

**EXHIBIT A**  
**HOUSEKEEPING TASKS AND FREQUENCIES**  
**FOR STANFORD UNIVERSITY SCHOOL OF MEDICINE**  
**(Monday through Friday Coverage)**

I. AREA:

A. Main Entrance and Lobby Areas:	<u>FREQUENCY</u>
a. Clean escalators and elevators	2-3x a week
b. Clean all entrance doors and lobby windows. Maintain free of finger marks and other smudges, spider webs.	Daily
c. Dust mop all tile floors	Daily
d. Remove trash, re-line trashcans and clean as needed.	2x a week
e. Wet mop all tile floor areas	Daily
f. Vacuum carpet areas	Daily
g. Clean walk-off mats at entrances	Daily
h. Buff tile floor where applicable	Quarterly
B. Offices:	<u>FREQUENCY</u>
a. Shampoo carpet	1x a year
b. Spot cleaning carpets	As needed
c. Vacuum carpet areas	1x a week
d. Remove trash, re-line trash cans and clean as needed	2x a week
e. Dust sills & shelves (Friday)	1x a month
f. Vacuum or high dust vents (exterior)	1x a month
g. Door glasses (where applicable)	1x a week
C. Conference Rooms, Circulation, Corridors, Classrooms, Auditoriums, Waiting Areas:	<u>FREQUENCY</u>
a. Dust mop tile floors	Daily
b. Spot mop tile	Daily
c. Wet mop tile floors	2x a week
d. Vacuum carpeted areas	2x a week
e. Spot clean carpet	As needed
f. Remove trash, re-line trash cans and clean as needed	2x a week
g. Restock supplies where needed:	Daily
- paper supplies	
- hand soap	
h. Damp wipe cleared desk tables, furniture, etc.	1x a week
i. Clean drinking fountains	Daily
j. Clean chalkboard/whiteboard (if erased)	Daily or as needed

*Reedman 6/25/09*

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D. Lab Areas:	<u>FREQUENCY</u>
a. Remove trash, re-line trash cans and clean as needed; - regular waste (clear bags) - biohazardous waste (red bags)	3 x a week Daily
b. Dust mop floors	Daily
c. Wet mop with germicidal detergent.	Weekly
d. Check supplies in the dispenser, restock as needed: - paper supplies - hand soap	Daily
e. Vacuum vents (exterior).	1x a month
E. Rest Rooms	<u>FREQUENCY</u>
a. Thoroughly clean commodes, urinals, sinks, and faucets with germicidal detergent.	Daily
b. Polish chrome, mirrors, and all bathroom fixtures, wash splash marks from walls.	Daily
c. Wipe all doors and woodwork, remove finger marks and smudges.	2-3x a week
d. Wet mop floors with germicidal detergent.	Daily
e. Scrub showers.	1x a week
f. Check supplies in dispensers, stock as needed: - paper supplies - hand soap	Daily or as needed
g. Remove trash, re-line trashcans and clean as needed.	2x a week
h. Terminally clean all restroom areas.	4x a year
i. Vacuum or high dust vents (exterior).	1x a month
j. Remove graffiti.	As needed
k. Bathroom deodorizers checked.	As needed
F. Lunchroom/Kitchen Areas	<u>FREQUENCY</u>
a. Pick up trash, re-line trash cans and clean as needed.	Daily
b. Check supplies in the dispenser; restock as needed. - paper supplies - hand soap	Daily
c. Wet mop floors with germicidal detergent.	Daily
d. Wipe all tables (when cleared), chairs and appliances (exterior).	Daily
e. Thoroughly clean sinks, faucets and polish chrome fixtures.	Daily

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	<u>FREQUENCY</u>
G. Student Lounge and Snack Bar Area	
a. Pick up trash, re-line trash cans and clean as needed.	Daily
b. Dust mop floor.	Daily
c. Wet mop floors with germicidal detergent.	2x a week
d. Clean furniture	1x a week
e. Remove postings on door windows and clean fingerprints	1x a week

	<u>FREQUENCY</u>
H. Auxiliary Areas:	
a. Clean janitorial closets and equipment.	1x a week
b. Sweep and pick-up litter in trash holding area (inside).	As needed
c. Check and lock trash bins (exterior).	As needed
d. Clean storage closets.	1x a week
e. Mechanical rooms are cleaned and maintained by E&M (interior).	Call E&M

**II. TYPE OF WORK:**

A. High Dusting	
a. Dust all ledges, partition tops, sills, and other high places where dust accumulates.	1x a month
b. Dust Venetian blinds.	1x a month
c. Vacuum or high dust all ceiling air supply vents (exterior).	1x a month
B. Window Cleaning	
a. Wash and clean all interior windowed doors and partitions, inside and out.	Every other month
b. Clean windows (inside and out).	Exterior only 1x a yr
C. Carpet Cleaning	
a. Spot clean carpet (check weekly).	As needed
b. Shampoo all carpeted areas (including stairwells).	1x a year
D. Vertical Surfaces	
a. Spot clean all walls of smudges and finger marks	1x a week
E. Tile Floor Work	
a. Buff all common non-GlossTek tile floors.	2x a year
b. Strip/refinish all common non-GlossTek tile floors.	1x a year

*Shelley 6/25/09*

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- F. Stairs (Interior and Exterior)
  - a. Spot wash doors and walls 1x a week
  - b. Sweep stairs 1x a week
  - c. Scrape gum As needed
  - d. Wet mop stairs and landings. 1x a week

**III. CONTRACTOR RESPONSIBILITIES**

- A. All personnel are properly trained.
- B. All cleaning procedures are followed.
- C. Proper use of cleaning equipment ensured.
- D. Proper use and handling of cleaning chemicals (Material Safety Data Sheet - MSDS - are on file).
- E. Federal, State, Local and Medical Center's Health and Safety requirements are adhered to (as needed given staff duties).
  - a. Biohazardous waste handling
  - b. Bloodborne Pathogens
  - c. Standard Precautions
  - d. Security Precautions
  - e. Security Screening of all employees
- F. Hours of Service:
  - Day Shift: Monday - Friday; 8:00 a.m. - 4:30 p.m.
  - Evening Shift: Monday - Friday; 5:00 p.m. - 1:30 a.m.

**IV. MATERIALS AND SERVICES**

- A. Housekeeping Department shall furnish the following supplies:
  - a. paper supplies:
    - \*paper towels
    - \*toilet tissue
    - \*seat covers
  - b. cleaning chemicals
    - \*disinfectants (EPA approved)
    - \*stripper (waste water collected for proper treatment).
    - \*floor finish
    - \*others such as glass cleaner, carpet spotter, etc.
  - c. hand soap:
    - \*regular hand soap
    - \*alcohol gel (as requested)
  - d. plastic bags:
    - \*clear bags for regular waste
    - \*red bags for biohazardous waste
    - \*blue bags for soiled linen

*Sturlo 6/28/09*

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- e. equipment:
  - \*vacuums (upright)
  - \*scrubbers/floor machines
  - \*burnishers
  - \*blowers
  - \*carpet shampooer

**V. WASTE HANDLING AND DISPOSAL**

- A. Regular trash - all regular trash will be collected daily and placed in collection areas designated by SOM.
- B. Biohazardous Waste - Housekeeping is responsible for collection of regulated medical waste from designated locations in SOM and staged at the Medical Center loading dock.
  - a. Biohazardous Waste:  
Housekeeping will treat biohazardous waste at the Medical Center loading dock using steam sterilization. After treatment the waste is defined as solid waste. Housekeeping will weigh untreated waste at dock, document weight on log maintained by building for monthly summary and invoice prepared for SOM.
  - b. Sharps, Chemo, Pathological and Pharmaceutical Waste (if any):  
These types of regulated waste will be placed in the correct containers, labeled by building and placed in the secured area at the Medical center loading dock, to be removed by the approved vendor for treatment and disposal. For off-site treatment services, SOM will be charged directly.
- C. Recyclables - Cardboard will be removed to central collection areas for PSSI to recover. SOM staff should flatten boxes prior to disposal.

**ADDITIONAL SERVICES - NOT INCLUDED IN BASIC CONTRACT**

Except in cases where emergency response is required immediately, any additional work needed in SOM areas of responsibility must be scheduled. A walk through of the area to be cleaned is required for an estimate to be submitted for approval. The Housekeeping Department shall be informed of any additional work for their file.

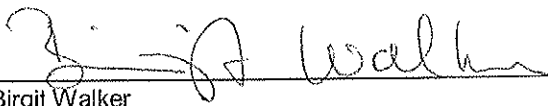
- a. Special Events
- b. Emergency request
- c. Construction projects
- d. Moves
- e. Disasters such as: floods, earthquakes and weather damage. Again, immediate response is required; labor and supply use should be tracked for future invoicing.

**ADDITIONAL HOUSEKEEPING SERVICES COST:**

- a. Labor rate:
  - \$22.00/hour - day shift
  - \$25.00/hour - evening shift
- b. Materials and Services:  
For cleaning supplies 27% of the labor cost shall be added to the charges.

*Z. Moore 6/25/09*

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 6/25/09  
Approved by: Birgit Walker

Approved by: Wes Palmquist