

## **Sub-Agreement - Scope of Work**

*Represented as Exhibit C in the Master Services Agreement*

**Document Purpose:** *This document is identified as the template referenced in Exhibit C. This sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.*

This Sub-agreement Scope of Work (“this SOW”), entered into by and between the Indiana School for the Deaf (the “State Agency”) and the **VENDOR** (the “Contractor”), and reviewed for approval by Indiana Department of Administration on behalf of All State Agencies (the “State”), in consideration of those mutual undertakings and covenants, the parties agree as follows:

### **Agency Department(s):**

Indiana School for the Deaf (ISD)

### **Facility Name and Address:**

Indiana School for the Deaf

1200 E 42<sup>nd</sup> Street

Indianapolis, IN 46205

### **Agency Site Designee Contact Information:**

Jeremy Hawk, Chief Operating Officer

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317-550-4866 Office

317-681-3573 Cell

### **Facility Hours of Operation:**

Facility Hours: 5:00AM to 4:30PM, Monday – Friday

Janitorial Hours: 5:00AM to 8:00PM, Monday – Friday

Vendor staff will be provided access to campus from 5:00AM to 8:00 PM. All duties must be completed in that timeframe unless vendor receives approval from ISD administration to provide services outside of the designated timeframe. In addition, exceptions will be made for special events on an as-needed basis.

### **Holidays observed not requiring janitorial services:**

New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, and Labor Day

### **Description of Facility:**

433,650 square feet

### **Service types:**

**Area of Service:** Raney School Building #1 (South)

Empty all trash and all diaper pails, replace liners	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Mop all offices and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Scrub Activities Room floor, rubber surfaces	Monthly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually

**Area of Service:** Raney Hall Building #2

Empty all trash and all diaper pails, replace liners	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Dust, mop, vacuum and wipe down counters and tables in Multi-Purpose Room (MPR)	Daily
Shampoo carpet for spills in MPR	** As needed
Mop all offices and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Mop all shower floors with disinfectant solution	Twice per week
Wash out all bath tubs	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly

Clean all air louvers	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Wash all shower walls, restroom walls, and walls in dorms	Annually
Shampoo carpets (including MPR) and door runners	Annually
Scrub and wax classroom and office floors	Annually
** 4 sets of apartments cleaned	Annually

**Area of Service:** Building #3 (Currently not in use)

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Wet mop all offices and conference rooms	Twice per week

Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually

**Area of Service:** Willard Hall Building #4 (South)

Empty all trash and replace liners	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily

Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Wet mop all offices and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Scrub Activities Room floor, rubber surfaces	Monthly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually
High and low dust projector screens and maps in classrooms	Annually

**Area of Service:** Willard School Building #5 (North)

Empty all trash and replace liners	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily

Replenish all soap and paper product	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Wet mop all offices and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually

Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually
High and low dust projector screens and maps in classrooms	Annually

**Area of Service:** Alumni Hall Building #6

Empty all trash and replace liners	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper product	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Clean and check back entrance for trash	Daily
Empty humidifiers in library	**TWICE per day
Clean elevator	Daily
Remove spots and spills from carpet in library and auditorium	Daily **as needed
Wet mop all offices, classrooms and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week

Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Vacuum library and auditorium	Twice per week
Dust mop stage in auditorium	Twice per week
Clean and vacuum auditorium, including lobby areas, in preparation for special events	** As needed
Dust heating units in auditorium	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Sweep and wet mop landings and stairs all around building – six (6) sets of stairs from basement to second floor	Weekly
Dust and clean glass show cases	Weekly
Inspect and remove gum from bottom of auditorium seats	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Clean arm rests of auditorium seats	Annually
Scrub and wax classroom and office floors	Annually
High and low dust projector screens and maps in classrooms	Annually

**Area of Service:** Vocational Building #7

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Wet mop all offices, classrooms and conference rooms	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors, stair rails and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Vacuum classrooms, offices, conference rooms with carpet	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly

Dust and clean glass show cases	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually
High and low dust projector screens and maps in classrooms	Annually

**Area of Service:** Fair / Koob Hall Building #8 – Heath Center (Fair Hall Pod 1)

Empty all trash and replace liners	Daily ** as needed
Mop Nurse's Station and all student traffic area floors with disinfectant	Daily
Surface clean and disinfect all student cots, tray tables, bedside tables and Nurse's Station counters	Daily
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty-five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather

Wet mop all offices, classrooms and conference rooms	Twice per week
Vacuum rooms with carpets	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors, stair rails and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually

**Area of Service:** Physical Plant Maintenance Department Building #15

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty-five (25) feet from entrance.	Daily
Dust mop all hallways and offices	Daily
Clean and disinfect water fountains	Daily

Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Distribute ice melt as needed at entry doors and twenty-five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Wet mop all offices, classrooms and conference rooms	Twice per week
Vacuum rooms with carpets	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors, stair rails and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Vacuum door runners and carpets in Secretary & Physical Plant office and conference room	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly
Clean all air louvers	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax classroom and office floors	Annually

**Area of Service:** Caskey Gym Building #17

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily

Mop all restroom floors and locker rooms with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building up to twenty-five (25) feet from entrance.	Daily
Remove graffiti	Daily
Dust mop all hallways, classrooms, offices, and gym floor	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up on maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum and/or sweep door runners	Daily
Vacuum class rugs	Daily
Wash tables	Daily
Distribute ice melt as needed at entry doors and twenty-five (25) feet from door (if paved, or on concrete, sidewalks)	Daily ** as needed during inclement weather
Mop hallways	Daily ** as needed during inclement weather
Clean bleachers before and after sporting events	** As needed
Scrub and mop around swimming pool with disinfectant	Daily
Clean and disinfect wrestling mats after practice and matches	** As needed, during wrestling season
Wet mop all offices, classrooms and conference rooms	Twice per week
Vacuum rooms with carpets	Twice per week
Dust furniture, window sills, cabinets, book shelves, heating units, tops of doors, stair rails and entrance doors	Twice per week
Mop all tile floors	Twice per week
Remove all scuff marks from hallways	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash down toilet/urinal stalls with a disinfectant	Twice per week
Clean chalk ledges in classrooms	Twice per week
Dust mop wrestling area and gym floor	Twice per week
Clean all door glass	Weekly
Dust mini blinds	Weekly
Wash interior glass	Weekly
Hi-speed buff all tile floors	Weekly

Clean all air louvers	Weekly
Mop gym floor	Weekly
Sweep and mop stairs to wrestling area, back stairs and stairs to tunnel	Weekly
Clean glass back boards with glass cleaner	Weekly
Clean fluorescent light diffusers	Quarterly
All furniture washed, marks/tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wax build-up removed from baseboards	Annually
Hall and corridors stripped and waxed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually
Scrub and wax wrestling area floors	Annually
Scrub floors around swimming pool	Annually
High and low dusting and clean chalk ledges	Annually

**Area of Service:** Athletic Field Building #19

**\*\* During Football and Track Season Only \*\***

Empty all trash and replace liners	Daily ** as needed
Thoroughly clean and sanitize restrooms and shower room	Daily
Sweep all areas of cobwebs	Daily
Sweep floors in restrooms, dressing rooms, shower rooms, equipment room, and concession stand	Daily
Mop all floors with a disinfectant solution	Daily
Replenish soap and all paper products	Daily
Inspect for burnt-out light, write it up on maintenance repair order	Daily
Wash concession stand counter	Daily
Clean and sanitize water fountains	Daily
Clean restroom, sinks and shower rooms	Twice per week
Leave extra paper products in equipment storage room	Twice per week
Mop shower rooms, dressing rooms, and restrooms with disinfectant	Twice per week
Wash waste baskets with a disinfectant solution	Twice per week

**Area of Service:** Brown Cafeteria Rest Rooms and Office Areas Building #10

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors and locker rooms with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Sweep all office floors	Twice per week
Wash down toilet and urinal stalls with a disinfectant	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Wash restroom walls	Annually
Wash waste baskets with a disinfectant solution	Annually

**Area of Service:** Willard and Brown Kitchens – Building #4 and Building #10

\*\* Once annually, when school is out \*\*

**Brown & Simms Kitchens:**

Remove all equipment from the kitchen
Sweep under all equipment and behind all doors
Scrub floor with a “side by side” machine using a stiff brush and degreaser in water
Rinse floor two times with warm water
Put all equipment back in place

**Simms Dining South:**

Remove all tables and chairs from the room
Sweep under all equipment and behind all doors
Scrub floor with a “side by side” machine using a BROWN pad and a neutral cleaner pH free
Rinse floor two times with warm water
Apply two coats of wax sealer floor finish
Put all equipment back in place

**Brown Dining Room:**

Remove all tables and chairs from the room
Sweep under all equipment and behind all doors
Scrub floor with a “walk behind” machine using a GREEN pad and a neutral cleaner pH free
Rinse floor two times with warm water

Buff floor with a hi-speed machine and WHITE polishing pad
Put all equipment back in place

**Area of Service:** Dixon House Building #23

Restroom: Wash all sinks and commodes down with disinfectant	Annually ** when school is out
Restroom: Wash all shower walls and floors with shower cleaner	Annually ** when school is out
Restroom: Scrub floor with “side by side” machine using a brush and disinfectant	Annually ** when school is out
Restroom: Wash all walls with disinfectant	Annually ** when school is out
Restroom: Clean all mirror with glass cleaner	Annually ** when school is out
Kitchen/Dining Room: Wash everything down with disinfectant	Annually ** when school is out
Kitchen/Dining Room: Sweep and wet mop floor with neutral cleaner pH free	Annually ** when school is out
Kitchen/Dining Room: Buff floor with WHITE polishing pad and hi-speed buffer	Annually ** when school is out
Bed Rooms: Wash all furniture with disinfectant	Annually ** when school is out
Bed Rooms: Wash all window sills and door frames with disinfectant	Annually ** when school is out
Bed Rooms: Sweep and scrub floor tiles “side by side” machine with neutral cleaner pH free, apply 3 coats of floor finish	Annually ** when school is out
General: Wash all windows on the inside and outside	Annually ** when school is out
General: Shampoo floor mats and rugs	Annually ** when school is out

**Area of Service:** Police Sub-Station Building #20

Remove all the furniture that is moveable, strip floor with a “side by side” machine and BLACK pad, and apply 4 coats of floor finish	Annually ** when school is out
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**Area of Service:** Scout Cabin Building #18

Clean restroom, commode, sink	Weekly ** as needed
Clean kitchen, refrigerator, sink, counters	Weekly ** as needed
Wet mop floors with disinfectant	Weekly ** as needed
Remove all trash	Weekly ** as needed

Wash down everything with disinfectant, window sills, and door frames	Annually ** when school is out
Scrub floor with “side by side” machine and GREEN pad using degreaser in water, rinse floor twice	Annually ** when school is out
Wash all furniture with disinfectant	Annually ** when school is out
Wash all windows inside and out	Annually ** when school is out
Clean restrooms, commode, sink with disinfectant and scrub floor with degreaser	Annually ** when school is out
Clean all trash barrows with disinfectant	Annually ** when school is out

**Area of Service:** Assessment Center Building #22

Empty all trash and replace liners	Daily ** as needed
Clean toilets, urinals, sinks, diaper changing tables, mirrors with a cleaner and disinfectant	Daily
Mop all restroom floors with a disinfectant	Daily
Replenish all soap and paper products	Daily
Clean door knobs and light switches with disinfectant	Daily
Pick up trash around entryways to building twenty-five (25) feet from entrance out from building	Daily
Clean and disinfect water fountains	Daily
Inspect for burnt-out lights, write up maintenance repair order	Daily
Clean all spills on floors and/or walls	Daily
Vacuum lobby	Daily
Distribute ice melt as needed at entry doors and twenty-five (25) feet from door (if paved, or on concrete sidewalks)	Daily ** during inclement weather
Mop entryways	Daily ** during inclement weather
Vacuum office floors	Twice per week
Wash entrance door glass	Twice per week
Dust furniture, window sills, cabinets, bookshelves, heating units, top of doors, stair rails and entrance doors	Twice per week
Add water and/or drain deodorant to all floor drains to keep sewer gas out	Twice per week
Clean all door glass	Weekly
Dust blinds	Weekly
Wash interior glass	Weekly
Mop entrance ways	Weekly
Clean all air louvers	Weekly

Clean fluorescent light diffusers	Quarterly
All furniture washed, marks, tape removed, upholstery furniture shampooed	Annually
Walls washed in restrooms and hallways	Annually
Doors and windows washed and tape removed	Annually
Wash waste baskets with a disinfectant solution	Annually
Shampoo carpets and door runners	Annually

Vendor will provide schedules for annual tasks to be completed during summer months when school is out, specifically June, July, and August. Vendor will work with ISD administration to prevent unnecessary interruption of business due to need to complete annual duties.

#### **General needs:**

- At every service clean and disinfect all frequently touched hard surfaces such as doors, restroom fixtures and partitions, tables and chairs, counters, appliances, etc. If surfaces are dirty, clean them using a detergent or soap and water before disinfecting them.
- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water before using a disinfecting method.
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

#### **Unique needs specific to your facility:**

##### Security Requirements

- Background Checks: The Department of Administration requires assurances in its Quantity Purchase Agreements (QPA) for temporary personnel that the backgrounds of those temporary personnel do not reveal relevant past criminality or dishonesty. In addition, agencies should not utilize the services of contractual personnel who do not satisfy the agency's criteria for employment. As such, the following background checks need to be successfully completed for each Contractor personnel assigned to the facilities detailed in this SOW:
  - Contracted workers at ISD will be subject to expanded criminal history and expanded child protection index checks before working on campus.
  - If contracted employment extends beyond five (5) years, all contracted workers will need to be resubmitted for expanded criminal history and expanded child protection checks.

- All Vendor staff on ISD campus will wear easily identifiable uniforms and/or badges provided by the Vendor, at no cost to the State. Access cards will be set for building access per a schedule provided by Vendor to ISD Police.
- Vendor will provide pictures of staff and identify which building each staff member will work in, and will provide permission to ISD to distribute such information to all ISD staff. Staff pictures may be posted in buildings for ID purposes.
- Staffing Requests:
  - A contractor staff member that is able to respond to daily on demand requests for in scope tasks is requested to be onsite during all stated janitorial hours.
  - A contractor staff member with the authority to oversee and train staff is required to attend ISD safety training and disseminate knowledge to contractor staff.
  - Vendor will immediately notify ISD Police Chief of any and all changes in staffing.
  - Vendor will provide an on-site representative (manager preferred) to participate in safety training and safety information will be disseminated to Vendor staff on campus.
- All cleaning carts and materials will be kept monitored and/or secured at all times.
- Vendor and its employees will be responsible for moving all equipment necessary for proper cleaning of ISD facilities. Vendor will need to provide staff with the ability to move larger equipment for the appropriate areas of campus. Vendor will also be solely responsible for any injuries incurred while moving equipment.
- Vendor will be responsible for supplying all cleaning supplies and materials with the exception of hand soap, trash bags, hand towels, and toilet paper, which will be provided by the deaf school.
- ISD will require vendor to scrub floor of Brown Cafeteria Dining Hall with a “walk behind” machine using a GREEN pad and a neutral cleaner pH free.
- ISD will require vendor to buff floor of Brown Cafeteria Dining Hall with a hi-speed machine and WHITE polishing pads

Note: Frequency of stripping and waxing of tile floors is dependent on the quality of wax used.

### **Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.

**In Witness Whereof,** Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA# XXXXX**. The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

**Contractor:**  
**VENDOR**

**State of Indiana Agency:**

\_\_\_\_\_

Signature:\_\_\_\_\_

Printed Name:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Signature:\_\_\_\_\_

Printed Name:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

**Indiana Department of Administration**

\_\_\_\_\_

Vendor Contract Manager

Date:\_\_\_\_\_