop hard floors with a disinfectant weekly.

f. Spray buff floors with a high-speed (1500-2000+ RPM) buffer, weekly (where applicable).

4. Trash Rooms and Janitor Closets

1. Should be kept clean, organized and free of debris and splatters at ALL times.
2. Trash carts and linen carts should be covered at all times.
3. Clean, dry dust mops and wet mops are to be kept in a metal container, with a lid at all times, as they are a fire hazard.
4. Trash rooms and janitor closets are to be cleaned and mopped at the end of every shift.
5. Mop buckets should be emptied prior to storage in closet.

E. General University Requirements

1. Contractor to locate mobile receptacle(s) supplied by the recycling vendor to all office areas copier rooms and other locations on the campus as designated by University. Units are to be moved when full to a central location in each building site for pickup by the recycling vendor. This is generally the loading dock area (although not restricted to the dock) for each building. Units are traded out for an empty unit before removing the full unit from the centralized locations.

2. During the summer season from April to October all recycling bins for cans and bottles should be double bagged and properly tied and sealed to prevent a breeding location for gnats and mosquitoes.

3. Empty can and bottle recycling bins daily, clean units on a regular basis to eliminate attracting insects and other pests. All related receptacles to be scrubbed out and sanitized monthly or as required.

4. INTERIOR WINDOWS:All interior windows in main entrance, major lobbies and reception areas should be washed one (1) time per year as needed at no additional cost. The exterior window surfaces directly adjacent to all main entrances on the ground floor level only are to be cleaned once per year at no additional cost.

5. STAIRWELLS: All stairwells to be swept and mopped, trash removed, and fixtures dusted as required with high dusting conducted at least once per month. Walls should be spot-cleaned.

6. EXTRACTING/SHAMPOOING OF ALL CARPETED AREAS: All carpeted areas shall be extracted/shampooed as scheduled in **Matrix 1 - Standard Housekeeping Service Frequencies**. High traffic areas adjacent to main entrances to the building and subject to tracking due to inclement weather to be extracted on an as need basis, over and above two (2) times per year at no additional cost.

7. Contractor will be responsible for ensuring all lights are turned off on completion of cleaning service in all areas and to utilize lighting in areas that is required to carry out the work and for safety purposes to support University’s energy reduction efforts.

8. Contractor to report any items they may deem to be safety hazards during their cleaning routines to University’s Police Department and the Facilities Manager or authorized designee.

9. Contractor will be required to provide contract employees to augment University Building maintenance resources for cleaning and routine maintenance tasks.

10. Several clinic areas in the School of Dentistry (SOD) building require

trash receptacles to be emptied three times per day, once at mid-morning, once at mid-afternoon and as part of the regular nightly trash removal. This frequency will be done at no additional cost to the University.

11. Hard floor stripping and resealing for all clinical areas and labs is to be coordinated during semester breaks.

12. Contractor is to provide porters for the day shift five days a week to attend emergency calls, spills, or any other needs that arise. Number of porters and locations to be determined based on the site.

13. Contractor to provide and maintain a calendar for requested events and receptions. Contractor may charge an additional fee for providing services that are scheduled after normal day porter work hours and on weekends. Contractor to provide rate schedule.

14. Cleaning of upholstered furniture as requested should be done using an extraction method as applicable.

15. Visual inspection and spot cleaning to be conducted on a regular basis for stained upholstered fabrics in common areas.

16. Clean signs and podiums for the Credit Union drive through within a twenty-five (25) foot distance from the UCT rear lobby entry doors.

17. Dust all wall signage as part of routine dusting.

18. Spot cleaning of carpets should be handled as soon as possible when spills occur between scheduled maintenance. Dry spills should be cleaned using a vacuum to lift and remove residue. Liquid spills should be blotted with an absorbent cloth or plain white paper towel. Contractor will use the appropriate stain remover as recommended by the carpet manufacturer or as approved by University to remove stain from carpet.

19. Daily pickup and disposal of all trash, debris, and leaves in the turf areas, seating areas, driveways, decks, planter beds, public/common sidewalks, and along street curbs including pigeon debris (may require wet cleaning), excluding parking lots. Empty and clean trash receptacles (lids/top surfaces) daily.

20. Dispose of all pallets/crates from MSB/MSE at least once a week.

21. Contractor will pick up and fold cardboard at MSB, RAS, SON, SOD, BBS, and UCT. Contractor will then take cardboard to MSB and deliver to cardboard compressor belt machine.

22. Provide scheduled rates per Sq. ft. for diamond honing of terrazzo floors. Provide scheduled rates per Sq. ft. for stripping and waxing for VCT. Also, provide schedule of services offered beyond this contract.

23. Clinic areas in the School of Dentistry (SOD) building require cleaning under sink-cabinets/trash bins at least once a year.

24. Refill toilet seat covers in restrooms wherever fitted (SOD only) at least once a day.

25. High level cleaning at SOD surgical operatories (1130) on a daily basis.

26. Clean exterior bollard lights (including spider webs) as needed.

F. University Specialties

1. The 14th floor of the UCT building (approximately 12,000 sq.ft.) and several floors in the School of Nursing building have raised access flooring with carpeted surfaces, in floor power and data receptacle and the under floor area serves as a plenum for the air supply. All carpet extraction for surfaces on raised access flooring locations must be performed in accordance with the specifications and instructions provided by the carpet tile, electrical and data outlet and raised access flooring manufacturers and the Facilities Planning and Engineering Department.

2. The Warehouse Area in the Operations Center Building (approximately 80,000 sq. ft.) will require quarterly sweeping two times a year. **From time to time, cleanup involving sweeping and high dusting will be required for vacant storage cages to prepare for a new tenant.** Contractor will be directed to complete work as requested and confirm with University when completed.

3. **Human Structural Facility requires damp mopping with a disinfectant once daily. Clean sinks daily with disinfectant. Empty trash daily. Strip and wax cadaver refrigerated areas (Morgue) on an as requested basis. Strip and wax Gross Anatomy lab two times per year. High and low dusting required for ledges, fixtures.** Contractor will be directed to compete work as requested and confirm with Human Structural Facility personnel when completed***.***

4. Individual storage units located within the parking garage areas of the University Center Tower building, when vacated, to be swept out and high and low dusting to be completed. Turnover is less than 10%. Square footage of total storage area is less than 8,000 sq ft. Main corridors of UCT storage areas (approximately 1,000 sq. ft.) are to be swept twice per year and high and low dusting of corridor walls and fixtures is to be done twice per year.

THE FOLLOWING SCHEDULE IS TO BE USED AS A GUIDELINE ONLY FOR FREQUENCY OF SCOPE OF SERVICE TO BE PERFORMED BY THE CONTRACTOR. THE DETAILED OUTLINE FOR SPECIFIC FUNCTIONAL AREAS IS TO BE USED. UNIVERSITY MAY REPLACE SCHEDULE UPON NOTIFICATION TO CONTRACTOR.

G. Bodily Fluid/Waste Clean-up – *Applies to all UTHealth Facilities*

1. This scope requires annual OSHA Bloodborne Pathogen training including specific training on how to safely clean bodily fluid/waste. This training is to be provided to housekeeping employees by the Contractor.

2. The housekeeping Contractor will provide all personnel, cleaning equipment, supplies and personal protective equipment (PPE) required to safely contain, clean and disinfect areas contaminated with bodily fluids/wastes at no additional cost to the contract. Any cleaning solution utilized for blood and body fluid cleanup must be an EPA registered disinfectant.

3. Contractor will coordinate with UTHealth’s Environmental Health & Safety (EH&S) Department the proper removal of any and all appropriately packaged waste materials from the contaminated site to the EH&S designated pick-up area. EH&S is responsible for the waste once it is delivered to the designated pick-up site(s).

4. Occurrences average approximately 10-15 times per week at the HCPC facility, 1-5 times per week at UPB and 1-5 times per month at each of the other UTHealth facilities.

**Matrix 1 - Standard Housekeeping Service Frequencies – Note, see Exceptions below.**

| SCOPE OF SERVICES | HIGH TRAFFIC HIGH VISIBILITY AREAS | NON-CLASSROOM LABS | HIGH USE STUDENT AREAS | GENERAL OFFICES/ COMMON AREAS | AREAS CLEANED DURING THE DAY |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Empty trash receptacles and replace liners | Daily. More frequently if needed | Daily  As needed | Daily  As needed | Daily  As needed | Daily  As needed |
| Empty can and bottle recycling containers | Daily | Daily | Daily | Daily | Daily |
| Empty paper recycling containers | As needed | As needed | As needed | As needed | As needed |
| Sweep Floors | Daily | 1 time every 2 weeks | Daily | Daily | Daily |
| Dust all horizontal building surfaces | 2 times per month | N/A | Weekly | Weekly | Weekly |
| Dust walls | As needed | As needed | As needed | As needed | As needed |
| Vacuum ceiling vents | Quarterly | Quarterly | Quarterly | Quarterly | Quarterly |
| Damp wipe exterior cabinets | As needed | As needed | As needed | As needed | As needed |
| Damp mop floors | Weekly. More often if inclement weather | 1 time every 2 weeks if requested | Weekly | Weekly | Weekly |
| Shampoo carpet | 2 times per year | N/A | 2 times per year | 1 time per year | 1 time per year |
| Strip and seal floors | 2 times per year | 1 time per year | 1 time per year | 1 time per year | 1 time per year |
| Scrub and recoat floors | 2 times per year | N/A | 2 times per year | 2 times per year | 2 times per year |
| Spot clean walls | Weekly | N/A | Weekly | Weekly | Weekly |
| Spot clean glass partitions | Weekly | N/A | Weekly | Weekly | Weekly |
| Clean glass doors and glass storefronts | Daily for all entrances and public areas | N/A | Weekly | Weekly | Weekly |
| Spot clean wall switch plates | As needed | N/A | As needed | As needed | As needed |
| Dust Venetian and vertical blinds | 4 times per year | N/A | 4 times per year | 4 times per year | Monthly |
| Dust desks | Daily |  | Daily | Daily | Daily |
| Clean desks | As needed | N/A | As needed | As needed | Weekly |
| Clean counter tops and sinks | Daily | N/A | Daily | Daily | Daily |
| Damp wipe vents | Monthly | N/A | Quarterly | Quarterly | Quarterly |
| Clean blackboards and whiteboard | As needed | N/A | As needed | As needed | As needed |
| Spot clean all surfaces | Daily | Daily | Daily | Daily | Daily |
| Vacuum carpet | Daily | N/A | 2 times per week | 2 times per week | 2 times per week |
| Dust furniture | Daily | N/A | Weekly | Weekly | Weekly |
| Clean restrooms | Daily during day shift. Check trash supplies at night | N/A | Daily during day shift | Daily during day shift | Daily during day shift |
| Mop Restroom Floors | Daily | N/A | Daily | Daily | Daily |
| Scrub and recoat restroom floors | Quarterly | N/A | Quarterly | Quarterly | Quarterly |
| Strip and Recoat Restroom Floors | Quarterly | N/A | Quarterly | Quarterly | Quarterly |
| Spray buff floors | Weekly | N/A | Weekly | Weekly | Weekly |
| Check stairwells sweep and mop, pick up trash | 1 time per week | N/A | 1 time per week | 1 time per week | 1 time per week |
| Spray upholstered seating with an appropriate fabric freshener and or disinfectant | Monthly | N/A | Monthly | Monthly |  |
| Shampoo furniture fabric upholstery as per fabric/furniture vendor | 1 time per year | N/A | 1 time per year | 1 time per year |  |
| Clean upholstered seating | 1 time per year | N/A | 1 time per year | 1 time per year |  |

**Housekeeping Frequency Exceptions for MSB, MSE and SOD**

| SCOPE OF SERVICES | HIGH TRAFFIC HIGH VISIBILITY AREAS | NON-CLASSROOM LABS | HIGH USE STUDENT AREAS | GENERAL OFFICE COMMON AREAS | AREAS CLEANED DURING THE DAY |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Strip and Seal VCT Floors | Twice a Year | Twice a Year | Twice a Year | Twice a Year | Twice a Year |
| Scrub and Recoat VCT Floors | Ten Times a Year | Ten Times a Year | Ten Times a Year | Ten Times a Year | Ten Times a Year |
| Spray Buff VCT floors | Twice a Week | Twice a Week | Twice a Week | Twice a Week | Twice a Week |
| Check Stairwells, Sweep and Mop, Pick-up Trash | Three Times a Week | Three Times a Week | Three Times a Week | Three Times a Week | Three Times a Week |
| Scrub and Recoat Restroom Floors | Once a Month | Once a Month | Once a Month | Once a Month | Once a Month |
| Sweep, Scrub, Buff and Mop Resilient Sheet/VCT Flooring | Once a Week | Once a Week | Once a Week |  |  |
| Remove dental wax from resilient/VCT flooring (SOD only) | As needed | As needed | As needed |  |  |
| Wipe down, clean/remove dental wax from horizontal surfaces, polish SS horizontal lab surfaces and sinks (SOD only) | Nightly | Nightly | Nightly |  |  |
| Dust all lab surfaces/equip, lockers, dental chair arm, chair base and student areas (SOD only) | Weekly | Weekly | Weekly | Weekly |  |
| Application of conditioner to dental chairs and cleaning of bay lights through bays A, B, C, E, K, L, J, and H  (SOD only) | N/A | 1 time per year | 1 time per year | N/A | N/A |

**Cleanable Square Footage Estimates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Building | Code | Address | Approx. Sq Ft | Minimum Day Porters |
| 1 | Medical School Building\* | MSB | 6431 Fannin Street | 680,000 Sq Ft | 3 FT– 5 Days/Wk |
| 2 | Medical School Expansion | MSE | 6431 Fannin Street | 107,505 Sq Ft | 1 FT– 5 Days/Wk. |
| 3 | Cyclotron Building | CYC | 6432 Fannin Street | 5,000 Sq Ft | Not Reqd. |
| 4 | School of Dentistry | SOD | 7500 Cambridge Street | 245,219 Sq Ft | 2 FT– 5 Days/Wk. |
| 5 | Cooley Life Center | CLC | 7440 Cambridge Street | 12,369 Sq Ft | ½ FT– 5 Days/Wk |
| 6 | School of Public Health | RAS | 1200 Hermann Pressler Drive | 180,000 Sq Ft | 1 FT– 5 Days/Wk. |
| 7 | School of Nursing | SON | 6901 Bertner Avenue | 160,000 Sq Ft | 1 FT– 5 Days/Wk. |
| 8 | Biomedical & Behavioral Sciences | BBS | 1941 East Road | 150,000 Sq Ft | ½ FT– 5 Days/Wk. |
| 9 | University Center Tower \*\* | UCT | 7000 Fannin Street | 270,000 Sq Ft | 2 FT– 5 Days/Wk |
| 10 | Operations Center Building | OCB | 1851 Cross Point | 120,000 Sq Ft | 1 FT– 5 Days/Wk. |
| 11 | Harris County Psychiatric Center | HCPC | 2800 South MacGregor Way | 156,423 Sq Ft | N/A |
| 12 | Child Development Center | CDC | 7900 Cambridge | 6,300 Sq Ft | N/A |
| 13 | Recreation Center | REC | 7779 Knight Road | 27,000 Sq Ft | 2 FT– 5 Days/Wk |
| 14 | Sarofim Research Building | SRB | 1825 Pressler | 149,051 Sq Ft | 1 FT– 5 Days/Wk |
| 15 | University Professional Building | UPB | 6410 Fannin Street | 275,025 Sq Ft | 3 FT– 5 Days/Wk. |
| 16 | University Professional Bldg. Garage | UPG | 6410 Fannin Street | 20,975 Sq Ft | Assigned Porter not reqd.. |
| 17 | University Housing | SFA | 1885 El Paseo & 7900 Cambridge | Areas to be cleaned as requested | 2 FT– 5 Days/Wk |
| 18 | Jesse H. Jones Library Building | JJL | 1133 John Freeman Blvd. | 187,819 Sq Ft | 1 FT– 5 Days/Wk |

\* Note infill added approx. 6000 Sq. ft. to MSB

\*\* Note vertical expansion will add approx. 40,000 Sq. ft. to UCT beginning January 2019.