



Engaging communities. Empowering individuals.

REQUEST FOR PROPOSALS:

Janitorial Services

Issue Date: March 18, 2026

Due Date: April 10, 2026

To be considered, proposals must be signed and returned via email to Robin.harris@actionpathways.ngo by the due date and time.

Hard copies may be mailed to the Action Pathways, Inc. Finance Department at PO Box, Fayetteville, NC 28314 by the due date and time.

Proposal responses will be considered valid for 120 calendar days after the proposal due date.

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INTRODUCTION

Action Pathways, Inc. (API) is soliciting proposals from qualified firms to provide janitorial services at all API locations.

This request for proposals (RFP) contains background information on the API and specific information that must be included in the proposals submitted. An electronic version and/or hard copy of the proposal must be received no later than 2 p.m. on April 10, 2026.

Electronic copies must be delivered via email to Robin.harris@actionpathways.ngo. If necessary, physical copies may be delivered directly to our office at the following address:

Action Pathways, Inc.
4525 Campground Road
Fayetteville, NC 28314
Attn: Robin Harris

BACKGROUND

API is a private nonprofit organization with a 501(c) 3 tax status serving Southeast North Carolina. API was established in 1964. It is governed by a 27-member body of community volunteers, equally representing elected public officials, private organizations, and the low-income population of Cumberland and Sampson County, NC. API offers programs to facilitate the development of skills that enable people to help themselves.

For more information and a description of our major program services, visit our website at www.actionpathways.ngo.

The administrative office of API is located at 4525 Campground Road, Fayetteville, NC.

ACTION PATHWAYS, INC. CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Robin Harris
Interim Head Start Deputy Director

SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the services listed in this document at the prices and terms stated, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:
Street Address:
City, State Zip:
Email:
Telephone:
By (Authorized Signature)
Print name and title of Authorized Signatory
Date Signed:

**ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS REQUEST FOR PROPOSAL WILL BE
INCORPORATED INTO ANY RESULTING AGREEMENT.**

SOLICITATION KEY DATES AND TIMELINE RFP

RFP Activity	Dates
RFP Released	March 18, 2026
Bidder's Conference:	March 26, at 10:00 AM
Questions Due by Bidders	March 30, 2026
Response to questions posted	April 3, 2026
Proposal Due Date	April 10, 2026, by 2:00 PM
Award Notice	April 27, 2026
Commence work	May 1, 2026

SCOPE OF WORK

API is seeking proposals for Janitorial Services as defined in this RFP for 6 of API's Head Start locations.

The successful Janitorial Services Firm ("Service Provider") shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain API's spaces and maintain inventory of the supplies and equipment kept onsite at API locations in a safe, clean, and organized manner. The Service Provider shall also furnish all paper products, including toilet tissue, hand towels, and seat protectors, sanitary napkin bags, trash can liners, and soap products. All paper and soap dispensers shall be maintained by the Service Provider.

Service Providers shall also be expected to meet all of the requirements addressed herein as supplemental general conditions, and the specific scopes of work for each of the API locations are detailed by center.

Supplemental General Conditions:

- I. **SCOPE OF WORK CHANGES:** API reserves the right to add or delete service locations from the contract with thirty (30) days' written notice to the Service Provider. API also reserves the right to change the work hours and work/shift schedule. Changes will adjust the overall cost of the agreement and will be made at a negotiated rate mutually agreed upon by API and the Service Provider.
- II. **QUALITY CONTROL VERIFICATION:** The Service Provider shall provide an experienced company representative available to meet with an API representative Monday through Friday from 8:00 am to 5:00 pm ("business hours") to discuss matters pertaining to this agreement. The expectation on responsiveness to API's representative shall be a maximum response time of 4 hours during business hours. A cleaning checklist is required to be utilized as a quality assurance measure.
- III. **HAZARDOUS CONDITIONS PREVENTION:**
 - a. The Service Provider shall maintain all work sites free of hazards to persons and property resulting from their operations.
 - b. It is the Service Provider's responsibility to properly and safely store their materials and supplies on the premises in locations identified for safe storage. Materials must be stored securely, behind lock and key, in accordance with the NC Child Care Regulations and NC Sanitation Guidelines.
 - c. No materials shall be stored within 18 inches of ceilings or in a manner that may block HVAC registers or fire sprinklers.
 - d. The Service Provider shall comply with all fire protection measures as stated by local fire codes. Flammables, such as rags and paper, are not to be stored near ignition sources.
 - e. All hazardous materials shall be stored in designated locations, and a minimum of two (2) copies of Material Safety Data Sheets (MSDS) should be provided: 1) to API representatives and 2) kept near inventories of hazardous materials.
 - f. All hazardous conditions noted by the Service Provider, that are not a result of their operations, shall be immediately reported to the API representative.
- IV. **PROTECTION AND DAMAGES:**
 - a. Only employees of the Service Provider are to be on the work site.
 - b. The Service Provider shall be responsible for all losses and damages to persons or property that occur as a result of the Service Provider's fault or negligence in connection with the execution of the work.
 - c. The Service Provider shall take all precautions necessary to avoid injuries and illnesses by all persons engaged by the Service Provider at the work locations and in the performance of the work. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations (O.S.H.A.) and training.
 - d. Service Provider must provide a copy of its safety training programs that include, but are not limited to, training staff on hazardous materials, safety procedures, and safe work practices.
- V. **PERSONNEL:**

- a. All employees of the Service Provider on-site shall have photo identification provided by the Service Provider.
 - b. Service Provider shall conduct criminal background checks on all employees staffed at API work sites.
 - c. No employees shall bring or meet personal visitors (e.g., children, relatives, etc.).
 - d. No Service Provider employees shall be allowed to consume alcoholic beverages or narcotics while on duty or be under the influence of alcohol or narcotics while on duty.
- VI. CONDUCT OF WORK:
- a. Service Provider's work shall not interrupt or interfere with API business operations.
 - b. Adequate and competent supervision shall be provided for all work done by the Service Provider's employees to ensure high-quality work is performed and is accepted by API's representative. Inspections of the work should be performed regularly.
 - c. The Service Provider will limit the waste of supplies while performing services. Waste should be disposed of in proper containers.
- VII. SUPPLIES AND MATERIALS:
- a. Service Provider shall furnish all cleaning supplies, materials, and equipment necessary for the performance of the work specified.
 - b. Supplies and materials shall be of quality acceptable to the API Representative, and approval of supplies and materials must be obtained before use. Service Provider shall not use any material that API determines to be unsuitable or harmful.
 - c. All work sites shall be provided with the following supplies:
 - i. Trash liners (all sizes)
 - ii. Bathroom tissue, white 2-ply rolls, and 2-ply jumbo roll bathroom tissue
 - iii. Roll paper towels 2-ply perforated 11" x 8.8"
 - iv. Hand towels to fit appropriate dispensers
 - v. Sanitary bags
 - vi. Urinal screens
 - d. Cleaning supplies shall be stored away after use in the designated location for storage.
- VIII. EQUIPMENT: All necessary cleaning equipment, including power-driven floor scrubbing machines, waxing and polishing machines, and industrial-type vacuum cleaners needed for the performance of the work specified shall be furnished by the successful contractor. Such equipment shall be of the size and type customarily used in work of this kind.
- IX. SECURITY:
- a. Service provider shall comply with API's security requirements at all times.
 - b. All locked spaces shall remain locked after cleaning is completed.
 - c. All keys, alarm codes, and access fobs shall be managed with the highest regard for security and in the manner required by API's representative and according to the requirements of each work site.
- X. Insurance Requirements
- a. Workers' Compensation & Employers Liability (with Excess Liability Policy)

- i. Policy to be amended to state THIRTY (30) days' prior written notice of cancellation to be given to API
 - ii. Employer's Liability for not less than \$1,000,000 per Person/Accident
 - iii. Waiver of Subrogation in favor of API
- b. General and Automobile Liability
 - i. With Bodily Injury and Property Damage Liability limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
 - ii. Include Premises/Operations, Products & Completed Operations, Personal & Advertising Injury, and Contractual Liability coverage.
 - iii. Service Provider is required to have Pollution and Professional Liability required if applicable to the contract.
- c. Additional requirements for all Insurance Policies
 - i. All insurance required is to be placed with insurers with a Best's rating of no less than A.
 - ii. Before beginning any work for API, the Service provider shall furnish API with Certificates of Insurance with required limits and endorsements.
 - iii. API, their directors, officers, employees, volunteers, representatives, and agents shall be named as Additional Insureds and the proper endorsement attached.
 - iv. Insurance policies must be endorsed as follows: This policy shall be primary and not contribute with any other insurance in effect for the Additional Insured.
 - v. All policies shall have a Waiver of Subrogation in favor of API.
 - vi. Policy to be endorsed to state THIRTY (30) days before written notice of cancellation to be given to API.

PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal

A letter of transmittal, briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved, is limited to a maximum of two pages. The letter should identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from the Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP, and acknowledge that its proposal cannot be withdrawn within that time without the written consent of API.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Solicitation Form

The Solicitation Form included in the RFP shall be included here.

4. Profile of the Firm Proposing

- a. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm, including whether it is privately held or publicly traded.
- b. State whether the proposer is a qualified small or minority-owned business, women's business enterprise, or labor surplus area firm.
- c. State whether the firm complies with the registration and permit requirements to do business in North Carolina.
- d. Provide information on your organization and how long you have been in business
- e. Include whether your firm is engaged in other lines of business.
- f. Disclose any conditions that may impact your ability to fulfill contractual obligations (e.g., bankruptcy, pending litigation, planned office closures, impending mergers).
- g. Describe the local office and a brief description of the team that would be assigned to API, and include:
 - i. An organizational chart relevant to the team being proposed, which identifies who API's first point of contact would be, who would provide back-up coverage, and what the escalation process is.
 - ii. Describe the firm's policy on notification of changes in key personnel.

5. Qualifications

- a. Describe recent experience with similar engagements to which the proposal relates.
- b. Briefly describe the firm's system of quality control to ensure the work meets a high-quality standard.
- c. Include five client references, including three current clients and two clients that you either lost or terminated services within the past three years.

6. Scope of Services and Proposed Project Schedule

Briefly describe the firm's understanding of the scope of services to be provided.

7. Fees and Compensation

Provide the following information disclosing all fees to be assessed to the API for the Scope of Work:

- a. Estimated total hours for each location.
- b. Monthly cost for each location.
- c. The frequency and timing of the firm’s billing process.
- d. Cost of additional related services not included in the Scope of Services that you anticipate might be used by API.
- e. The office will be closed in observance of designated holidays recognized by Action Pathways, Inc. Contractors will not be required to work on these dates; however, please note that no compensation will be provided for time not worked due to office closures on observed holidays.

8. Exceptions to Contract Requirements

Any exceptions to the requirements of this RFP shall be noted in the proposal. API shall have no obligation to accept any exceptions and may reject any proposal, noting exceptions to its contract requirements.

PROPOSAL SUBMISSION AND SELECTION PROCESS

By use of numerical and narrative scoring techniques, proposals will be evaluated by API against the factors specified below. The relative weights of the criteria—based on a 100-point scale—are shown below.

Criteria	Points
Qualifications, experience, references, and the ability to carry out the described work	35 points
Proposed methodologies and processes to accomplish work	25 points
Fees/expenses	20 points
Other factors, including completeness of proposal, adherence to RFP instructions, and other relevant factors not considered elsewhere	15 points

REVIEW PROCESS

API may, at its discretion, request a meeting with any or all firms to clarify or negotiate modifications to the firm’s proposal. However, API reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. API contemplates awarding the contract to the responsive, responsible firm whose proposal is the most advantageous to API, based on the highest total points, and its decision is final. As a federal grantee, it is API’s policy to utilize,

whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or women-owned businesses. Therefore, firms that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.

NOTICE TO FIRM(S)

All materials provided to API become the property of API and may be returned only at its sole discretion. API is a nonprofit corporation and falls under the North Carolina Nonprofit Corporation Act (Chapter 55a of the NC General Statutes). All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the North Carolina Public Records Act (Chapter 132 of the General Statutes). No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is marked by the firm as such, and the firm agrees to indemnify API against any claim or action to compel disclosure of such portion of the proposal. API is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of API, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the firm.

The contract, if any, shall be awarded to the responsible firm whose proposal is most advantageous to API, based on the evaluation criteria outlined in this RFP. API may, at its sole discretion, select the response that best fits its needs, may choose to cancel the RFP, or not to select any Firm. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful firm will enter into a written agreement with API that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of API.

REJECTION OF PROPOSAL(S)

API reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. API may or may not waive an immaterial deviation or defect in a proposal. API's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a firm from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if, in API's opinion, the information was intended to mislead API regarding a requirement of the RFP.

API may reject a proposal from a firm it finds non-responsive. Any person or entity that has substantially assisted API in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to API shall constitute the firm's certification that the proposal is not collusive.

USE OF SEPARATE CONTRACTORS & SUBCONSULTANTS FOR PORTIONS OF SERVICES

API reserves the right to award all or only a portion of the work/scope of services that is the subject of this RFP to the successful Service Provider. This includes the right to award one or more portions of the services to a separate Service Provider if API deems such award to be most advantageous to API in its sole discretion. API further reserves the right to review, approve, and/or reject any proposed subcontractors proposed by any Service Provider if deemed to be in the best interest of API. The Service Provider acknowledges that if API elects to award any such separate or independent contract, the successful Service Provider shall coordinate its work with such separate contractors as directed by API.

WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFP must be in writing and received no later than March 30, 2026, by 12:00 PM. Questions should be emailed to the Interim Deputy Director at robin.harris@actionpathways.ngo. All questions will be responded to via email.

API, at its sole discretion, may make questions submitted by Firms and responses to the submitted questions available to all Firms.

API reserves the right in its sole discretion to revise or amend this RFP before the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Firms are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by API relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal non-responsive.

SUBMISSION

Electronic copies of responses must be received by April 10, at 2 p.m. Any response received after this date may be returned or not considered. Responses should be submitted electronically to Robin Harris at robin.harris@actionpathways.ngo. If Firms wish to also submit a hard copy of the proposal, it needs

to be received no later than the due date and mailed to PO Box 25759, Fayetteville, NC 28314, Attn: Robin Harris, Interim Facilities Director. Submission of a proposal shall constitute the firm's representation that it:

- Has thoroughly examined and become familiar with the scope of work outlined in this RFP;
- Understands the requirements of the scope of work, the nature of the work, and all other matters that may affect the work;
- Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected firm, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of API;
- Will comply with all requirements outlined in this RFP and the ensuing contract, if any.

LOCATION: Fisher Street Head Start, 500 Fisher Street, Fayetteville, NC

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
1. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				
Spot clean all doors handles, light switches and glass sidelights	X				
Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					
Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
2. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe the suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces and floors in the receptionist area	X				

Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					
Strip the main lobby floor of wax and apply two coats of wax					X
Shampoo carpets in common areas, classrooms and office space				X Every 3 months	
3. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			
4. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				
Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				

Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				
Pour water into floor drains to alleviate sewer gas smell	X				
Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
5. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
6. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				
Clean all exterior windows			X		
Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				

LOCATION: **Topeka Heights, 4260 Camden Road, Fayetteville NC**

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
7. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				

Spot clean all doors handles, light switches and glass sidelights	X				
Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					
Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
8. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces floors in the receptionist area	X				
Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					
Strip main lobby floor of wax and apply two coats of wax					X
Shampoo carpets in common areas classrooms and office space				X Every 3 months	
9. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			

10. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				
Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				
Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				
Pour water into floor drains to alleviate sewer gas smell	X				
Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
11. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
12. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				

Clean all exterior windows			X		
Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				

LOCATION: Blanton Road Head Start, 4623 Blanton Road, Fayetteville NC

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
13. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				
Spot clean all doors handles, light switches and glass sidelights	X				
Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					
Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
14. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces floors in the receptionist area	X				
Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					

Strip main lobby floor of wax and apply two coats of wax					X
Shampoo carpets in common areas classrooms and office space				X Every 3 months	
15. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			
16. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				
Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				
Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				

Pour water into floor drains to alleviate sewer gas smell	X				
Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
17. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
18. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				
Clean all exterior windows			X		
Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				

LOCATION: Hay Branson Head Start, 926 Davis Court, Fayetteville NC

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
19. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				
Spot clean all doors handles, light switches and glass sidelights	X				

Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					
Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
20. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces floors in the receptionist area	X				
Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					
Strip main lobby floor of wax and apply two coats of wax					X
Shampoo carpets in common areas classrooms and office space				X Every 3 months	
21. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			

22. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				
Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				
Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				
Pour water into floor drains to alleviate sewer gas smell	X				
Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
23. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
24. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				
Clean all exterior windows			X		

Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				
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LOCATION: Southern Avenue Head Start, 2229 Southern Avenue Fayetteville NC

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
25. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				
Spot clean all doors handles, light switches and glass sidelights	X				
Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					
Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
26. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces floors in the receptionist area	X				
Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					
Strip main lobby floor of wax and apply two coats of wax					X

Shampoo carpets in common areas classrooms and office space				X Every 3 months	
27. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			
28. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				
Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				
Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				
Pour water into floor drains to alleviate sewer gas smell	X				

Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
29. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
30. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				
Clean all exterior windows			X		
Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				

LOCATION: Cape Fear Head Start, 328 A&B Deep Creek Road NC Fayetteville, NC (add as addendum)

Area Requirements	DAILY	WEEKLY	MONTHLY	Special Requirements	Semi Annual
31. GENERAL REQUIREMENTS					
Empty all waste baskets, wipe clean, and replace liners as needed	X				
Empty all recycling containers and cardboard boxes	X				
Spot clean all carpeting spills	X				
Empty all compost containers and replace with liners	X				
Spot clean all doors handles, light switches and glass sidelights	X				
Dust all counters, desk, chairs, and all other furniture and equipment	X				
Clean office partitions glass					

Clean all water fountains and water coolers	X				
Dust interior window sills		X			
Clean water cooler.	X				
32. COMMON AREAS					
Vacuum carpet/ Mop in hallways and common areas	X				
Wipe suite entrance door handles	X				
Shampoo carpet					X
Sweep all hard surfaces floors in the receptionist area	X				
Spot clean all entrance door glass for smudges and fingerprints.	X				
Dust all vertical and horizontal blinds		X			
Sweep stairwells					
Strip main lobby floor of wax and apply two coats of wax					X
Shampoo carpets in common areas classrooms and office space				X Every 3 months	
33. BREAKROOMS					
Clean (disinfect) and damp wipe countertops	X				
Sweep floors and wet mop floors	X				
Clean coffee area	X				
Damp wipe exterior of refrigerators, microwaves, toasters, and countertops	X				
Clean wall where waste receptacles are being kept	X				
Clean kitchen chairs	X				
Dust high areas (top of refrigerator, clocks, vending machines and cabinets)		X			
Sanitize garbage disposal		X			
Clean inside refrigerators, freezers and microwaves		X			
Wash kitchen trash receptacles		X			
34. RESTROOMS (IN CLASSROOMS AND HALLWAYS)					
Clean and sanitize urinals	X				

Wipe clean all light switches and door handles	X				
Clean and sanitize both sides of toilet seats.	X				
Sweep and wet mop floors using disinfectant cleaner	X				
Refill toilet paper, hand towels, liquid soap and sanitary napkin containers, check to make sure all containers are in working order	X				
Clean and sanitize all trash receptacles	X				
Clean and polish mirrors, dispensers, and countertops	X				
Clean, sanitize and polish all sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures	X				
Pour water into floor drains to alleviate sewer gas smell	X				
Wipe and clean walls and toilet partitions	X				
Dust all light fixture and dust air vents		X			
Vacuum offices and cubicles	X				
35. CLASSROOMS					
Sweep and mop floors	X				
Vacuum carpet areas	X				
Clean and sanitize all sinks	X				
Clean and polish mirrors above sinks	X				
Clean baseboards, wipe down walls, window sills, and door frames		X			
Infant Rooms required carpet cleaning, shampooing and sanitizing			X		
36. EXTERIOR BUILDING					
Sweep sidewalk in front of entrances		X			
Wipe down entrance door handles	X				
Wipe down entrance glass door	X				
Clean all exterior windows			X		
Ensure the dumpster area is free of debris and trash. All trash should be deposited inside the dumpster.	X				