



## Response to Questions on the 2016 LOBs

**Request By:** Supervisor Storck

**Relevant LOB(s):** N/A

**Question:** Provide information on how to access online custodial services contract details.

**Response:**

The table below details the Facilities Management Department's Custodial contract requirements including tasks and service frequencies at County facilities. This information is also provided on the County's website at <http://fairfaxnet.fairfaxcounty.gov/Dept/FMD/Pages/Cleaning-task-sch.aspx>.

**Custodial Task Frequencies**

| Frequency              | Task   |
|------------------------|--|
| <b>Daily</b>           | <ul style="list-style-type: none"> <li>• Clean and restock bathrooms</li> <li>• Clean kitchen/coffee bar areas</li> <li>• Clean public areas (includes halls and conference rooms): remove trash, vacuum or sweep/mop</li> </ul>                 |
| <b>Every Other Day</b> | <ul style="list-style-type: none"> <li>• Staff areas: remove trash, vacuum carpet, sweep/mop</li> <li>• Empty outside trash containers</li> </ul>  |
| <b>Twice A Week</b>    | <ul style="list-style-type: none"> <li>• Police grounds and parking lots</li> </ul>  |
| <b>Weekly</b>          | <ul style="list-style-type: none"> <li>• Dust all surfaces that are readily available and visibly require dusting</li> <li>• Buff tile floors</li> <li>• Sweep and mop stairs and landings</li> <li>• Sweep sidewalks around facility</li> </ul> |
| <b>Twice A Month</b>   | <ul style="list-style-type: none"> <li>• Machine scrub restroom floors</li> </ul>  |
| <b>Twice A Year</b>    | <ul style="list-style-type: none"> <li>• Shampoo carpets</li> <li>• Strip and wax hardwood floor surfaces</li> </ul>   |
| <b>Snow Removal</b>    | <ul style="list-style-type: none"> <li>• Contractors are only required to shovel a path from entrances to curb when they arrive at the facility and again before they leave the facility, unless otherwise noted in their contract.</li> </ul>   |



| Frequency   | Task   |
|---|--|
| <p style="text-align: center;"><b>Recycling</b></p> | <ul style="list-style-type: none"> <li>• The Contractor will collect office paper, newspaper, and cardboard for recycling purposes.</li> <li>• The contractor shall collect aluminum cans and glass as part of the recycling effort.</li> <li>• The collection equipment to be used may consist of wheeled laundry cart type storage hampers or totters that have been approved by the County.</li> <li>• The contractor will NOT be responsible for emptying employee desk containers used to collect office paper.</li> <li>• The collection of recyclable materials at the collection points may not be required on a daily basis.</li> <li>• Fairfax County will make the determination as to the appropriate schedule for each facility.</li> <li>• Once all materials have been collected, they will be consolidated to one location.</li> </ul> |

In addition, the Department of Purchasing and Supply Management maintains an online Contract Register, which provides details of each current custodial contract. The Contract Register may be accessed at <http://www.fairfaxcounty.gov/cregister>.