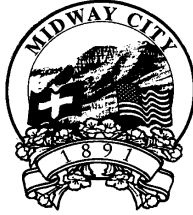


Midway City Corporation

Mayor: Connie Tatton
City Council Members:
Don Huggard • Colleen Bonner
Gerald Hayward • Doug Thacker
Rick Tatton



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CRITERIA FOR CLEANING SERVICES

Midway City is requesting quotes for cleaning services for the Midway City Office, Town Hall, Shelter and the Community Center. Proposals need to include cleaning the City offices, the shelter, the Town Hall and the Community Center. The proposals must include all labor, supplies and equipment, with the exception of a floor scrubber for the hardwood floors which will be provided by the City. This person will work as an independent contractor. A proposed cleaning schedule and description of all work to be performed at each location follows:

Midway City Offices:

RESTROOMS:

Empty garbage	Once a week
Clean toilets/Sinks	Once a week
Sweep/mop floors	Once a week
Restock supplies	As needed

KITCHEN:

Sweep/mop floors	Once a week
Counters/sinks/table	Once a week
Wipe out fridg.	Once a month
Clean out fridg/old food	Once a week

OFFICES/HALLS/COUNCIL CHAMBER:

Window sills/book cases	Once a month
Desks cleaned	Twice a month
Floor mats wiped clean	Twice a month in summer, Once a week in winter
Finger prints on walls etc.	Once a month
Empty waste baskets	Once a week
Vacuum all carpets	Once a week in summer. Twice a week in winter (except stairs)

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MISCELLANEOUS:

Wipe off banisters	Once a month
Vacuum Stairs	Once a week
Wipe off Council chairs	Once a month (until moved to Community Center)
Clean meeting room tables	Once a week

TOWN HALL CLEANING SCHEDULE:

Note: Renters using the Town Hall, shelter and the Community Center are expected to leave it clean. The following items will only be done as routine maintenance unless left dirty by renters. Please quote on an individual basis. There are four (4) events a year that will require cleaning to be done in the Town Hall after the events. They are Swiss Days, Swiss Christmas, The Fourth of July and the Swiss Miss Competition.

KITCHEN:

Sweep and mop floors	Once a month or less or as needed
Clean sinks/counter	Once a month or less
Refrigerator	Once a month or less
Clean Fridg. and stove	Once a month or less
Cupboards and drawers	Once every six months

MAIN HALL AND STAGE:

Deep clean hardwood floors	Once every two months, except for above noted events or problems. Equipment will be provided. **
Sweep and spot hardwood floors.	As needed
Window sills	Once a month
Benches in main hall	Once a month
Tables and chairs	As needed

RESTROOMS:

Check each week for cleaning and stocking of paper goods and soap. (Paper goods and soap will be provided.)

** Please provide a cost for one time cleaning of the hardwood floors in the Town Hall for unscheduled cleaning purposes.

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SHELTER CLEANING SCHEDULE:

Scrubbing of floors	Once every six months
Stove	As needed
Fridge/sinks/counters	Once a month or as needed
Cupboards and drawers	Once a year
Outside restrooms	Once a week in summer and when ice rink is open (This could change depending on the need)

COMMUNITY CENTER:

COUNCIL CHAMBERS AND MAIN HALLS:

Vacuum carpets	Once every two weeks
Dust benches	Once a month
Empty garbage	Once every two weeks
Window Sills	Once a month
Finger prints on walls etc.	Once a month
Wipe off Council chairs	Once a month

KITCHEN:

Sweep and mop floors	Once a month or less
Clean sinks/counter	Once a month or less
Refrigerator	Once a month or less
Clean Fridg. and stove	Once a month or less
Cupboards and drawers	Once a year

RESTROOMS:

Check each week for cleaning and stocking of paper goods and soap. (Paper goods and soap will be provided by Midway City)

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