EXHIBIT A

SCOPE OF WORK

FOR

JANITORIAL SERVICES

AT

**700 Suite 1, 804-810 Main Street, Yreka**

1. Siskiyou County’s Public Health Division, Office of Emergency Services, and the Community Development Department (County) require the following minimum services from its janitorial contractor for offices at 700, Suite 1, and 804-810 South Main Street, Yreka CA. Services shall be performed as described herein Monday through Friday beginning after 5:30 pm and ending before 7:00 am unless otherwise approved by the County:
2. **DAILY**:

Empty all garbage and trash containers and dispose of in appropriate receptacles

Vacuum/sweep all entry & hallways, including rugs

Thoroughly clean and disinfect restrooms

Mop bathroom, kitchen and entry ways

Disinfect public entry counter

Replenish restroom supplies – supplies must be checked everyday

Clean glass entry doors and disinfect doorknobs

Kitchen countertops and kitchen sinks

Turn off all lights except those designated by the County as security lighting before leaving

Set building alarm and lock building upon leaving

1. **TWICE PER WEEK**:

Vacuum all office carpeted areas and furniture

Wipe/disinfect washable furniture

1. **WEEKLY**:

Remove cobwebs, dust shelving, bookcases, filing cabinets (including the top), window sills and A/C units, sweep stairs

1. **SEMI-ANNUALLY**:

Starting July 1 and again Jan 1

 Clean inside windows

 Dust window blinds

 Shampoo carpets throughout building including entry rugs

1. **ANNUALLY**:

Starting July 1

Strip and wax vinyl floors including but not limited to bathrooms, kitchen, entry ways and hallways

Dust baseboards

1. **AS NEEDED**:

Shredded paper and recyclables (cardboard/paper) disposed of in appropriate receptacles

Clean trash receptacles

Spot clean carpet, doors & woodwork

Clean interior glass when visibly dirty

Wash walls and baseboards

Keep janitorial closets clean

Spot clean entry rugs

1. County shall provide all restroom products.
2. Contractor shall also be responsible for reporting any building issues, mishaps, damage (water leaks, electrical problems, broken appliances, etc.) to the County the next business day upon becoming aware of such issues whether or not caused by janitorial staff.

Contractor shall not enter or be responsible for cleaning the telecommunications and computer server room.

1. For the purposes of this Scope of Work, the term County Contact herein shall mean the contractor’s primary County staff contact, and is herein defined as Lisa Flagg or Dawn Walton. The County may replace the defined County Contact at any time at its discretion.
2. The contractor shall not be responsible for cleaning dishes, inside the microwave, inside refrigerators, or individual desks.
3. The timing to begin the work defined herein and the scheduling of said work shall begin upon the effective date of the contract between the County and contractor. Each task defined under Section A to be performed SEMI ANNUALLY and ANNUALLY shall be performed within 5 days after the effective date of said contract unless specifically called out in that section. The Contractor is solely responsible for tracking the frequency, scheduling, and timing of the defined tasks and upon request of the County provide the specific information as to when such tasks were last performed and the next scheduled date(s) to be performed.
4. Should the County determine that the tasks defined herein are not being performed to the County’s satisfaction: the County may notify the contractor as to the substandard performance and detail the expected corrective measures at its discretion. The County may terminate said contract upon written notification to the Contractor of such termination and the effective date at its discretion.