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Regular cleaning for office building at 5596 E State Rd 46 Bloomington IN 47401

All cleaning services will be completed outside of the hours of operation (M-F 9a-4p). Saturday morning is preferred.

General cleaning products will be provided by the DNR. The cleaning contractor will need to provide equipment for annual carpet cleaning and buff/wax the tile floors.

Office size: 6875 square feet

Service dates: December 1, 2026 - November 30, 2030

WEEKLY SERVICE TO INCLUDE:

- Vacuum all carpeted areas (offices and hallways)
- Remove all cobwebs inside the main office building
- Sweep and mop all tile floors
- Empty all trash cans & recycle containers (offices, copier room, conference room, bathrooms, and kitchen)
- Take trash to onsite dumpster and **take recycling to a recycling center (5 miles away)**
- Wipe down kitchen table, counters and appliances
- Wipe down/dust the counters in the copier room
- Wipe down/dust all tables/counter tops in conference room
- Wipe down/dust all exposed file cabinet/bookcase surfaces in the open areas of the south end of building
- Wipe down/dust all green framing around individual office doors/glass
- Clean all exterior door glass (inside and out)
- Clean all bathrooms (total of 3):
 - Empty trash
 - Clean toilets
 - Clean mirrors
 - Clean sinks
 - Clean counters

QUARTERLY SERVICE TO INCLUDE:

- Wash conference room windows (inside and outside)

TWICEANNUAL SERVICE TO INCLUDE:

- Clean all exterior windows (outside surface only)

ANNUAL SERVICE TO INCLUDE:

- Strip/wax/buff all tile floors (Office personnel can move furniture as needed)
- Clean carpet (Office personnel can move furniture as needed)