

Crane Trust Nature & Visitor Center - Cleaning Schedule

9325 SOUTH ALDA ROAD, WOOD RIVER, NEBRASKA

The contract involves 52 cleanings, one per week, with an additional 8 cleanings each year to cover when the building is most utilized during the spring migration of the Sandhill Cranes. The 8 additional cleanings will be designated by Crane Trust as needed.

The migration runs from mid-February through to the beginning of April, with large crowds of people using the facility and various public events are held, up to two extra cleaning per week might be necessary during that time.

Cleaning products and supplies will be furnished however equipment i.e. vacuums; ladders, etc. will not be provided.

WEEKLY

A. *Enclosed Breezeway into Main Lobby of Visitor Center* - Size - 11' x 17' – ½ of the floor consists of stained cement and ½ consists of carpet

1. Sweep or Dust mop, disinfect/wet mop floors if necessary
2. Dust everything including floor ledges
3. Shake out or vacuum floor rugs
4. Clean all entry glass

B. *Main Lobby Visitor Center Hub* - Size 25' x 50' – flooring is stained cement

1. Sweep or Dust Mop entire room including behind TV's (carefully so as to not disturb Wiring), disinfect/wet mop floors if necessary
2. Dust floor ledges up against Gift Shop (50' glass wall) and the top of TV components
3. Clean all glass (entry doors and 50' of Gift Shop Windows on main lobby side only)
4. DO NOT CLEAN TV SCREENS
5. Empty Wastebaskets and replace liners

C. *Photo Gallery Hallway back to Employee Entrance* – 5' x 100' – flooring is all stained cement

1. Sweep or Dust Mop, disinfect/wet mop floors if necessary
2. Clean 2 windows (6' x 6' each) with Windex
3. Wipe down countertop on built-ins (approx. 2' x 2')
4. Shake out or vacuum floor rug by employee entrance at the back of the building

D. *Southwest Board Room* – 13.5 x 24 feet – End of the hallway – flooring is all carpet

1. Wipe down tables
2. Vacuum the floors
3. Dust
4. Empty waste baskets and replace liners

E. *Board Room* – 16' x 31' – flooring is all carpet

1. Vacuum carpet
2. Dust wooden window blinds

3. Dust and clean the following products with appropriate cleaning materials
 1. Antique wooden table (top and legs)
 2. Wooden window blinds and window sills on 2 - 6' x 6' windows
 3. Wood buffet table
 4. Wall hangings in the room (3 to 4)
 5. Empty waste baskets and replace liners

F. *Center Large Conference Room* – 43' x 50' – flooring is all carpet

1. Vacuum carpet
2. Dust TV stand's, components as necessary
3. DO NOT CLEAN TV SCREENS
4. Empty Wastebaskets and replace liners – 2
5. After Events – Cleanup, Vacuum floors, remove trash

G. *Exhibit Room near restrooms* – 27' x 28' – flooring is all stained cement

1. Sweep or Dust Mop
2. Clean all glass (on Display Windows - 4' x 10'; and glass window overlooking front of building - 6' x 6')
3. Dust countertops – 2' x 5', magazine display racks
4. DO NOT CLEAN TV
5. Clean Water Fountains with Stainless Steel Cleaner
6. Empty Wastebaskets and replace liners

H. *2nd Enclosed Breezeway* (Enclosed entry into the Exhibit room & front employee entrance for U.S. Fish and Wildlife Service) –

6' X 10' – all flooring is indoor/outdoor carpet

1. Sweep/Vacuum Carpet
2. Dust/clean floor ledges
3. Clean all glass – 6' x 10' enclosed entry room of all glass

I. *Restrooms* – 3 total; Visitors Men's & Women's – 10' x 26' each with Stained Cement Flooring
Employee one stall restroom – 6'8" x 8' – with linoleum flooring

1. Clean and sterilize sinks and faucets
 - A. 5 sink basins total in all bathrooms
2. Clean and sterilize toilets and urinals
 - A. 5 women's stalls
 - B. 3 men's stalls and 2 urinals
 - C. 1 employee unisex stall
3. Clean hand blow dryers and refill paper towel dispensers
4. Fill all toilet tissue dispensers
 - A. 5 women's stalls
 - B. 3 men's stalls
 - C. 1 employee unisex stall
5. Mop and sanitize floors – 2 rooms each 10' x 26'; 1 room 6'8" x 8' (3 total)
6. Empty all Wastebaskets and personal sanitary napkin disposal bins and replace liners
 - A. 4 women's wastebaskets; 5 personal sanitary napkin disposal bins

- B. 4 men's wastebaskets
- C. 1 employee unisex restroom wastebasket

J. *Hallway from Exhibit Room to Kitchen and back outside entrance* – 7'6" x 33' – flooring is stained cement

- 1. Dust Mop/Sweep flooring
- 2. Clean glass doors to back outside entrance (to garden area)
- 3. Collect Recycling (collected in this room) and deliver to appropriate recycling designations located outside of building.

K. *Kitchen* – 14' x 21' flooring all stained cement

- 1. Sweep and wet mop/sanitize Kitchen Floor
- 2. Clean top of kitchen counters and stove
- 3. Clean stainless steel sink
- 4. Empty wastebasket and replace liners

L. *Fish and Wildlife Ecological Services Area*

Main room (cubicle area 55' x 32') and Platte River Conference Room (18' x 37) – will need security clearance to enter this area – will sign for a Proxy Card to carry for entry

- 1. Vacuum all flooring
- 2. Empty all trash and replace liners
- 3. Empty recycling in all cubicles and mail cubicle – deliver to appropriate recycling designations located outside of building.
- 4. Dust desk tops IF desk tops are clean of documents, books, etc.
- 5. Dust around the cubicles - outside of cubicle and top/frame of cubicles
- 6. Dust the mailroom cubicle
- 7. Wipe down tables in both rooms

BIMONTHLY

A. Wet mop all floors which are stained cement, tile, or linoleum

- 1. Main Lobby Breezeway – 11' x 17' (1/2 is carpet; 1/2 is stained cement)
- 2. Main Lobby Visitor Center Hub - Size 25' x 50' – flooring is stained cement
- 3. Hallway from Snack/Exhibit Room to Kitchen and back outside entrance – 7'6" x 33' – flooring is stained cement
- 4. Photo Gallery Hallway back to Employee Entrance – 5' x 100' – flooring is all stained cement
- 5. Exhibit Room near restrooms – 27' x 28' – flooring is all stained cement (behind and under rolling cabinets and around KIOSKS)
- 6. Kitchen (behind sink, in pantry) - 14' x 21' flooring all stained cement
- 7. Janitor Closet – 6' x 6' – flooring is stained cement

WHEN REQUESTED – by Crane Trust

- A. Once per year to clean ALL window at Crane Trust in and out
- B. Crane Season *Normally end of Feb thru beginning of April* will need extra cleanings during the week
- C. Big Events – need cleaning of Big Conference Room