

EXHIBIT "B"
SCOPE OF SERVICES

1.1 GENERAL INFORMATION AND BACKGROUND

Cleaning services are to be performed between the hours of Midnight and 6:00 a.m. seven (7) days a week. The club will supply toilet tissue, soap, hand towels and trash liners. Contractor will supply all cleaning supplies to perform cleaning duties.

Areas to be cleaned include: Locker Rooms, Dining/Banquet Rooms (Louise Suggs Room, Betty Jameson Room, Donald Ross Room) Tommy Armour Room, all common areas, offices, restrooms, kitchen floors, kitchen gallery and Pro Shop.

Contractor will be required to have a representative of the company attend a monthly meeting at the Delray Beach Golf Club to discuss work quality and any special needs.

1.2 BASIC SERVICES

The following is a list of the basic services the City requires the Contractor to provide for the Delray Beach Municipal Golf Club.

Lobby and Common Area:

2 times a week	Sweep and mop all hard surface floors
2 times a week	Vacuum all carpeted areas
2 times a week	Wipe clean all furniture and fixtures
2 times a week	Clean glass on entrance doors and all doors to individual rooms
2 times a week	Low Dusting
2 times a week	Clean exterior entrance removing debris, trash and cigarettes
2 times a week	Remove debris from planters – On sight.
2 times a week	High dusting (over six feet)
As Needed	Clean A/C Vents
As Needed	Clean chandeliers as needed
As Needed	Spot clean windows
On-sight	Remove cobwebs

Office area:

Daily	Empty all trash receptacles and remove garbage to designated area
1 time a week	Vacuum all carpeted areas, including under desks and chairs
1 time a week	Dust and wipe clean all windowsills, fixtures, furniture and office equipment
1 time a week	Spot clean windows
As Needed	Clean A/C vents
On-Sight	Remove cobwebs

Dining/Banquet Rooms:

1 time a week except after scheduled events	Vacuum all carpeted areas with special attention given to edges, corners, areas under tables and chairs and hard to reach areas
1 time a week except after scheduled events	Dust and wipe clean all windowsills and fixtures
1 time a week except after scheduled events	Spot clean windows
1 time a week except after scheduled events	Clean A/C vents
As Needed	Clean all chandeliers
On-Sight	Remove cobwebs

Kitchen and Gallery:

2 times a week	Sweep, mop and degrease floors; paying special attention to hard to reach areas and under all equipment
2 times a week	Remove trash to designated area

Bar area:

Daily	Remove bar mats, sweep and mop floors; Paying special attention under counters, using a degreaser
Daily	Clean bar mats and replace when dry three (3) times per week; Wipe down and clean bar counter
Daily	Gather all trash and dispose in designated area; wash trash containers when as needed
Daily	Vacuum all carpeted areas with special attention given to edges, corners, areas under tables and chairs and hard to reach areas; Extra attention given to area under foot rail along the bar
Daily	Clean tables; including bases and chair legs

Locker rooms I restrooms:

Daily	Sweep, wash and disinfect all floors, including hard to reach areas; including behind doors and toilets
Daily	Clean, deodorize and disinfect all hand basins, toilet bowls and urinals inside and out

Daily	Wash and polish all mirrors, bright work, shelves, cabinets and dispensers
Daily	Wash, disinfect and dry all toilet seats
Daily	Empty all waste receptacles and sanitary napkin receptacles to designated area; wash when needed
Daily	Clean and sanitize shower walls, floors and fixtures
Daily	Clean, sanitize and replace floor mats
As Needed	Dust and wipe clean lockers and polish other woodwork
As Needed	Vacuum all carpeted areas
As Needed	Clean A/C vents
As Needed	Refill all toilet tissue, towel and soap dispensers as required with furnished supplies
On-sight	Remove cobwebs on sight

Patio:

Daily	Wipe tables and chairs; using sanitizing solution
Daily	Sweep patio
Daily	Clean ceiling fans; including top of fan
Daily	Hose down patio and squeegee dry
Daily	Remove and dispose of all trash; including cigarettes from disposal
Daily	Remove insect webs and nests from covered patio area
Monthly	Clean water fountain; including disinfecting

Special Services:

Windows	All windows to be clean inside and out; One time per month
Carpets	**Spots to be removed on sight - DAILY

1.3 ADDITIONAL INFORMATION

The Contractor shall be responsible for annual (based on City schedule) carpet cleaning

The Contractor shall be responsible for semi-annual whole facility carpet cleaning. All carpets throughout the facility must be cleaned twice a year. City recommends that carpet cleaning take place (based City event schedule) sometime around October/November and then again after season, May/June.