

**The Board of Trustees
Aledo ISD
Agenda of Special Meeting**

A Special Meeting of the Board of Trustees of Aledo ISD will be held November 27, 2023, beginning at 4:30 PM in the Aledo ISD Administration Board Room, 1008 Bailey Ranch Rd, Aledo, TX 76008.

**Aledo Independent School District Vision
Growing Greatness through exceptional experiences that empower learners for life**

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

I. Call To Order

Forrest Collins, President

II. Determine a Quorum

III. Public Comment on Agenda Item

Forrest Collins, President

IV. Consider Termination of Ambassador LLC for Custodial Services at Aledo Independent School District 3

Chris Campbell, Chief Facilities and Construction Officer

V. Consider Approval of Custodial Services Contract 4

Chris Campbell, Chief Facilities and Construction Officer

VI. Executive Session

Forrest Collins, President

A. Section 551.074 - Personnel Matters- The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)

B. Section 551.071 - Consultation with Attorney- The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071

C. Section 551.072 - Deliberation Regarding Real Property- The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071)

D. Section 551.0821 - School Board- The Board will discuss personally identifiable information about a public school student.

VII. Adjourn

Forrest Collins, President



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: November 27, 2023

AGENDA ITEM: Consider Termination of Ambassador LLC for Custodial Services at Alejo Independent School District

PRESENTER: Chris Campbell, Chief Facilities and Construction Officer

BACKGROUND INFORMATION:

- Ambassador Services LLC was approved by this Board at the Regular Board meeting on April 17, 2023 with a contract start date of July 1, 2023.
- Pursuant to the terms of the contract between the District and Ambassador Services, LLC, this contract may be terminated for convenience and without cause.
- In the best interest of the District, the Administration has made the decision to recommend termination of this contract.

FISCAL INFORMATION:

None.

ATTACHMENTS:

None.

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends the Board of Trustees terminate for convenience and without cause the custodial services contract between the District and Ambassador Services LLC and that the termination be effective November 27, 2023.



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: November 27, 2023

AGENDA ITEM: Consider Approval of Custodial Services Contract

PRESENTER: Chris Campbell, Chief Facilities and Construction Officer

BACKGROUND INFORMATION:

- In February 2023, the District issued a Competitive Sealed Proposal (CSP) for the procurement of Custodial Services for the District.
- McLemore Building Maintenance submitted a successful proposal to this solicitation.
- The initial agreement outlined in the CSP is for three (3) years with two (2), one (1) year extensions.
- The contract has a start date of November 27, 2023.
- Based upon this detailed analysis, and taking all factors into consideration, the Administration would like to recommend the next successful bidder from the CSP process, McLemore Building Maintenance, to provide custodial services for the District.

FISCAL INFORMATION:

The \$8,724,220.00 cost related to this contract will be paid from 2023-2024 General Fund budgeted funds and included in the 2024-2025, and 2025-2026 General Fund budgets. This will be an annual increase, over the previous contract arrangement, of \$153,056.11 (\$459,168.33 total over 3 years).

ATTACHMENTS:

McLemore Building Maintenance contract

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends the Board of Trustees approve acceptance of the Competitive Sealed Proposal submitted by McLemore Building Maintenance and award them the custodial services contract as presented.

**AGREEMENT FOR
CUSTODIAL SERVICES
BETWEEN
ALEDO INDEPENDENT SCHOOL DISTRICT
AND
MCLEMORE BUILDING MAINTENANCE, INC.**

Aledo ISD Agreement #23-021723-2-B

THE STATE OF TEXAS

COUNTY OF PARKER

This Agreement (“Agreement”) is made by and between **Aledo Independent School District** (“Aledo ISD” or “District”), a political subdivision of the State of Texas, which has a principal address at 1008 Bailey Ranch Rd., Aledo, Texas 76008 and **McLemore Building Maintenance, Inc.** (“Contractor”), which has a principal address at 110 Fargo Street, Houston, TX 77006.

WHEREAS, on February 17, 2023, Aledo ISD issued **Competitive Sealed Proposal, CSP #23-021723-2**, and called for competitive sealed proposals to be submitted for **Custodial Services** to Aledo ISD.

WHEREAS, on March 23, 2023, Contractor submitted its proposal (“Offer”) based upon the solicitation specifications and is hereby incorporated to this Agreement by reference.

WHEREAS, District evaluated all proposals received and selected Contractor’s Offer as the offer that provides the best value for the District in accordance with District regulations, policy, and applicable state and federal law(s).

WHEREAS, at the District’s meeting of the Board of Trustees held on November 27, 2023, said Offer was accepted and awarded to Contractor.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the parties agree as follows:

WITNESSETH:

1. **TERM AND ALLOWABLE RENEWALS.**

1.1 **Initial Term.** The initial term of this Agreement shall be for a period commencing on 11/27/2023, (the “Effective Date”) and continuing through June 30, 2026, (collectively, the “Initial Term”).

1.1.1 **Renewal Term(s).** Upon expiration of the Initial Term, Aledo ISD shall have the option to renew for two (2) additional one (1) year terms (each a “Renewal Term”), subject to the terms and conditions in this Agreement. A Renewal Term shall be effective when evidenced by a written renewal notice executed by both Aledo ISD and Contractor.

- 1.1.2 **Agreement Term.** The Agreement expiration date shall be the ending date of the then current term in effect (the “Expiration Date”).
 - 1.1.3 **Termination.** Notwithstanding the foregoing, this Agreement may be terminated prior to the Expiration Date, as stipulated in Section 2.0, Term of Contract, of the CSP documents.
2. **APPROPRIATION AND ALLOTMENT OF FUNDS.** Performance by Aledo ISD under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”) and/or allocation of funds by the Board of Trustees of Aledo ISD (the “Board”). If the Legislature fails to appropriate or allot the necessary funds, or the Board of Trustees fails to allocate the necessary funds, then Aledo ISD will issue written notice to Contractor and Aledo ISD may terminate this Agreement without further duty or obligation under this Agreement. Contractor acknowledges that appropriation allotment, and allocation of funds are beyond the control of Aledo ISD.
3. **DESCRIPTION OF GOODS/SERVICES.** Contractor will provide the following category of service(s) (Collectively the “Services”), which are further described in the Scope of Services, as defined in this Agreement:
 - 3.1 Custodial Services
4. **SCOPE OF SERVICES.** The Contractor agrees to furnish services set forth in CSP #23-021723-2, Section 5 - Scope of Services per the Service Frequency Schedule attached hereto and incorporated herein. Any additions, modifications, or omissions to any services, or the Scope of Services, shall be witnessed by a written amendment, as specified by the terms of this Agreement.
5. **COMPENSATION.** Aledo ISD will pay fee(s) to Contractor based on Exhibit A (“Fee Schedule”), attached hereto, and incorporated herein.
6. **PRICING.** Contractor’s pricing as referenced in Exhibit A shall remain firm for the Initial Term of the Agreement.
 - 6.1 Any request from the Contractor for price increases may only be considered at the contract renewal points, at which time such price increase requests shall be submitted by Contractor to District in writing along with proper justification for the requested price increase. Proper justification for price increases shall be limited to events arising within Contractor’s service industry or within its organization which would have a significant, adverse effect on Contractor’s ability to provide the Services under the terms of this Agreement. The District shall have the right to accept, negotiate, or reject any such price increase requests. In the event that the District and Contractor, subsequent to any negotiation attempts, cannot come to a mutual agreement regarding a price increase request, either party may terminate this Agreement pursuant to the termination provisions of this Agreement.

7. CONTRACTOR REPRESENTATIONS.

- 7.1 **Qualified Personnel.** Contractor shall employ only orderly and competent workers, skilled in the performance of the services they will perform under this Agreement. Contractor represents that it possesses and will provide the necessary employees, agents, and/or subcontractors (collectively referred as “Personnel”), equipment, materials and supplies required to perform the Services covered under this Agreement, and, Contractor hereby affirms that such Personnel are qualified and possess any and all required licenses, permits, certifications, and skills necessary to perform the services and shall maintain them during the term of this Agreement.
- 7.2 **Quality of Services.** Contractor represents that the services will be performed in a professional and workmanlike manner, consistent with industry standards, and in accordance with any specifications or requirements stipulated in this Agreement.

8. PERFORMANCE OF SERVICES.

- 8.1 **Subcontractors.** If any services to be rendered by Contractor under this Agreement will be performed by independent agents or subcontractors acting on behalf of the Contractor (hereinafter referred to as “Subcontractors”), then Contractor must inform District of such Subcontractor relationship and shall describe the extent of the work to be performed by the Subcontractor in connection with this Agreement. Contractor shall disclose to District the name of the firm and/or individuals subcontracted and any other information the District may require, ensuring the Subcontractor is qualified to perform such services in connection with the Contract. Subcontractors shall operate under, and shall be bound by, the same terms and conditions of this Agreement. Compensation and supervision of Subcontractors shall be the sole responsibility of the Contractor. The District reserves the right to, at any time, to reject services provided by a Subcontractor and reserves the right to interview the Subcontractor prior to accepting any services from any Subcontractor.
- 8.2 **Compliance with Applicable Laws and Regulations.** Contractor and Contractor’s Personnel providing services hereunder shall do so in compliance with any and all applicable federal, state, and local laws, rules, regulations, statutes, codes, and ordinances, including any and all applicable District policies, regulations, and procedures.
- 8.3 **Compliance with Aledo ISD Code of Conduct.** Contractor’s Personnel may not use or possess any firearms, alcoholic or other intoxicating beverages, tobacco, illegal drugs, or controlled substances while on the job or on the District’s property, nor may such workers be intoxicated, or under the influence of alcohol or illegal drugs or controlled substances on the job or on District property.
- 8.4 **Contractor Code of Ethics.** Contractors and Contractor’s Personnel are prohibited from offering gifts or favors that could influence, or that could be perceived to influence, Aledo ISD employees to recommend or make purchases from the Contractor utilizing District funds.
- 8.5 The District reserves the right to prevent, forbid, and/or temporarily or permanently bar any of Contractor’s Personnel from any District facility if Aledo ISD determines, at its sole discretion, that doing so is necessary to maintain the safety, decorum, scheduling, and day-to-day operations of the District.
- 8.6 The manner in which the services are to be performed, the numbers of employees, agents, or subcontractors, and the specific hours to be worked by Contractor to fulfill

the obligations under this Agreement shall be determined by Contractor, except for certain services where Aledo ISD may specify minimum requirements in which case Aledo ISD will communicate such requirements to Contractor in writing. Aledo ISD will rely on Contractor to work as many hours deemed necessary and reasonable to fulfill Contractor's obligations under this Agreement.

- 8.7 In case of changes affecting project scope resulting from new findings, unanticipated conditions, or other conflicts or discrepancies, Contractor shall promptly notify Aledo ISD of the identified changes and advise Aledo ISD of the recommended solution. Work shall not be performed on such changes without prior written authorization of Aledo ISD via an amendment to this Agreement.
 - 8.8 Acceptance by Aledo ISD of the work performed under this Agreement does not operate as a release of Contractor from such professional responsibility for the work performed.
 - 8.9 **Performance Reviews.** The District reserves the right to require periodic performance reviews with the Contractor. These reviews may evaluate, at a minimum, the Contractor's ability to:
 - 8.9.1 Perform the Services in a skillful and professional manner, and in accordance with any specifications and/or requirements stipulated in this Agreement;
 - 8.9.2 Maintain accurate records of work performed in the District;
 - 8.9.3 Issue accurate invoices for work performed in accordance with the prices and fees stipulated in this Agreement; and
 - 8.9.4 Provide services in a responsible and responsive manner, being able to meet the needs of the District in accordance with the terms of this Agreement.
9. **DISTRICT CONTACT.** All work performed under this Agreement will be subject to the review, coordination, and approval of a District Contact(s). Unless otherwise appointed by Aledo ISD, the District's Contact(s) will be: Chief Facilities/Construction Officer.
10. **AUTHORIZED METHOD OF ORDERING GOODS AND SERVICES.** Contractor and Aledo ISD recognize that Contractor's Services will include the various engagements as defined in Section 3 ("Description of Services") of this Agreement. Therefore, Contractor shall obtain the approval of Aledo ISD prior to the commencement of any new service engagements. Contractor acknowledges that any new services performed without prior receipt of a Purchase Order may result in non-payment for such services.
11. **PAYMENT TERMS AND INVOICING.** In accordance with Chapter 2251 of the Texas Government Code: (a) payment shall be made no later than thirty (30) days following the later of (i) delivery of the goods or completion of the services and (ii) delivery of an invoice to the District; and (b) interest, if any, on past due payments shall accrue and be paid at the maximum rate allowed by law.
- 11.1 Any disputed charges shall be reported in writing to Contractor. Aledo ISD shall have the right to withhold payment of any invoice containing disputed charges until Contractor is able to justify such charges.
 - 11.2 Contractor invoices shall be itemized and emailed monthly to accountspayable@aledoisd.org or mailed monthly to:

Accounts Payable
Aledo Independent School District
1008 Bailey Ranch Rd.
Aledo, Texas 76008

12. **TERMINATION.** The District shall have the right to terminate all, or any undelivered portion of this Agreement, for its own convenience and without cause any time upon thirty (30) days prior written Notice of Termination. Upon receipt of a Notice of Termination, the Contractor shall promptly cease all further work pursuant to the contract award, with such exceptions, if any, specified in the Notice of Termination. The Contractor may terminate the contract only at the end of the contract year by giving the District written notice ninety (90) days prior to the end of the contract year.
 - 12.1 Aledo ISD's responsibility under this Agreement will be limited to payment for only those Services performed prior to the effective date set forth in the Notice of Termination.
 - 12.2 Under no circumstances will Contractor be entitled to payment for anticipated profits, unabsorbed overhead, or interest on borrowing by reason of such termination.

13. **RELATIONSHIP OF PARTIES.** It is understood and agreed that Contractor is an independent contractor and that neither it nor any employees (paid or volunteer) or agents contracted by it, or otherwise performing duties of Contractor, shall be deemed for any purposes to be employees or agents of Aledo ISD. This Agreement does not create a joint venture, business partnership, agency, franchise, or employment relationship, under Texas law. Contractor shall remain solely responsible for their supervision, daily direction and control, payment, if any, of salaries (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations for its employees or agents, as applicable.

14. **TITLE AND RISK OF LOSS FOR GOODS PURCHASED.** Unless specified otherwise on the District's duly authorized Purchase Order or by other mutual written agreement executed by both parties, title and risk of loss for any goods purchased by the District in connection with this Agreement, if applicable, shall pass to Aledo ISD (a) upon delivery to the ship-to location referenced on the Purchase Order ("Free on Board Destination" or "F.O.B. Destination") or (b) if Aledo ISD is unable to take delivery of the goods and requests that Contractor store the goods at a non-District facility authorized by Aledo ISD, then title and risk of loss for the goods shall pass as of the date of delivery to the storage facility.

15. **CONFIDENTIALITY.**
 - 15.1 Contractor recognizes that Aledo ISD currently possesses, or may obtain in the future, the following types of information: inventions, machinery, products, prices, costs, discounts, future plans, business affairs, trade secrets, technical information, student records, copyrights, and other proprietary information (collectively, "Information") which are valuable, special, and unique assets of Aledo ISD. Contractor agrees that Contractor will not at any time or in any manner, either directly or indirectly, use any Information for Contractor's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without the prior written consent of Aledo ISD. Contractor will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be⁹a material violation of this Agreement.

16. **CONFIDENTIALITY AFTER TERMINATION.** The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.
17. **TAX EXEMPTION.** As a political subdivision of the State of Texas, Aledo ISD is an exempt organization as defined by the Limited Sales Excise and Use Tax Act and as such is exempt from the payment of sales and use tax on materials and supplies used in the performance of this Agreement. Contractor shall issue exemption certificates to its suppliers and subcontractors in lieu of said sales tax for all such materials and supplies.
18. **BREACH.** No waiver of a breach of provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.
19. **INSURANCE.** Contractor represents and agrees that it shall provide and maintain certain insurance as required by Aledo ISD, including, but not limited to, professional liability, general liability, automobile liability, and workers' compensation insurance in amounts that are satisfactory to Aledo ISD. Prior to the execution of the Agreement, Contractor shall provide to Aledo ISD original certificates of insurance indicating proof of any such required insurance. Contractor shall assure that Aledo ISD will receive written notice of at least thirty (30) days in advance of the effective date; of any reduction, modification, cancellation, or termination of such insurance policies.
20. **INDEMNIFICATION/GENERAL LIABILITY.**
20.1 CONTRACTOR AGREES AT ALL TIMES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS ALEDO ISD, ITS TRUSTEES, OFFICERS, EMPLOYEES, AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS FOR DAMAGES FOR INJURIES AND OTHER LOSSES, INCLUDING COSTS AND ATTORNEY'S FEES, RESULTING DIRECTLY OR INDIRECTLY FROM ANY ACT OR OMISSION OF CONTRACTOR'S OFFICIALS, EMPLOYEES, AGENTS, SUBCONTRACTORS OR VOLUNTEERS ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT, WHETHER SUCH CLAIMS ARE ASSERTED BEFORE OR AFTER THE TERMINATION OF THIS AGREEMENT.
21. **RESPONSIBILITY.** Each party represents and warrants to the other that the execution of this Agreement has been duly authorized and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.
22. **ASSIGNMENT.** No assignment of this Agreement or of any duty or obligation of performance hereunder shall be made in whole or in part by any party without the prior written consent of all parties hereto.
23. **MODIFICATIONS/AMENDMENTS.** This Agreement, its terms, covenants, and conditions may be modified only in writing and witnessed by an Amendment executed by both parties.

24. **GOVERNING LAW AND VENUE.** This Agreement shall be construed, interpreted, and governed by the laws of the State of Texas, without regard to its conflict of laws rules. The parties consent to the exclusive jurisdiction and venue of the courts of Parker County, Texas, for any action arising out of or relating to this Agreement.

25. **FELONY CONVICTION NOTICE.**

25.1 State of Texas Education Code Section 44.034 requires that a person or business entity (excluding publicly-held corporations) that enters into a contract with the District shall give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony.

25.2 The District may terminate this Agreement if the District determines that Contractor failed to give notice as required by the Texas Education Code Section 44.034 or misrepresented the conduct resulting in the conviction.

25.3 By entering into this Agreement, Contractor hereby confirms compliance with Texas Education Code Section 44.034. Any change in Contractor's status regarding this Section (Felony Conviction Notice), occurring at any point during the term of this Agreement, shall require proper written notice to the Chief Facilities/Construction Officer.

26. **CRIMINAL HISTORY REVIEWS.** Pursuant to Sections 22.085 and 22.0834 of the Texas Education Code, Provider hereby certifies that all employees, subcontractors and volunteers of the Provider who are hired by Provider on or after January 1, 2008, and who have continuing duties related to the Services; and have or will have direct contact with students have passed a national criminal history background record information review as required by those sections.

Contractor will obtain criminal history record information that relates to an employee, applicant for employment, or agent of the Contractor if the employee, applicant, or agent has or will have continuing duties related to the contracted services; and the duties are or will be performed on school property or at another location where students are regularly present. The Contractor certifies to the Aledo ISD before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Firm shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor, involving moral turpitude, as defined by Texas law, from Aledo ISD's property or other location where students are regularly present. Aledo ISD shall be the final decider of what constitutes a "location where students are regularly present." Contractor's violation of this section shall constitute a material breach and default. Aledo ISD requires the use of a third-party badging service (Field Control Analytics formerly FC Construction Services) that is mandatory for all personnel working on Aledo ISD property. The Contractor will pay all costs pertaining to criminal background services. Current estimated cost is \$60/subject.

WARNING: Section 44.034 of the Texas Education Code requires that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony.

The notice must include a general description of the conduct resulting in the conviction of a felony.

Aledo ISD may terminate this Contract if Aledo ISD determines that the person or business entity failed to give notice as required by Section 44.034 (a) or misrepresented the conduct resulting in the conviction. Aledo ISD will compensate the Provider only for Services performed before the termination of the Contract.

27. **GENERAL CONDITIONS.** This Agreement may be executed in any number of counterparts, each of which will for all purposes be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page was an original thereof.
28. **WAIVER.** The parties have read this Agreement and agree to be bound by its terms. The parties further agree that this Agreement constitutes the entire and exclusive agreement of the parties and supersedes all previous communications, representations or agreements, either oral or written, between them. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding on any party unless in writing and signed by the party against whom enforcement of such waiver, alteration or modification is sought.
29. **COMPLIANCE WITH TEXAS LAW REGARDING FOREIGN ORGANIZATIONS AND ISRAEL BOYCOTTS.** Contractor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State (the “Foreign Organization List”). In the event that Contractor is added to the Foreign Organization List at any time during the term of the Agreement, Contractor shall promptly provide notice to Aledo ISD. Aledo ISD may, at its discretion, terminate the Agreement immediately upon receipt and verification of information, by any means, that Contractor has been added to the Foreign Organization List. Contractor further certifies if (a) Contractor is not a sole proprietorship; (b) Contractor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Contractor hereby certifies and verifies that neither the Contractor, nor any affiliate, subsidiary, or parent company of the Contractor, if any (the “Contractor Companies”), boycotts Israel, and the Contractor agrees that the Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purpose of this Agreement, the term “boycott” shall mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
30. **SEVERABILITY.** If any court or competent authority finds that any provision of this agreement (or part of any provision) is invalid, illegal or unenforceable, the parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the parties’ original commercial

intention. If, however, the parties cannot agree on the revised language to make such provision legal, valid, and enforceable, then such provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions or this agreement shall remain in full force and effect.

31. **LIMITATIONS.** Aledo ISD is subject to constitutional and statutory limitations on its ability to enter into certain terms and conditions of the Agreement, which may include those terms and conditions relating to: liens on District property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers, and limitations on legal rights, remedies, requirements, and processes; limitations of time in which to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorney's fees; dispute resolution; and indemnities. Terms and conditions relating to these limitations will not be binding on the District, except to the extent not prohibited by the Constitution and the laws of the State of Texas.
32. **HEADINGS.** The headings used in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of any provision of this Agreement.
33. **ORDER OF PRECEDENCE.** Contractor agrees and hereby acknowledges that in a case of conflict between this Agreement and any other documents (*examples may include, but are not limited to: Scope of Services, Exhibit(s), Offer*) provided by Contractor or Aledo ISD pursuant to the Services described herein, this Agreement takes precedence and prevails.
34. **RECITALS.** The recitals set forth above are incorporated into the body of this Agreement as if fully set forth herein.
35. **IMMUNITY.** Aledo ISD has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.
36. **DEBARMENT.** In accordance with the provisions of Appendix A to 49 CFR (Code of Federal Regulations), Part 29, Contractor by signing this Agreement shall certify that to the best of its knowledge and belief, that it and its principals (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or Local Government department or agency, including the Universal Service Administration Company (USAC), for administration of the E-Rate Rules, (b) have not within a three (3) year period preceding the Offer been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction, violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property, (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with omission of any of the offenses in (b) above, and (d) have not within a three (3) year period preceding this offer had one or more public transactions terminated for cause or default.
37. **AUDIT.** Contractor agrees that Aledo ISD may, until the expiration of seven (7) years after final payment under this Agreement, have access to and the right to examine any directly

pertinent books, documents, papers and records of the Contractor involving the transactions related to this Agreement.

38. **NONDISCRIMINATION.** Contractor shall not discriminate against any person in violation of any applicable Federal, State, or Municipal laws on the basis of sex, race, color, religion, national origin, disability, age, veteran status, or any other basis prohibited by law. Furthermore, in accordance with the provisions of the Americans with Disabilities Act of 1990 (ADA), and its subsequent amendments – Contractor warrants that it and any and all of its subcontractors will not unlawfully discriminate on the basis of disability in the provision of services to the general public, nor in the availability, terms, and/or conditions of employment. CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE DISTRICT HARMLESS AGAINST ANY CLAIMS OR ALLEGATIONS ASSERTED BY THIRD PARTIES AGAINST THE DISTRICT ARISING OUT OF CONTRACTOR’S AND/OR ITS SUBCONTRACTORS ALLEGED FAILURE TO COMPLY WITH THE ABOVE-REFERENCED LAWS CONCERNING DISABILITY DISCRIMINATION IN THE PERFORMANCE OF THIS CONTRACT.
39. **NEW MATERIALS.** Except as to any supplies or components which the specifications provide need not be new, all supplies and components to be provided under this contract will be new (not used or reconditioned), of current production, and of the most suitable grade for the purpose intended.
40. **PATENT RIGHTS.** The Contractor agrees to protect the District from any claim involving patent right infringement or copyrights on goods supplied and will not infringe or violate any intellectual property rights or other rights of any third party.

IN TESTIMONY WHEREOF, having agreed to the foregoing terms and with the intention of being bound, the parties hereto have executed this Agreement as of the dates shown below.

MCLEMORE BUILDING MAINTENANCE, INC.

By: Richard B Rodriguez
(Print Name)

Title: President

Signature: Richard B Rodriguez

Date: 11/17/2023

ALEDO INDEPENDENT SCHOOL DISTRICT

By: _____ /
Earl H. Husfeld, CFO / Date

EXHIBIT A – FEE SCHEDULE

Invoices shall be emailed to accountspayable@aledoisd.org the first of the following month of service. The district has 30 days from date of invoice to pay. The district pays for work after services are rendered. Per board approved bid price, the fee schedule will be as follows:

Contract Year 1

<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Period of Performance</u>
12/01/2023	\$31,240.32	Work Performed November 2023
01/01/2024	\$237,556.67	Work Performed December 2023
02/01/2024	\$237,556.67	Work Performed January 2024
03/01/2024	\$237,556.67	Work Performed February 2024
04/01/2024	\$237,556.67	Work Performed March 2024
05/01/2024	\$237,556.67	Work Performed April 2024
06/01/2024	\$237,556.67	Work Performed May 2024
07/01/2024	\$237,556.67	Work Performed June 2024
	<u>\$1,694,570.93</u>	

Contract Year 2

<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Period of Performance</u>
08/01/2024	\$242,307.75	Work Performed July 2024
09/01/2024	\$242,307.75	Work Performed August 2024
10/01/2024	\$242,307.75	Work Performed September 2024
11/01/2024	\$242,307.75	Work Performed October 2024
12/01/2024	\$242,307.75	Work Performed November 2024
01/01/2025	\$242,307.75	Work Performed December 2024
02/01/2025	\$242,307.75	Work Performed January 2025
03/01/2025	\$242,307.75	Work Performed February 2025
04/01/2025	\$242,307.75	Work Performed March 2025
05/01/2025	\$242,307.75	Work Performed April 2025
06/01/2025	\$242,307.75	Work Performed May 2025
07/01/2025	\$242,307.75	Work Performed June 2025
	<u>\$2,907,693.00</u>	

Contract Year 3

<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Period of Performance</u>
08/01/2025	\$247,153.92	Work Performed July 2025
09/01/2025	\$247,153.92	Work Performed August 2025
10/01/2025	\$247,153.92	Work Performed September 2025
11/01/2025	\$247,153.92	Work Performed October 2025
12/01/2025	\$247,153.92	Work Performed November 2025
01/01/2026	\$247,153.92	Work Performed December 2025
02/01/2026	\$247,153.92	Work Performed January 2026
03/01/2026	\$247,153.92	Work Performed February 2026
04/01/2026	\$247,153.91	Work Performed March 2026
05/01/2026	\$247,153.91	Work Performed April 2026
06/01/2026	\$247,153.91	Work Performed May 2026
07/01/2026	\$247,153.91	Work Performed June 2026
	<u>\$2,965,847.00</u>	

PER CSP 23-021723-2, SECTION 5.0, SCOPE OF SERVICES

5.0 SCOPE OF SERVICES

- 5.1 Aledo Independent School District is seeking sealed proposals from qualified contractors to provide custodial cleaning services throughout the District. The contractor is an Independent Contractor in its relationship to Aledo ISD. Aledo ISD requires that the Contractor provide the management expertise, supervision and personnel, the necessary equipment, tools and products, staff training and safety. The expectation of the Contractor is to provide the best custodial cleaning services of all District facilities. The Contractor will be solely responsible for all payments due to all of its employees and/or material suppliers, including but not limited to, the withholding of appropriate taxes and the compliance with any and all workers' compensation laws or similar employee obligations with respect to its employees.

- 5.2 The awarded contract will cover custodial services for approximately 1,600,000 square feet of District facilities. See the Custodial Cleaning – Listing of Facility Locations and Square Footage under the “Attachments” tab for details.

- 5.3 The Contractor will provide administrative and technical direction for management of custodial operations that will ensure dependable and efficient performance of the District’s sanitation and cleaning. This service shall include maintaining buildings in a condition acceptable to the District while meeting its budget expectations. The minimum acceptable performance is APPA level 2.

- 5.4 The Contractor will be responsible for daily operations, on a full-time basis, 52 weeks per year, 24 hours per day, and 365 days per year. Supervisory management will be available to the District’s administration at any reasonable time. Contractor will also provide additional communication for the District’s administration to area managers and ownership.

- 5.5 It will be the right and responsibility of the successful Contractor to adjust time schedules as required for the success of the custodial services provided. Changes in schedule must be in writing and approved by the Chief Facilities/Construction Officer.

The Contractor will perform all duties pertaining to new employment, employee status whether it is termination or promotion, and all recommendations pertaining to these personnel. The District reserves the

right of approval and all custodial employees and the Contractor will notify the District of any employment changes. The Contractor further agrees that upon the reasonable request of the District, it will remove from the District's premises or from employment, any employee who, in the opinion of the District, is guilty of improper conduct, not qualified to competently perform the work assigned, or whose presence is deemed detrimental to the District's best interest.

5.6 Custodial requirements for extracurricular events:

- Custodial staff will be responsible for opening and securing buildings during the normal cleaning day as set forth in 5.4. It will be the responsibility of District coaches and sponsors to secure the building when returning to the building after normal cleaning hours for non-district events.
- Upon notification from the District, the Contractor will reschedule employees to cover clean up duties after any of the District's sponsored activities at night or on weekends at no additional cost. This cost shall be within the base bid of each Contractor.
- The gymnasiums, stadiums, or any other special event areas will be prepared before each game or school sponsored event and will be in "game ready" condition. The building lobby outside gymnasiums or auditoriums will be cleaned and monitored during all athletic and extracurricular events. The Contractor shall be responsible for football stadium cleanup after all games, including trash pickup and removal, cleaning restrooms, concession areas and press box, etc. It is the District's responsibility to provide Contractor with event schedules and notification of any events not listed on schedules.
- The Contractor shall have restrooms clean and stocked before events. Contractor shall be responsible for cleaning restrooms after all games and/or events.
- The Contractor shall annually screen and seal wooden gym floors, usually during the summer months. The Contractor and District will mutually agree to the time period for completing this task.

5.7 The Contractor will provide a part-time employee dedicated to the athletic department for their specific laundry and cleaning needs. Duties will include the following:

- Washing all athletics laundry for the AHS field house. A commercial

washer and dryer are located in the field house for use.

- General cleaning and sanitization of gear as needed. The District provides the machine used for sanitation.
- Picking up trash inside the football field during and after practice as needed.
- Assisting general custodial staff with cleaning during down time.
- Other duties as assigned by the football head coach for cleaning in the athletics area.

5.8 Contractor's performance will include, but is not limited to, management and responsibilities for the following custodial duties:

- Work Assignments – Oversee a sound custodial program, including use of a system that will help align duties according to standard square footage ratios for a minimum of APPA level 2.
- Quality Assurance – Establish and maintain a system that will also be used to ensure acceptable cleaning standards for a minimum of APPA level 2.
- Procurement of Custodial Employees – Provide efficient system in hiring employees and substitutes.
- Procurement of Cleaning Supplies – Provide a system of supply storage and delivery to campuses and buildings as necessary for efficient operation of custodial duties.

GENERAL PROVISIONS

- Aledo ISD will assign Master Keys (“Keys”) to authorized individuals for access to each building and room. Keys must always stay with an authorized individuals and on their key rings. Keys shall not be left unattended at any time. NO ONE is allowed to borrow Keys at any time. Should a Key be misplaced or lost, a report must immediately be made to a supervisor and to Aledo ISD. Aledo ISD will conduct random checks and audits to ensure this policy is being followed. Failure to adhere to the requirements above may result in loss of Key privileges, and other actions deemed necessary by the District including reimbursement to rekey facilities.
- The Contractor will provide all necessary equipment for the successful completion of services required in this CSP. Any equipment that requires replacement, or any additional equipment required, will be provided by the

Contractor at no additional cost to the District. Cost of equipment necessary to maintain an acceptable sanitation and cleaning program should be within the total proposal.

- The Contractor will provide all necessary equipment for the successful completion of services required in this CSP. Any equipment that requires replacement, or any additional equipment required, will be provided by the Contractor at no additional cost to the District. Cost of equipment necessary to maintain an acceptable sanitation and cleaning program should be within the total proposal.
- The Contractor will enter work orders in the District's work order system and follow up on the completion of those orders.
- The Contractor will walk the exterior of the buildings every morning prior to school start times and pick up all trash around the building exterior including sidewalks, playgrounds, parking lots, fence lines, and all other common areas.
- The Contractor will perform regular building walks and report immediately any issues that can cause property damage or effect the school learning environment.
- The Contractor will have the lead custodians walk the facilities and report any damage following any acts of God (storms, high winds, freezing conditions, etc.) or any other potentially destructive event.
- The Contractor will be responsible for distributing ice melt and clean off sidewalks as a result of freezing weather.
- The Contractor will turn off stops on urinals and toilets if leaking is detected to prevent further issues. The Contractor will enter a work order to notify the District.
- The Contractor will use a plunger on any clogged toilet and try to clear the blockage prior to entering a work order. If the plunger is not successful, the Contractor will enter a work order to notify the District.

- The Contractor shall setup areas including mats, tables, and chairs for all district events. The Contractor will also remove all items and clean up after the event is complete.
- The District will provide the Contractor appropriate central storage facilities and appropriate storage facilities at each work location.
- The Contractor will provide all cleaning materials, chemicals, floor finishes, waxes, etc. as needed for an efficient and complete cleaning program for the District. The Contractor will provide all paper goods and soap necessary for all restrooms. The Contractor will provide all trash can liners as needed for cleaning purposes. The Contractor will provide and maintain all paper and soap dispensers. The Contractor will provide the product dispensers at no charge to the District when they are made available by the Contractor's suppliers.
- The Contractor will not provide classroom trashcans. The Contractor will not provide any supplies used in kitchen and service preparation areas. The Contractor will not provide feminine hygiene dispensers.
- Any information regarding warranties and/or maintenance agreements are to be included in the proposal response.
- English is the recognized language utilized in the District. Although it is not the District's requirement that all contracted employees speak English, it is a requirement that the supervisor or lead person be able to communicate any instructions in the event a contracted employee cannot speak and understand the English language. This applies for each supervisor and each lead custodian at all District facilities.
- Contractor must notify Aledo ISD Business Office if a TRS retiree is currently employed with the company or is hired at any time during the term of the contract.
- The District and the Contractor will agree not to hire each other's management employees without permission.

- Contractor must be able to provide Aledo ISD with a system-generated itemized invoice and must include the following items: service location, description of services, quantity, item number, item description, price, etc. Contractor must provide a sample invoice in the proposal documents.
- Contractor shall deliver or mail to Aledo ISD an invoice reflecting services provided on a monthly basis addressed to:

Aledo ISD
Attn: Accounts Payable
1008 Bailey Ranch Rd.
Aledo, Texas 76008

The invoice may also be emailed to accountspayable@aledoisd.org. The District agrees that the invoice shall be paid within thirty (30) days after receipt of each invoice with the exception of disputed items.

- Contractor may not assign or transfer this contract nor its rights and privileges granted under the contract, neither in whole nor part, without written consent of the District.
- The contractor shall have the ability to service multiple locations simultaneously, as applicable to the services being performed, at a minimum service standard of APPA level 2.
- All deviations from the specifications must be listed on the deviations attribute in ION Wave.
- Aledo ISD reserves the right to inspect all equipment used by the contractor on District property. Equipment determined by Aledo ISD to be unsafe or unacceptable will be removed and replaced by the contractor.
- All prices charged on invoices must be in accordance with the proposal pricing.

CUSTODIAL SPECIFICATIONS

List of Area Types:

- Type 1 – Administrative, Office and Counselor Areas
- Type 2 – Hallways, Vestibules, Landings, Common Areas, and Stairwells
- Type 3 – Classrooms
- Type 4 – Libraries
- Type 5 – Gymnasiums
- Type 6 - Restrooms

Chemicals

This section should be used to identify which chemicals should be used for daily and non-routine cleaning.

A. EnvirOx® H2Orange2

1. Contractor will provide EnvirOx® H2Orange2 Concentrate 117 or H2Orange2 Hyper-Concentrate 112 sanitize/virucide cleaner, at Contractor's expense, to properly execute the tasks listed in this document. No substitutions will be accepted when the EnvirOx® is appropriate for the application.
2. EnvirOx® H2Orange2 should be dispensed into designated, color-coded spray bottles. No other chemicals should be used in EnvirOx® H2Orange2 spray bottles. Spray bottles purchased by Contractor should be labeled with their company name or initials.
3. The EnvirOx® H2Orange2 117 dispenser dispenses two different levels of concentration. Green and Red. Green is a lower concentration but retains the disinfecting properties required for use in this scope of work. Red is used in instances where more disinfecting or more cleaning action is required.
4. The EnvirOx® H2Orange2 112 dispenser dispenses at more than 2 levels of concentration. Reference the EnvirOx® website for further directions on application.
5. At no point should the Contractor pour EnvirOx® straight into a mop bucket or attempt to dilute the chemical manually.
6. EnvirOx® H2Orange2 product may not be used if expired.

B. Other Chemicals

All other chemicals used in the District must be approved by the Chief Facilities/Construction Officer prior to use and used in accordance with the manufacturer's instructions for application. **The District will consider substitutes for Section A through a submittal process.**

Cross Contamination Prevention Program

In an effort to prevent cross contamination of heavily soiled areas with less soiled common areas, the Contractor will be required to adhere to a cross contamination prevention program (CCPP). The CCPP takes steps to properly identify mops, mop buckets, and rags for use in specified areas only. It is unrealistic to clean schools to pharmaceutical standards and completely eliminate cross-contamination. However, the CCPP is used to mitigate and minimize the possibility of cross contamination. The following colors are used to identify equipment. The CCPP may vary slightly from campus to campus.

- Red
 - Mop buckets – for use in restrooms or for biohazard clean-up only
 - Rags – for cleaning toilets, urinals, and walls/partitions where there may be splash back
- Blue
 - Mop buckets – for use in common area cleaning such as gyms, stairs, hallways, and dining areas. Not for use in restrooms.
 - Rags – Windows and mirrors only
- Yellow
 - Mop buckets – typically for waxing operations only. For campuses that do not already have blue mop buckets, yellow mop buckets can be used instead. A separate bucket should be used for waxing operations if this is the case.
 - Rags – use for wax cleanup of floors, baseboards, and doors.
- Green
 - Rags – used for table surfaces (desktops, tables) counters and general disinfecting.

Mop buckets and mop handles may be marked with spray paint or labeling in lieu of purchasing new equipment.

The following list of procedures are intended to be an example of the level of cleaning that is expected of this contract.

Glass Cleaning Procedures

A. Spot Cleaning Procedures

1. Use a microfiber cloth in accordance with the cross contamination procedures (blue) or a paper towel and green EnvirOx® or an approved glass cleaner.
2. Clean around scholar work or decorations taking care not to disturb it.
3. Spray green EnvirOx® directly on to glass if overspray is not likely. Spray green EnvirOx® directly to microfiber cloth if overspray is likely (such as a

- narrow window on a door).
4. Wipe glass in a figure 8 motion overlapping from side to side until glass is clean. Wipe the perimeter of the glass as a final motion. Switch cloth to a clean portion to do a final wipe if the glass is still hazy. Switch to a clean cloth if necessary.
 5. Clean all glass that can be reached from a 6' ladder.
 6. Clean any glass that has a "hazy" or "foggy" look regardless of how long it has been cleaned last.
 7. For classrooms, all glass should be spot cleaned.
 8. For Type 1,3,4,5, and 6 areas, all glass should be spot cleaned
 9. For entry vestibules, both the inside and outside glass should be cleaned.
 10. Receptionist glass should be cleaned, inside and out, in its entirety.
 11. All other glass for Type 2 areas should be spot cleaned unless otherwise stated.

B. Deep Cleaning Procedures

1. Use a microfiber cloth in accordance with the cross contamination procedures and green EnvirOx® or an approved glass cleaner.
2. Remove tape on glass and stubborn stains or adhesive. Remove adhesive from glass by soaking a portion of a cloth in green EnvirOx® and rubbing the glass. Do not use a razor on the glass.
3. Clean off any decorations or markings on the glass.
4. Spray green EnvirOx® directly on to glass if overspray is not likely. Spray green EnvirOx® directly to microfiber cloth if overspray is likely (such as a narrow window on a door).
5. Wipe glass in a figure 8 motion overlapping from side to side until glass is clean. Wipe the perimeter of the glass as a final motion. Switch cloth to a clean portion to do a final wipe if the glass is still hazy. Switch to a clean cloth if necessary.
6. Using the same cloth, clean the edges of the glass and glazing paying special attention to the corners and bottom edge where dirt or dust may accumulate.
7. Clean all window ledges and hollow metal frames to ensure there is no dust or dirt buildup. Move and replace items on the window ledges, if necessary, to clean underneath them.

Floor Sweeping and Dust Mopping Procedures

1. Prep the area to be cleaned by picking up large trash from area such as boxes, large wrappers, or large paper. Move light objects or objects on wheels such as trash cans or chairs.
2. Place chairs on top of tables or desks, seat down. Do not place chairs on top of tables where the chair feet touch the desk/tabletops unless they will be disinfected with green EnvirOx® after chairs are put back on the floor.
3. The area should have already been dusted as appropriate.

4. Using a stiffer bristled small broom, sweep out dust and debris from corners and edges of the area to be cleaned. This will allow the dust mop to capture that dust later.
5. Be sure to use a clean dust mop.
6. Walk behind the dust mop as you perform the cleaning. Walk from the perimeter of the room/area towards the inside while keeping about a 6" overlap between each pass.
7. Attempt to channel the dirt/debris towards the outside of the room or to a central location of a hallway or large area.
8. Periodically shake off dust mop when you return to the central location where you are collecting dust/dirt.
9. A room (such as a classroom) with a lot of obstructions from furniture may be swept using only a broom and not a dust mop. Debris must be removed from below and around desks.
10. Sweep up collected debris using a broom and dustpan and place into trash can.
11. Remove any large dust clumps and then perform a final dust mop swipe over the area that was just swept to collect any lingering dust/dirt.
12. Sweep up the collected debris again, if any, and place into trash can.

Floor Mopping Procedures

1. Use a color coded mop and mop bucket to comply with the CCPP.
2. The area should have already been dusted as appropriate then dust mopped/swept in accordance with the above "Floor Sweeping and Dust Mopping Procedures".
3. Fill the mop bucket with the appropriate dilution of EnvirOx® for the application. This is typically using the green EnvirOx® concentration. For restrooms, the red EnvirOx® may be needed. It is more effective to change out mop water more frequently rather than attempting to use a higher concentration of chemical.
4. Remove mats from area being mopped.
5. Place "wet floor" signs at the entrances of the room or the perimeter of the area that is being mopped if students or staff are in the building.
6. Dip the mop in the mop bucket and then wring out the mop head to prevent it from dripping. The mop should be wet but not dripping.
7. In a space, start from the area furthest from the exit and work your way back.
8. Pay particular attention to corners and edges of the room.
9. If possible, start with the edges of a space to prevent buildup in those areas.
10. Move the mop in a figure 8 motion to allow for overlap as you move across an area. Move the mop in a wiping motion rather than a sweeping motion. Using a sweeping motion will fling dirt and debris to the sides instead of capturing it.
11. Ensure that the entire floor has been wiped by the mop. Scrubbing with the mop is not required. Use a putty knife to remove gum, stickers or other items stuck to the floor. Wipe clean any dried food that may have spilled on the floor.

12. Dip mop in mop water about every 100 square feet. For classrooms, the mop should be wrung out at least three times.
13. Change out mop water when it becomes visibly soiled.
14. When finished, empty and rinse the mop bucket into a custodian closet sink only. If debris or mop fibers are trapped on the sink strainer, remove the debris by hand and place it in a trash can. Do not attempt to force flush debris down the drain as this may cause problems with the sewer system.
15. Periodically scrub the inside of the mop bucket to keep it clean and remove dirt buildup.
16. Replace mats only after the floor has dried completely. Failing to do so may cause discoloration of floor tile and/or floor tile adhesive damage.
17. Thoroughly rinse the mop with clean water. Wring it a few times in a mop bucket wringer and re-rinse it a few times to allow all of the soil to come out of the mop. If the mop fibers are easily coming apart, it is time to replace the mop head.
18. Hang the mop on a wall hood or mop holder. Ensure that the mop drips into the mop sink. Place the mop bucket under the mop if there is no sink available. Do not lean the mop head against the wall. This may cause mildew or mold on the wall.
19. Replace the mop head at least once a month.

Auto Scrubber Procedures

1. A walk-behind floor scrubber may be used in lieu of mopping large areas. A walk-behind floor scrubber shall be used on any area of LVT flooring. Any chemical used with floor scrubbers must follow flooring manufacturer's guidelines and procedures.
2. It is the Contractors responsibility to ensure compatibility with the floor machine being used.

Vacuuming Rugs and Carpets

1. Prep the area to be vacuumed by removing all obstructions from the vacuuming path such as boxes or trash cans. Place chairs on top of tables or move them out of the way as you are vacuuming. Remove any large debris that won't be recovered by the vacuum or may clog the vacuum.
2. To start, it is a good idea to uncoil the power cord behind your vacuum and work forward from the point. This will keep the cord out of your way at all times.
3. Vacuum in overlapping passes to increase the recovery of dirt and debris.
4. Use upholstery tools and attachments to vacuum up tight against baseboards and into hard to reach areas.
5. For rugs, sweep under rugs in classrooms and vacuum the back of the rugs underneath.
6. Only empty the vacuum refuse canister in an area where any debris won't get

on to other surfaces except the floor. Empty it in a hallway with a hard floor rather than a smaller space such as a classroom. This will allow you to sweep up any debris that may have fallen to the floor. It is also suggested to empty the canister into a larger trash can such as a 33 gallon cafeteria trash can, if available.

7. Change the filter if disposable or clean it routinely. This will help maximize the efficiency of the vacuum.
8. Replace any furniture or trash cans that were moved out of the way at the beginning of the process.

Restrooms

Before entering the restroom, you must have a broom, dustpan, red, green, and blue microfiber towel, and a red mop bucket with fresh water. Use required personal protective equipment such as gloves and safety glasses.

1. At the restroom entrance, use a damp green microfiber rag with green EnvirOx® to wipe down the door handle and kick plate.
2. Clean the door glass, if any, and any windows to the restroom, if any. Follow glass cleaning procedures as specified above under "Spot Cleaning Procedures".
3. Empty wastebasket and feminine napkin receptacles. Replace the wastebasket liners and/or feminine napkin wax paper liners. Ensure the liners are secure on the trash can/receptacle.
4. Spray all mirrors, sinks, and toilet chrome flushing mechanisms with green EnvirOx® to disinfect. Let sit for 5 minutes to allow for kill time.
5. Wipe soap and paper towel dispensers with green EnvirOx®.
6. Wipe hand dryers, if any, with green EnvirOx®. Dust the air intake of the hand dryer. Clean the wall underneath the hand dryer(s) where there may be water marks.
7. During the required sit time for items sprayed with green EnvirOx®, spray the toilets and urinals with red EnvirOx®. Also spray partition walls or walls which may have overspray from urine. Allow the EnvirOx® to sit for at least 5 minutes. Do not allow it to dry, re-spray if necessary.
8. Clean all mirrors in their entirety in accordance with the procedures specified above in "Spot Cleaning Procedures". Do not only spot clean the mirrors in the restrooms, but also clean the entire mirror and edges.
9. Using a green microfiber rag, wipe down the sinks and chrome flushing mechanisms.
10. Clean toilet bowl as follows:
 - a. With the toilet seat down, flush the toilet. Use a pail filled with water and dump the water in the toilet. This will cause the toilet to flush but not refill to the normal water level. With the water level lowered, spray the entire inside of the bowl and under the lip of the rim with red

- Envirox®. Let the Envirox® sit in the bowl while you clean the exterior of the toilet.
- b. Use the red Envirox® spray and a red microfiber rag to wipe down the exterior of the toilet. Start at the top and work your way down towards the floor, including thoroughly cleaning/disinfecting the toilet seat. Using a bowl brush, thoroughly scrub the interior of the toilet, including under the flushing rim. Flush toilet.
11. Clean the urinal as follows:
- a. Some urinals have a flush valve key. Insert the key and turn it clockwise until it stops and then push in to flush.
 - b. Flush urinal to rinse interior surfaces. Remove any urinal screens or blocks, and other foreign materials. Using red Envirox®, spray a solid stream along the top of the inside flushing edge of the urinal. Allow the solution to run down the inside surface of the urinal. Allow the Envirox® to sit at least 2 minutes.
 - c. Spray the exterior of the urinal with red Envirox®. Wipe down the exterior surfaces with a red microfiber towel or disposable paper towel moist with red Envirox®. Make sure to wipe down pipes and flushing handle as well. Scrub the interior surface of the urinal with a bowl brush, taking care to thoroughly scrub all surfaces.
 - d. Flush urinal and scrub again as needed to allow soil to be fully rinsed out of urinal.
 - e. Replace the urinal screen or block into the bottom of the urinal. Flush the urinal again to rinse the urinal screen or block. If the urinal screen/block is no longer deodorizing, replace the urinal screen/block.
12. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
13. Mop floors in accordance with “Floor Mopping Procedures”.
14. Clean up by wiping clean all external surfaces, including walls and base boards that may have caught any overspray. Properly dispose of all rags or paper towels. Rinse out bowl brush and pail. Take off protective gloves and dispose of them or thoroughly wash them. If they are reusable, make sure they are properly labeled for restroom use only to avoid cross-contamination. Remove safety glasses and clean. Wash hands thoroughly and then sanitize.

Cleaning restrooms will include regular cleaning and scrubbing floors with Kaivac (or equal). All walls will also be thoroughly wiped down, free of smudges and dust. Restroom partitions will also be cleaned of any deposits or stains.

Classroom Cleaning Procedures

A. Daily Cleaning

1. Before entering the classroom, first wipe down the door handle and front window with green Envirox®. The cloth or towel should be sprayed instead of attempting to spray directly on the handle. This will prevent overspray on

- the door finish.
2. Clean exterior door kick plate using green EnvirOx® if smudges, water marks, or splashes are present.
 3. Clean all glass outside of the classroom that views into the classroom in accordance with “Glass Cleaning Procedures”.
 4. Immediately after entering the classroom, clean the inside door handle, kick plate and glass using EnvirOx® green concentration to clean and disinfect.
 5. Dust window blinds inside the classroom.
 6. Spot clean windows from the inside in accordance with “Glass Cleaning Procedures”.
 7. Once inside the classroom, all desks and tables must be wiped down with EnvirOx® green concentration to disinfect.
 8. Wipe down window ledges, bookshelves, AV carts, and cubbies (built-in or stand-alone) without moving or disturbing scholar work or teacher’s belongings.
 9. Clean telephone headset and receiver with damp cloth and red EnvirOx®. Spray cleaner into the cloth and not directly on to the phone.
 10. For science classrooms:
 - a. Do not disturb scholar or teacher work.
 - b. Clean inside of sinks using red EnvirOx®. Rinse inside of sinks by allowing water to flow for a few seconds. If the sink has not been used since the last cleaning, a simple wipe down of dust will do. Run the water for a few seconds to allow the P-trap to rinse.
 - c. Clean faucets and gas outlets and remove any deposits or stains from these fixtures.
 - d. Clean science countertops with green EnvirOx®.
 - e. Clean the demonstration table in the same procedure. If the demonstration table is on wheels, do not run the water. Demonstration tables that are on wheels use a portable water tank that has to be emptied.
 11. For art classrooms:
 - a. Do not disturb scholar or teacher work.
 - b. Clean three compartment sink if it is apparent it was used the previous workday or once a week, whichever is more frequent.
 - c. Clean backsplashes of all paints or debris.
 - d. Clean countertops using green EnvirOx®.
 12. For computer classrooms:
 - a. Do not disturb scholar or teacher work.
 - b. Clean all desktops around computer equipment.
 - c. Dust computer monitors, keyboards, and CPU’s
 13. Clean dry erase boards in accordance with “Dry Erase Board Cleaning”.
 14. Clean attached restrooms, if equipped, in accordance with “Restrooms”.
 15. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
 16. All rugs in classrooms must be vacuumed. Vacuum in accordance with “Vacuuming Rugs and Carpets”. Rugs should be lifted up to check for debris

underneath. If dirt or debris is found, remove the rug, sweep the floor underneath, and replace the rug.

17. Take out trash and replace trash can liner if soiled. The liner will be considered soiled if anything wet was inside or if there is lots of dust (such as pencil shavings).
18. Clean trash can if it becomes noticeably dirty or smelly. Trash can must be cleaned at least once a week per the frequency chart.
19. Mop floors in conjunction with "Floor Mopping Procedures".
20. Dust projectors in accordance with "Miscellaneous" as indicated on the frequency chart.
21. Perform high dusting in accordance with "Miscellaneous" as indicated on the frequency chart.
22. Clean behind furniture in accordance with "Miscellaneous" as indicated on the frequency chart.
23. Shampoo rugs in accordance with frequency chart.
24. Contractor is not responsible for cleaning personal microwaves, ovens, coffee makers or mini fridges. Report to the campus administrator immediately if a personal microwave or mini fridge is un-kept (dirty and moldy).

B. Deep Cleaning

1. Perform cleaning duties as described in "Daily Cleaning"
2. All duties listed on the frequency chart will be performed at the same time (same day/night) in order to complete the deep cleaning duties for that classroom.
3. Remove tape, staples and graffiti from doors and door frames, both inside and outside.
4. Dust the top of the door frame and window frames.
5. Thoroughly dust all window blinds. Open and close window blinds to clean both the top and bottom of each blade.
6. Clean all classroom windows both inside and outside, in accordance with "Glass Cleaning Procedures" subsection "Deep Cleaning Procedures".
7. Clean all dry erase boards using a damp cloth or paper towel with green EnvirOx®. Erase any items on board. Remove any glue or adhesive residue. Remove any tape even where tape was applied to create lines. Clean the aluminum marker holder using a damp paper towel (not a microfiber cloth) in order to remove all dry erase marker build-up.
8. All desks, tables and chairs must be cleaned.
 - a. Wipe down all tabletops and remove any tape, graffiti, or adhesive.
 - b. Clean desk cubbies (if equipped).
 - c. Clean desk legs.
 - d. Clean all hard plastic chairs with green EnvirOx® and remove all visible soil.
 - e. Wipe down chair legs with a cloth and green EnvirOx®.
 - f. Clean all teacher's chairs with a cloth and green EnvirOx®.
9. Wipe down window ledges, bookshelves, AV carts, and cubbies. Move light

- items (less than 30 lbs.) to clean underneath and replace when finished.
10. For science classrooms:
 - a. Clean inside sinks with red EnvirOx®. Rinse the inside of the sink by allowing water to flow for several seconds. Clean the sink even if it seems that it has not been used in some time.
 - b. Thoroughly clean faucets and gas outlets and remove any deposits or stains from these fixtures.
 - c. Clean science countertops using green EnvirOx®.
 - d. Clean inside and outside of any science cabinets and glass. Clean inside and outside of drawers. There is no need to remove cabinet/drawer contents. Clean around the contents. No need to clean inside of cabinet/drawers that are locked.
 - e. Clean the demonstration table in the same procedure. If the demonstration table is on wheels, do not run the water. Demonstration tables that are on wheels use a portable water tank that has to be emptied.
 11. All Aledo ISD standard rugs will be shampooed. Rugs will be pre-spot treated, shampooed and spot-shampooed again to attempt to remove stubborn stains.
 12. Trash cans will be cleaned, inside and out using red EnvirOx®. All buildup of dirt or grime will be removed. Stains on the outside will be cleaned.
 13. The procedures listed in “Miscellaneous” as subsections will be performed. Some subsections differentiate between “Daily Cleaning” and “Deep Cleaning”.

Hallways

1. Move items off the ground or away from the area that is being cleaned. Heavy furniture or boxes may be cleaned around. Trash cans, boxes that are trash or items that are on wheels should be re-located temporarily to allow for cleaning.
2. Gum, sticky substances, and graffiti will be removed daily.
3. Dust all areas that may accumulate dust that are below 7’.
4. Clean all glass inside of the hallway in accordance with “Glass Cleaning Procedures”.
 - a. For exterior entry/exit ways and vestibules, clean inside and outside of the glass in its entirety in accordance with “Glass Cleaning Procedures”. This glass will be cleaned from a 6’ ladder.
 - b. For receptionist windows, clean inside and outside of the glass in its entirety in accordance with “Glass Cleaning Procedures”.
5. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
6. Mop floors in accordance with “Floor Mopping Procedures”.
7. Perform the additional tasks listed on the frequency chart at the corresponding interval.

Water Fountains

1. Clean water fountain basins with green EnvirOx® and a rag or cloth. All mineral or hard water deposits should be removed from the water nozzle.
2. Clean the outside of the water fountain with green EnvirOx® and a rag or cloth. Clean all soil from push buttons or levers.
3. Clean all dust from slats or grates on the outside of the fountain.
4. Spot clean walls around water fountains from any splash marks or smudges.

Locker Rooms

1. Take out trash and replace trash can liner if soiled. The liner will be considered soiled if anything wet was inside or if there is lots of dust (such as lots of pencil shavings).
2. Clean trash can if it becomes noticeably dirty or smelly. Trash can must be cleaned per the frequency chart.
3. Clean toilets, urinals, sinks and floors around these areas in accordance with “Restrooms”.
4. Spray showers with red EnvirOx®. Allow for an appropriate kill time (5 minutes) and wipe clean. For heavy soil, scrub with a stiff bristle brush.
5. Disinfect stools and benches by spraying red EnvirOx® and wiping with a red rag.
6. Disinfect all lockers by spraying red EnvirOx® and wiping with a red rag. Remove trash from and dust the tops of lockers daily.
7. Spot wash walls with red EnvirOx® and a red rag. Remove any splashes or hazy look on tiled walls.
8. Wipe all partitions with red EnvirOx® and a red rag. Pay special attention to the areas where the partition meets the floor. Clean the stainless steel collars, if any, and ensure they are clean from splashes and dirt buildup.
9. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
10. Mop floors in accordance with “Floor Mopping Procedures”.

Gyms and Multipurpose Rooms

All rooms listed in this section will follow these same basic cleaning procedures:

1. As you are entering the room, clean the door handle and kick plates (if any) with green EnvirOx®. If the doors are metal, spot clean any smudges or stains from the door. Repeat this for the inside of the door.
2. Spot clean glass from the inside of the multipurpose room in accordance with “Glass Cleaning Procedures”. This includes any door glass.
3. Spot clean glass from the outside of the multipurpose room in accordance with “Glass Cleaning Procedures” even if the outside of the windows leads to the exterior of the building. This includes any door glass. There is no need to remove water deposits caused by irrigation spray.
4. Take out trash from any trash cans in the room and replace the liner.
 - a. Large trash cans should be cleaned at least once a week by the day custodian crew. If milk or other liquids leak into the trash can, the trash can should be

rinsed with water (either outside or in the custodian closet sink). The trash can should be left without a liner to air dry. Green EnvirOx® can be sprayed inside to disinfect and deodorize the trash can. No need to wipe.

- b. This trash can procedure applies to all large trash cans that may be found in other areas of the building such as hallways just outside of the multipurpose room.
- c. If the cleaning contractor finds trash cans without a liner and are dry, assume that they were cleaned during the day and set out to dry. The cleaning contractor will then put a liner in the trash cans.

A. Gyms (Wood Floors)

1. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
2. Remove marks with an approved floor cleaner compatible with the floor’s finish and use a nonabrasive soft cloth or dust mop to clean.
3. Wood floors will be mopped with a damp mop (not dripping water) and mop bucket. Mop bucket water should be changed frequently. Mop water should be EnvirOx® green concentration.
4. Usage of tape of any kind is not permitted. Remove any tape found on the floor.

B. Multipurpose Rooms (VCT Floors)

1. If café tables are down, wipe them down thoroughly with green EnvirOx® and a rag before folding them up.
2. Move café tables out of the way to clean floors. If chairs are set out for a special event, clean around the special event equipment (chairs, tables, stands). At the direction and discretion of the campus administrator, event equipment may be left down and Contractor will clean around them.
3. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
4. Mop floors in accordance with “Floor Mopping Procedures”.
5. After mopping floors, leave the café tables up to allow the floors to dry.
6. Clean microwaves or counters that may be in the dining area using green EnvirOx® and a green rag. Only the outside of microwaves will be cleaned by Contractor.

C. Multipurpose Rooms (Tyvek Floors)

1. If café tables are down, wipe them down thoroughly with green EnvirOx® and a rag before folding them up.
2. Move café tables out of the way to clean floors. If chairs are set out for a special event, clean around the special event equipment (chairs, tables, stands). At the direction and discretion of the campus administrator, event equipment may be left down and Contractor will clean around them.
3. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
4. Mop floors in accordance with “Floor Mopping Procedures”.

5. Tyvek Floors will be scrubbed using a drum scrubber at least once a week. Follow the directions of the manufacturer of the equipment for use on these types of floors. The Contractor may use the auto scrubber daily in lieu of mopping floors.
6. Clean microwaves or counters that may be in the dining area using a disinfectant and a green damp cloth. Only the outside of microwaves will be cleaned by Contractor.

D. Bleachers

1. Bleachers may be present in multipurpose rooms or gyms. They should be cleaned daily.
2. If bleachers are closed, clean only what is accessible to clean. Do not attempt to open the bleachers.
3. Sweep each level of bleacher floor and pick up trash.
4. Spot wipe seats and handrails with green EnvirOx® and a damp green microfiber rag.
5. Spot mop floors with green EnvirOx® using equipment in accordance with the CCPP.
6. If bleachers are closed, sweep the floor around the folded bleachers following procedures in accordance with the type of floor.
7. The back of the bleachers that is accessible only by going under the bleachers while the bleachers are expanded will be cleaned by the day custodians on a regular basis. For deep cleaning during the summer, this will be done once by the Contractor. The Contractor will make arrangements with the campus administrator to make sure bleachers are expanded and accessible for this cleaning.

Administrative Areas

These tasks should be performed without disturbing staff, teacher, or scholar work. The following tasks should be performed in all areas listed in this section:

1. As you are entering the room, clean the door handle and kick plates (if any) with green EnvirOx®. If the doors are metal, spot clean any smudges or stains from the door. Repeat this for the inside of the door. Repeat this process for each door inside an admin office area or other offices located throughout the building.
2. Spot clean glass from the inside of the offices/admin areas in accordance with "Glass Cleaning Procedures". This includes any door glass.
3. Spot clean glass from the outside of the offices/admin areas in accordance with "Glass Cleaning Procedures" but not if the outside of the windows leads to the exterior of the building. Door glass should be cleaned even if it leads to the exterior of the building.
4. Take out trash and replace trash can liner if soiled. The liner will be considered soiled if anything wet was inside or if there is lots of dust (such as lots of pencil shavings).
5. Contractor is not responsible for cleaning personal microwaves or mini fridges. If a personal microwave or mini fridge is un-kept (dirty or moldy), report it to the campus administrator immediately.

A. Offices and Admin Areas

1. Dust on top of desktops, bookshelves, computer screens, computers, keyboards, file cabinets, window ledges, blinds, and anything else that may collect dust under 7’.
2. Clean all desktops, countertops, conference room tables, and window ledges with green EnvirOx® and a green microfiber rag.
3. Clean dry erase boards in accordance with “Dry Erase Board Cleaning”.
4. Clean floors
 - a. Vacuum carpets and rugs in accordance with “Vacuuming Rugs and Carpets”.
 - b. Sweep and dust mop floors (if hard floors are present) in accordance with “Floor Sweeping and Dust Mopping Procedures”.
 - c. Mop floors (if hard floors are present) in accordance with “Floor Mopping Procedures”.

B. Break Rooms

1. In break rooms, always replace the liner in the trash can.
2. Dust on top of desktops, bookshelves, computer screens, computers, keyboards, file cabinets, window ledges, blinds and anything else that may collect dust under 7’.
3. Clean all tabletops, countertops, cabinets and window ledges with green EnvirOx® and a green microfiber rag.
4. Disinfect the outside of all microwave ovens and the outside of the refrigerators with green EnvirOx® and a green microfiber rag. The inside of appliances (microwaves, refrigerators, dishwashers, ovens, toasters, etc) will not be cleaned by the Contractor.
5. Clean dry erase boards in accordance with “Dry Erase Board Cleaning”.
6. Ensure all coffee makers or hot plates are turned off. If coffee pots are left full, empty coffee pots into sink and rinse the pots with clean water.
7. Clean sinks
 - a. Use green EnvirOx® and a green microfiber rag to clean sink basins and fixtures. If dirty dishes are left in the sink, clean around the dirty dishes.
 - b. Wipe the outside of soap and paper towel dispensers.
8. Clean floors
 - a. Vacuum carpets and rugs in accordance with “Vacuuming Rugs and Carpets”.
 - b. Sweep and dust mop floors (if hard floors are present) in accordance with “Floor Sweeping and Dust Mopping Procedures”.
 - c. Mop floors (if hard floors are present) in accordance with “Floor Mopping Procedures”.

C. Nurse’s Stations

1. Always pay special attention to the Nurse’s stations.
2. In nurse’s stations, always replace the trash liners.
3. Dust on top of desktops, bookshelves, computer screens, computers, keyboards, file cabinets, window ledges, blinds, and anything else that may collect dust under 7’.
4. Clean all tabletops, countertops, cabinets and window ledges with red EnvirOx® and a green microfiber rag.
5. Disinfect all microwave ovens and the outside of refrigerators with red EnvirOx® and

- a green microfiber rag.
- 6. Clean dry erase boards in accordance with “Dry Erase Board Cleaning” if any dry erase boards are present.
- 7. Wipe nurse’s beds and chairs with red EnvirOx® and a green microfiber rag.
- 8. Clean sinks
 - a. Use green EnvirOx® and green microfiber rags to clean the sink basins and fixtures.
 - b. Wipe the outside of soap and paper towel dispensers.
- 9. Clean floors
 - a. Vacuum carpets and rugs in accordance with “Vacuuming Rugs and Carpets”.
 - b. Sweep and dust mop floors (if hard floors are present) in accordance with “Floor Sweeping and Dust Mopping Procedures”.
 - c. Mop floors (if hard floors are present) in accordance with “Floor Mopping Procedures”. Use red EnvirOx® for the nurse’s stations.
- 10. Clean attached restrooms, if equipped, in accordance with “Restrooms”.

Elevators

- 1. Spot clean glass, if any, inside the elevator in accordance with “Glass Cleaning Procedures”. This includes any door glass.
- 2. Spot clean glass, if any, outside the elevator in the hallway near the elevator in accordance with “Glass Cleaning Procedures” even if the outside of the windows leads to the exterior of the building. This includes any door glass.
- 3. Sweep and dust mop floors in accordance with “Floor Sweeping and Dust Mopping Procedures”.
- 4. Clean door tracks with vacuum cleaner and/or damp sponge and rag. Door tracks should be cleaned at each floor.
- 5. Wipe push buttons, telephone box, and metal handrails with green EnvirOx® and a green rag.
- 6. Remove spots and smudges from walls and doors using green EnvirOx® and a green rag.
- 7. Clean stainless steel (if any) with a stainless steel polish and paper towels.
- 8. Clean spots from floor (carpet) with carpet spot remover, and vacuum floor in accordance with “Vacuuming Rugs and Carpets”.

Janitorial Closets

In an effort to prevent cross contamination of chemicals, mops, rags, and brooms, each janitorial closet will have a photo of how each closet should appear at the end of each shift. This photo will be posted on the backside of the door as you walk in. All Contractors will be required to adhere to the photo in order to maintain an orderly closet.

- A. Routine Nightly Cleaning
 - 1. See photo on back of closet door.
 - 2. Rinse mop buckets, mops place in designated area.

3. Rinse floor machine and place in designated area.
4. Clean mop sink strainer. Do not flush things down the sink that are large enough to hold in your hand.
5. Hang mops to dry after rinsing them and wringing them out repeatedly. Do not leave them on the floor or in the sink. Place in designated area.
6. Hand dust mops in designated area.
7. Wipe down FRP paneling or wall behind mop sink.

B. Janitorial Closets (Heavy Cleaning)

1. Remove all equipment from the closet.
2. Ensure all chemicals are properly labeled.
3. Clean floors.
4. Wipe shelves.
5. Wipe walls.
6. Remove drain strainers and clean.
7. Scrub mop sink, remove hard water stains on mop sink, faucet, and around walls/FRP paneling.

Miscellaneous

A. Dry Erase Board Cleaning

1. Daily cleaning – Clean dry erase boards if they are blank using a damp cloth or paper towel and green EnvirOx®. Do not allow EnvirOx® to soak on dry erase board. Remove any glue or adhesive residue. Do not clean areas of the dry erase board where a teacher/staff member has added tape to create lines on the board. Clean the aluminum marker holder using a damp paper towel (not a microfiber cloth) in order to remove dry erase marker build-up and discard.
2. Deep cleaning – Clean dry erase boards even if they have writing. Use a damp or paper towel and green EnvirOx®. Do not allow to soak on dry erase board. Remove all tape, glue, or adhesive residue. Clean the aluminum marker holder using a damp paper towel (not a microfiber cloth) in order to remove dry erase marker build-up and discard.

B. Dust Projectors

1. Daily cleaning – Clean overhead projectors that are either mounted on a ceiling mount or on a rolling AV cart. Dust the top of the projector and vents of the projector. Do not use chemicals on the projector. Do not touch the lens. Dust SMART board projectors in the same manner.
2. Deep cleaning – Dust overhead projectors that are either mounted on a ceiling mount or on a rolling AV cart. Dust the top of the projector and vents of the projector. Do not use chemicals on the projector. Do not touch the lens. On ceiling mounted projectors, wipe the cords and extension pole all the way up to the ceiling including the ceiling plate. Use a damp microfiber cloth and green EnvirOx®.

C. Dust Return/Supply Air Grills and Ceilings

1. Follow frequency chart for intervals on “regular cleaning” and “deep cleaning”.
2. Regular cleaning – Dust all HVAC return and supply air vents and grills using a brush attachment on a vacuum cleaner. Do not use compressed air to clean vents. Spot clean ceiling tiles that may be dusty.
3. Deep cleaning – Dust all HVAC return and supply air vents and grills using a brush attachment on a vacuum cleaner. Do not use compressed air to clean vents. Also dust adjacent tiles or light fixtures that may have an accumulation of dust. Dust adjacent walls or drywall ceiling that may also have dust from the vent.

D. High Dusting

1. Dust all areas on the wall or items mounted on the wall which may accumulate dust.
2. Dust all clocks, window ledges, window frames, door frames, picture frames, inspirational signage, projector screens, projector screen mounts, US and Texas flags, fire alarm devices, emergency lighting, tops of tack boards/cork boards, thermostats, and any other wall mounted device that may collect dust.
3. Dust all mounted tv’s and SMART board screens and projectors. Do not touch the SMART board projector lenses or mirrors.
4. Dust all high ledges in common areas using an extension pole.
5. Dust the tops of all lockers (if any) and remove trash/debris.
6. Remove dust and debris from inside of pendant lighting and wall mounted sconce lighting.

E. Clean Behind Furniture

1. Move all furniture that can be safely moved by two people. Do not drag furniture on VCT floor or it may be damaged. When moving furniture and no waxing will be done, heavy furniture that cannot be safely moved by two people can remain in place. A good faith attempt should still be made to clean behind furniture wherever possible. This furniture may include situations such as a fully loaded vertical file cabinet, a loaded lateral file cabinet, a loaded tall bookshelf or a loaded teacher’s desk.
2. Move furniture a few feet or just enough to allow for cleaning the floor underneath and the wall behind the furniture. If items are plugged in, move just enough to get access behind the furniture but without having to unplug anything.
3. For yearly waxing operations, all furniture should be moved for waxing. Therefore, all areas behind furniture should be cleaned.
4. Clean the floor consistent with the type of flooring
5. Dust the wall and anything on the wall that may be blocked by the furniture.
6. Clean the baseboard behind the furniture.
7. Clean the backside of the furniture.
8. Move furniture back in place when done.

F. Replace light bulbs and ceiling tiles that can be reached from a 6’ ladder .

Waxing and Floor Maintenance

1. Contractor will provide Aledo ISD with a process for high speed buffing, burnishing, burning, stripping, and waxing. The Chief Facilities/Construction Officer will approve the process prior to commencement of work.
2. High speed buffing will be considered any floor buffer with an RPM of no less than 1,500. Low speed floor scrubbers are not considered high speed buffers/burnishers and will not be accepted as such in this scope of work.
3. All chemicals (floor wax, spray buffing compound, floor stripper) must be approved by the Chief Facilities/Construction Officer prior to use.
4. 8 coats of wax are required when re-waxing. Follow the manufacturer's recommended procedures.

Summer Cleaning

Deep cleaning must take place once a year. It may start after the last day of school and must be complete two weeks prior to the first day of school. Please see the Frequency Charts. Summer cleaning will include removal of gum from exterior walking surfaces. It will also include restroom grout scrubbing and the tasks listed in the frequency charts as "Semi-Annually" and "Annually".

Exclusion of Duties

1. Repairing mechanical maintenance items, except a duty to report to District staff.
2. Any campus kitchen cleaning and cleaning supplies
3. Weekend cleaning or setup for any non-district events, unless requested by the District. These items will be at an additional charge negotiated with the District.
4. Moving of heavy furniture, supplies, or equipment, except when ample employees are available.
5. Changing of light bulbs in fixtures that are out of reach of a 6' ladder.
6. Post-construction cleanup of new or renovated facilities, unless requested by the District. These items will be at an additional charge negotiated with the District.
7. Removal of any medical waste, such as hypodermic needles, etc., from the nurse's office. The District will be responsible for proper disposal of such waste.
8. Cleaning of computers or other sensitive electronic equipment that is more appropriately cleaned by its operators.

ALEDO ISD

CUSTODIAL FREQUENCY SCHEDULE

TYPE 1 - ADMINISTRATIVE, OFFICE AND COUNSELOR AREAS

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
Spot Clean Glass	X					
Clean Doors		X				
Dust Blinds			X			
Wipe Down Desks	X					
Clean Entire Receptionist Window	X					
Clean Window Ledges		X				
Empty Trash Cans	X					
Vacuum	X					
Clean Floor Mats/Entry Mats	X					
Clean Phones		X				
Sweep/Dust Mop	X					
Mop	X					
Dust Computer Monitors					X	
Dust Keyboard/Mouse					X	
Clean Dry Erase Boards			X			
Clean Dry Erase Board Marker Trays			X			
Clean All Entry Glass to Offices (In & Out)		X				
Clean Trash Cans	X					
Dust Projectors	X					
Spot Clean Carpet		X				
High Dusting			X			
Floor Buffing (High Speed) Except LVT			X			
Clean Return/Supply Air Grills					X	
Clean Ceiling Tiles Around Air Grills				X		
Clean Baseboards						X
Clean Behind Furniture						X
Shampoo Carpet						X
Floor Strip/Wax 8 Coats						X
Clean Sinks	X					
Clean Counters/Cabinets	X					
Clean Water Fountains	X					
Clean Conference Room Tables	X					
Clean Executive Chairs					X	

ALEDO ISD

CUSTODIAL FREQUENCY SCHEDULE

TYPE 2 - HALLWAYS, VESTIBULES, LANDINGS, COMMON AREAS AND STAIRWELLS

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
Spot Clean Glass	X					
Clean Doors	X					
Dust Blinds			X			
Wipe Down Desks	X					
Clean Entire Receptionist Window	X					
Clean Window Ledges		X				
Empty Trash Cans	X					
Vacuum	X					
Clean Floor Mats/Entry Mats	X					
Dust Handrails	X					
Detail Clean handrails		X				
Sweep/Dust Mop/Mop Hard Floors	X	Autoscrubber required for LVT areas.				
Sweep/Dust Mop/Mop Stairs & Landings	X					
Dust Computer Monitors			X			
Dust Keyboard/Mouse			X			
Clean Glass		X				
Clean All Entry Glass to Offices (In & Out)	X					
Clean Trash Cans	X					
Clean Dry Erase Boards		X				
Spot Clean Carpet	X					
High Dusting				X		
Floor Buffing (High Speed)		X				
Clean Return/Supply Air Grills				X		
Clean Ceiling Tiles Around Air Grills				X		
Clean Baseboards						X
Clean Behind Furniture						X
Shampoo Carpet						X
Floor Strip/Wax 8 Coats						X
Clean Water Fountains	X					
Scrub Stairwell Steps			X			
Clean Glass Above 7'				X		

ALEDO ISD
 CUSTODIAL FREQUENCY SCHEDULE
 TYPE 3 - CLASSROOMS

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
Spot Clean Glass	X					
Clean Doors	X					
Dust Blinds			X			
Wipe Down Desks	X					
Clean Window Ledges		X				
Empty Trash Cans	X					
Vacuum	X					
Wipe Down Cubbies		X				
Clean Dry Erase Boards		X				
Clean Phones					X	
Sweep/Dust Mop	X					
Mop	X					
Dust Computer Monitors		X				
Dust Keyboard/Mouse		X				
Clean Trash Cans	X					
Spot Clean Carpet	X					
High Dusting				X		
Floor Buffing (High Speed)			X			
Clean Return/Supply Air Grills				X		
Clean Ceiling Tiles Around Air Grills				X		
Clean Baseboards						X
Clean Behind Furniture						X
Shampoo Carpet						X
Floor Strip/Wax 8 Coats						X
Clean Sinks	X					
Clean Backsplash	X					
Clean Water/Plumbing/Gas Fixtures		X				
Clean Counters/Cabinets	X					

ALEDO ISD
 CUSTODIAL FREQUENCY SCHEDULE
 TYPE 4 - LIBRARIES

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY
Spot Clean Glass	X					
Clean Doors	X					
Dust Blinds			X			
Wipe Down Desks/Tables/Counters	X					
Wipe Tops of Bookshelves		X				
Clean Window Ledges		X				
Empty Trash Cans	X					
Vacuum	X					
Wipe Down Cubbies		X				
Clean Dry Erase Boards		X				
Clean Phones					X	
Sweep/Dust Mop	X					
Mop	X					
Dust Computer Monitors		X				
Dust Keyboard/Mouse		X				
Clean Trash Cans	X					
Dust Projectors	X					
Spot Clean Carpet	X					
High Dusting				X		
Floor Buffing (High Speed)				X		
Clean Return/Supply Air Grills				X		
Clean Ceiling Tiles Around Air Grills				X		
Clean Baseboards						X
Clean Behind Furniture						X
Shampoo Carpet						X
Floor Strip/Wax 8 Coats						X