

SPECIFICATIONS FOR JANITORIAL SERVICES
May 1, 2026-April 30, 2028

FACILITY

**Arlington Ridge Center (ARC)
660 N. Ridge Avenue
Arlington Heights, IL 60004**

There are 2 components to be bid

1. Cleaning 7 nights per week
2. Day Porter Service Saturday and Sunday (2 days per week) between 2 - 4 PM.

Cleaning is to be done generally between 9 pm when the facility closes and 5 am. Operating hours are subject to change due to rentals, holidays, etc. and the time for cleaning can be adjusted based on the most current facility schedule at the time. In such cases, the cleaning crew leader will be notified within 24 hours.

AREAS TO BE CLEANED UNDER THIS CONTRACT ARE AS FOLLOWS:

1. Lobby men's washroom
2. Lobby women's washroom
3. Men's pool locker room
4. Women's pool locker room
5. Individual changing rooms (both sets)
6. Second floor men's locker room
7. Second floor women's locker room
8. Basement men's washrooms
9. Basement women's washrooms
10. 2 single use washrooms in the basement
11. 2 single use washrooms on main floor
12. Gym
13. First floor classroom
14. Walking Track
15. Fitness Center and fitness center reception desk
16. 2 lower level fitness studios
17. Pool side party room
18. Common areas- entry vestibules, hallways, waiting areas, front desk, main stairway
19. Basement meeting/class room

The cleaning service will **not** have any responsibilities for offices, pool maintenance, pool decks, or pool mechanical areas.

TASKS TO BE PERFORMED ON A DAILY BASIS:

Locker rooms/washrooms

1. Stock toilet tissue and hand soap.
2. Floors: Swept, dust mopped, and wet mopped. There must be no standing water left on the floor. Floor drains should be cleaned of debris and hair.
3. Mirrors: Fingerprints, smudges, and water spots removed.
4. All toilets and urinals cleaned with toilet bowl cleaner and toilet brush.
5. All sinks, fixtures, and countertops cleaned and disinfected.
6. All showers and fixtures cleaned and disinfected. Clean shower walls and shower floors to remove water spots, soap build up, mold, and mildew as needed.
7. Washroom partitions dusted and spot cleaned.
8. Wipe down walls beneath hand dryers.
9. Spot clean all walls to remove visible stains, smudges, etc.
10. Remove all trash, replace bags, and remove trash to dumpster using a trash can on wheels.
11. Disinfect all benches.
12. Thoroughly clean and disinfect all changing tables and baby changing stations.
13. Wipe and clean all lockers including fronts, tops, sides, and insides.
14. Spot/area clean wall and floor grout to remove mold, mildew and personal hygiene products such as deodorant and body powder as example.

Gym

1. Empty all trash and recycling.
2. Dust mop wood floor and dispose of swept up dust and debris in the trash.
3. Spot clean all walls to remove visible stains, smudges, etc.

First Floor Classroom

1. Empty all trash and recycling.
2. Sweep and wet mop bathroom floor.
3. Stock toilet tissue and hand soap.
4. Mirrors: Fingerprints, smudges, and water spots removed.
5. All toilets and urinals cleaned with toilet bowl cleaner and toilet brush.
6. All sinks and fixtures cleaned and disinfected.
7. Thoroughly clean and disinfect all changing tables and baby changing stations.
8. Spot clean all walls to remove visible stains, smudges, etc.

Walking Track

1. Sweep the floor and dispose of swept up dust and debris in the trash
2. Spot mop if necessary to remove foot prints or spills
3. Spot clean all walls to remove visible stains, smudges, etc.

Fitness Center and Fitness Center Reception desk

1. Empty all trash and recycling.
2. Mirrors: Fingerprints, smudges, and water spots removed.
3. Floors: Rubber floor- Swept, dust mopped, and wet mopped. All carpet vacuumed.
4. Clean and disinfect stainless steel drinking fountains.
5. Spot clean all walls to remove visible stains, smudges, etc.
6. Vacuum entire studio including underneath and behind the equipment.

2 Fitness Studios

1. Empty all trash and recycling.
2. Mirrors: Fingerprints, smudges, and water spots removed.
3. Floors: Swept, dust mopped, and wet mopped.
4. Spot clean all walls to remove visible stains, smudges, etc.

Pool Side Party Room

1. Empty all trash and recycling.
2. Wipe down tables, chairs, sink, and counters.
3. Vacuum carpet.
4. Spot clean all walls to remove visible stains, smudges, etc.

Common areas

1. Empty all trash and recycling.
2. Spot clean windows and doors.
3. Spot clean all walls to remove visible stains, smudges, etc.
4. Wipe down tables and chairs and position correctly.
5. Sweep/vacuum stairs and wet mop.
6. Vacuum carpet and runners.
7. Clean and disinfect stainless steel drinking fountains.

Annually in August- strip and wax tile floor in basement meeting room and hallway. Parts of Arlington Ridge Center may be shut down for approximately 2-3 weeks in August. This work will be scheduled by Park District staff during this time. During this time, the total scope of service may also be reduced. An exact date and scope of work will be determined closer to completion.

DAY PORTER SERVICE INFORMATION

Day porter service shall consist of a two-person crew made up of a man and a woman so that they may access facility washrooms and locker rooms as outlined below. There is no time when the locker rooms/bathrooms are completely free for a person of another sex to get into them to clean. With a man and a woman team they could each get into their respective areas to clean. Service will be 2 days a week. Time will be determined by facility programming, but estimate a time between 2-4 pm each day.

1. Lobby men's washroom
2. Lobby women's washroom
3. Men's pool locker room
4. Women's pool locker room
5. 3 Family changing rooms
6. Second floor men's locker room
7. Second floor women's locker room

Tasks

1. Stock toilet tissue and hand soap.
2. Sweep and spot mop floors.
3. Mirrors: Fingerprints, smudges, and water spots removed.
4. All toilets and urinals cleaned with toilet bowl cleaner and toilet brush.

5. All sinks, fixtures, and countertops cleaned and disinfected.
6. All showers and fixtures cleaned and disinfected. Clean shower walls and shower floors to remove water spots, soap build up, mold, and mildew as needed.
7. Washroom partitions spot cleaned.
8. Spot clean all walls to remove visible stains, smudges, etc.
9. Remove all trash, replace bags, and remove trash to dumpster using a trash can on wheels.
10. Wipe down benches.
11. Clean and disinfect all changing tables and baby changing stations.
12. Wipe and clean all lockers.
13. Spot/area clean wall and floor grout to remove mold, mildew and personal hygiene products such as deodorant and body powder as example.