

## Contract for Custodial Services

THIS CONTRACT FOR CUSTODIAL SERVICES ("Contract") entered into on April 18, 2016, by *New Albany Floyd County Schools* (NAFCS) whose address is 2809 Grant Line Road, New Albany, Indiana 47150, hereinafter referred to as "NAFCS", and *Facilities Management Services, Inc., (FMS Commercial Cleaning)* whose mailing address is 4400 Bishop Lane, Suite 108, Louisville, KY 40218, hereinafter referred to as "Contractor", for services to be provided at: various educational locations as listed in the scope of work in the CONTRACT. Contractor shall, in accordance with the conditions and specifications set forth in this Contract, furnish to NAFCS building maintenance services as outlined in the attached Detailed Cleaning Specifications which is made a part hereof and by reference incorporated herein, for a period of **36** months beginning on or about June 1, 2016. NAFCS has the option to extend the contract up to two additional one year periods. In consideration of the above, NAFCS agrees to pay to Contractor: \$3,122,374.44, annually for the services as outlined in the attached Detailed Cleaning Specifications, together with any other costs incurred for additional services as requested by the NAFCS. Said sum shall be due and payable in equal amounts payable monthly. The Contractor shall invoice NAFCS on the fifteenth day of each month. Payments under this section shall be due within fifteen (15) days of the invoice date.

### IT IS MUTUALLY AGREED:

1. All work shall be performed by Contractor in a good and workmanlike manner, and Contractor shall provide regular inspections, by the Contractor's supervisory personnel, of all premises which services are provided.
2. The Contractor shall provide NAFCS with quarterly quality control reports. The reports shall include a ranked evaluation of all areas cleaned, maintained or served by the contractor. The report will include grounds, landscaping, entrances, Hallways, corridors, stairwells, offices, conference rooms, restrooms, break rooms, clinics, cafeterias, classrooms, locker rooms and gymnasiums.
3. All supplies, equipment and property brought on to the premises by Contractor shall remain the property of Contractor and shall not be subject to any lien or encumbrance resulting from any action of or against NAFCS. Contractor may remove such property during NAFCS's normal business hours at the Contractor's convenience.
4. Contractor shall carry in full force during the duration of this Contract, worker's compensation and liability insurance in accordance with Indiana state statutes and provided NAFCS with evidence of the same as more specifically outlined in Section 20 of this Contract.
5. Either party shall have the privilege, with or without cause, to terminate this Contract upon 180 days written notice to the other party.
6. In case of payment default by the NAFCS of any of its agreements contained herein, Contractor shall have the right, at its option, to declare this Contract null and void after written notice to NAFCS and five (5) business days after delivery thereof to cure by submitting any delinquent payment..

7. Notice to the parties, herein required, and shall be given in writing, by certified mail, at the above listed addresses.
8. Modifications to this Contract may be made by mutual consent of both parties, which consent must be in writing and signed by both parties.
9. NAFCS may, at its option, request Contractor to perform additional services beyond those listed on the Detailed Cleaning Scope. However, NAFCS agrees that any additional services will be performed at a price mutually agreed upon by both parties in writing as of the time of performance. Such additional services shall be performed in accordance with the terms of this Contract.
10. Neither party may assign its right under this Contract without prior written consent of the other.
11. No services shall be performed by Contractor, its employees or subcontractors which, in the Contractor's sole opinion, pose a safety hazard.
12. Contractor will not be held responsible, liable or in contempt of this Contract for specified work during any natural disaster, which may deem it impossible for services to be performed.
13. During the term of this Contract and for a period of 12 months of its termination for any cause, NAFCS shall not solicit employment or solicit bids of any of the contractor's employees in a supervision position .
14. This Contract shall be governed by the laws of the States of Indiana and any action hereunder shall be venued in the state courts of Floyd County, Indiana.
15. Contractor will increase the billable rate by 3% in years two and three and 2% in years four and five, should NAFCS exercise the optional two one-year extensions.
16. Should any mandated increases in State or Federal minimum wage occur during the term of this contract billing will be adjusted using the following formula:  

$$[(NWD \times H) \times N] \times 52 = YC \quad YC/12 = MBI$$

M=minimum wage + .25  
W=average wage of employees making less than minim wage  
H=average number of weekly hours of all employees making less than M  
N=number of employees making less than M  
YC=yearly cost differential  
MBI=monthly billing increase
17. A significant increase in the scope of work may result in a renegotiation of this Contract.
18. Staffing Retention - "Contractor will pay all employees, with six months or more tenure, an additional .288 cents per hour, based on a 40 hour work week, to be paid in one lump sum, every December, for the duration of the contract.

19. Former employees of NAFCS identified in (the Schedule I "Grandfathered Employees") presently on the Contractor's payroll shall be at no less than the rate of pay identified in the schedule. The Contractor will charge additional services in the amount indicated in the schedule to NAFCS for these employees. Should the employee choose not to continue with the Contractor or if the employee is terminated the charge will be reduced per the schedule.
20. Staffing and Services - The Contractor shall maintain a minimum number day staff, second shift staff, supervision and staff that provide specific additional services as identified in Schedule II.
21. Areas in the NAFCS's facilities to be cleaned by NAFCS personal are identified in Schedule IV. Schedule II may be modified by mutual Contract between the companies' Director of Facilities and the Contractor's CEO.
22. The Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in the State of Indiana, such insurance as will protect the firm from claims arising out of or resulting from the firm's operations under any contract resulting from this Contract, and for which the firm may be legally liable, whether such operation be by the firm or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The firm shall annually file Certificates of Insurance with NAFCS and prior to the commencement of the contract. The firm shall include NAFCS as an additional insured in their General Liability and Automobile Liability policies and provide at least 30 days notice to NAFCS in the event of policy cancellation.

#### **General Liability Insurance**

The selected firm shall provide the ISO Commercial General Liability policy for general liability coverage with limits of not less than \$1,000,000 per occurrence. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

#### **Worker's Compensation**

The selected firm shall secure and maintain for the life of this Contract valid Worker's Compensation as required by law.

23. The Contractor's employees will be allowed to utilize NAFCS telephones, computers, cleaning, grounds equipment, and other equipment designated by NAFCS as needed to carry out their duties. Contracted employees are not allowed to use equipment owned by NAFCS without permission.

24. The Contractor shall be responsible for any damage caused to NAFCS buildings, grounds, or equipment caused by the Contractor and/or its employees. Damage will be assessed and repaired by NAFCS or outside contractors at the discretion of the Director of Facilities. The Contractor will pay for the total cost of material and labor involved to repair the damage, plus an administrative fee if applicable (as determined by NAFCS).

25. The Contractor shall be responsible for the proper cleaning of all areas of the building including storage areas whether specifically listed or not, except where specifically excluded herein. **Detailed specifications for general cleaning and custodial operations required under this contract are in Schedule III.** The Contractor and NAFCS may, from time to time, amend, enhance, augment or delete certain aspects of those specifications with mutual consent. Such modifications may or may not result in the adjustment of monies otherwise due under the Contract.

26. The Contractor shall be required to re-perform, at its own expense, any work not done according to specifications, including any work done in violation of law or public authority.

27. Change Orders

Should field conditions necessitate that changes, additions or deletions be made to the Contract, the Director of Facilities, or his designate, will issue the necessary change order in writing describing such changes and indicate the amount of the change in the contract price, if any.

28. Contractor's Employees and Their Supervision

The Contractor shall supply personal supervision to the work and shall employ a competent supervisor during the progress of the work. The Contractor shall employ a sufficient number of competent workers who are thoroughly experienced in this type of work. The Contractor is responsible to implement a quality control program that will insure work is performed to the standards of the Contract.

The Contractor shall discharge or replace from service any person(s) who, in the opinion of the NAFCS, Director of Facilities, is incompetent, disorderly or otherwise unsatisfactory.

The Contractor will provide for all its Management employees, and Productive Labor, whether full-time, part-time or substitute, an expanded criminal history check including National Sex Offender Registry. Said employees must also pass a pre-hiring, urine drug test, and subsequent testing upon request. A letter confirming that each Contractor furnished employee has successfully passed the expanded criminal history check, a drug test, and that the Contractor has a copy of each employees' 19 form on file, must be submitted to the Director of Facilities. In compliance with **IC 22-5-1.7, et seq.**, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees providing services under this Contract through the "**E-Verify Program**" for so long as that program exists during the term of this Contract (or any extension or renewal thereof). "E-Verify Program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104- 208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security, or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Contractor shall provide NAFCS with an Affidavit upon execution hereof that Contractor does not knowingly employ an unauthorized alien.

29. The Contractor may employ each building's electrical and water services, in order to perform its required work. The Contractor shall be held responsible, however, for all damages to such services or related equipment, or damage caused by such services or equipment, if by reason of its use.

30. Security

The Contractor shall secure NAFCS building per NAFCS policy and NAFCS direction. The use of tobacco products and/or e-cigarettes is not allowed inside the buildings or on school property, in accordance with NAFCS policy.

The Contractor shall be responsible for all keys issued to its employees. Keys shall not be left in doors. Lost keys are to be reported immediately to the building Plant Manager and Custodial Supervisor. Costs associated with lost keys, including the cost of re-keying the entire facility should that become warranted due to a material breach in security, shall be borne by the Contractor. Also, any school property damaged by the Contractor in carrying out the provisions of this Contract shall be restored to its original condition by and at the expense of the Contractor. Alternatively, NAFCS may, at its sole discretion, elect to perform such re-keying or repairs, as applicable, at its own expense and make adjustment to the next payment otherwise due for the actual cost of such re-keying and/or repairs. The Contractor shall take all proper precautions to protect school, public and private property from damage and/or loss. The Contractor is responsible, when reasonable evidence exists for any school property that is lost or stolen during the execution of its work, and employees of the Contractor shall not disturb papers on desks, open drawers or

cabinets, use telephones, computers, radios or television sets or tamper with personal property.

31. Contractor shall keep the related grounds of each building free from debris and associated trash from receptacles emptied. Further, the Contractor shall be responsible for setting up and breaking down (i.e., conveying supplies and equipment to and from site, cleaning up debris, emptying trash receptacles, etc.) at selected student activities and events, including but not limited to “field days”, interscholastic sporting events (based on a schedule to be furnished in advance) and community activities as may be scheduled from time to time, as communicated in advance to the Contractor.

32. Daily Work Schedule

On days when school is in session (typically 185 days per year – a school calendar will be provided to the Contractor), the majority of work under this CONTRACT is expected to be performed after the completion of classroom instruction and be regularly completed by midnight. In addition, the Contractor shall furnish sufficient workers to perform the following tasks, whether or not occurring within the “normal” work shift starting on or after school dismissal, as they are needed under the circumstances:

- a. Clear secondary school parking areas and all walkways and doorways of snow or ice prior to the opening of school for that day, and keep them free from snow and ice accumulation during the day. In the event that school is cancelled for any day, it may nevertheless be necessary to provide such snow and ice removal services if staff members will be using the building. The NAFCS Facilities Office shall notify the Contractor in the event of school cancellation, and whether snow and ice removal services are required as specified above. In any event, the Contractor is responsible for clearing snow and ice from all walkways and doorways prior to the next opening or use of the school facility (including evening use).

Clean and prepare areas (including arranging chairs, desks, etc.) which will be used for community or athletic activities after school, including but not limited to sporting events, dances, community education classes, public meetings, parents’ nights, etc. For any such areas, work shall be performed both before and after the activities take place, in order to maintain the desired level of cleanliness both during and after the related events. A schedule of such activities will be provided to the Contractor in advance, although such schedule is always subject to change with or without advance notice. The Plant Manager will coordinate communication of the scheduling of events included in this section, and will utilize his/her best efforts to minimize “last minute” changes in schedule.

- b. It is understood that the activities referred to in this section may necessitate the use of labor by the Contractor on weekends, holidays, school breaks, etc. However, the Contractor may, with prior approval from NAFCS , utilize a different work shift on any day that school is not in session.
- c. It is the responsibility of the Contractor that all items done during the summer break shall be completed at least two weeks prior to school opening. Once school is in summer recess, cleaning operations are generally performed between the hours of 7:00 a.m. until 3:30 p.m. The Facilities Office of NAFCS will set the hours for each building. Each classroom is to be vacated of all equipment and materials and a full cleaning of the space occurs, including scrub and re-coat, as needed for the vinyl composition floor tile.

33. NAFCS will provide, at its expense, consumable supplies including but not limited to: paper towels, toilet paper, plastic (can and waste basket) liners, cleaning chemicals, hand soap, ice melt, janitorial equipment, tools, paint, chalk, red clay, mulch, pesticides, and other grounds materials. The Contractor shall use reasonable efforts to effectively and efficiently use such supplies, appropriately conserving resources and costs. Contractor will provide all staff, supervision, management, company vehicles and some additional tools, and equipment that the Contractor determines are needed to complete the tasks as outlined in the Cleaning Specifications of this Contract.

34. The Contractor shall be responsible for implementing and making its employees aware NAFCS fire, accident and safety prevention policies and shall comply with all NAFCS policies and guidelines.

35. All of Contractor's employees shall be required to wear uniforms furnished by the Contractor and approved by NAFCS.

36. All of Contractor's employees are required to wear a NAFCS picture ID badge.

### 37. Annual Schedule

The regular cleaning schedule is for 185 days (180 student days and up to 5 additional days around the opening of school, teacher professional days, snow days and at the end of the school year as directed by the Director of Facilities. The daily, weekly, and monthly schedule will be followed on these days. The annual calendar will be provided to the Contractor in advance of the school year.

#### 38. Coordination with Maintenance Staff

Contractor shall report to building plant manager maintenance needs including but not limited to the following: stopped toilets and drains, broken fixtures or equipment, acts of vandalism, etc. Emergency conditions, including but not limited to unsecured or broken doors, roof leaks, broken/leaking plumbing fixtures, alarms, or anything imperiling the life or safety of building occupants must be reported immediately to the NAFCS Building Plant Manager or his designate.

#### 39. Compliance with Recycling Program

Contractor shall use its reasonable efforts to comply with any recycling program of the NAFCS, to the extent that building staff has separated paper and/or other recyclable materials from trash. Such materials shall be discarded in appropriate recycling containers, not trash dumpsters.

#### 40. Inspections and Penalties

NAFCS reserves the right to inspect all premises covered by the Contract at any time. Should the level of cleaning or supervision provided to carry out the services called for in this Contract fall below an acceptable level as set forth herein, NAFCS shall provide the Contractor with specific notice of any such deficiency, and said condition shall be rectified to its satisfaction within two work days of such notification. NAFCS shall withhold from payment otherwise due to the Contractor the sum of \$100.00 for each such uncorrected deficiency per day it remains uncorrected as liquidated damages.

#### 41. Training

The Contractor will be responsible for all applicable federal and state required training and must provide documentation of this on a continuing basis to the NAFCS, Director of Facilities. Contractor shall provide its methods for providing training to its employees to NAFCS in writing annually.

The Contractor is responsible for providing the required custodial asbestos awareness training to all employees who will work within the buildings owned by NAFCS and/or the NAFC Building Corporation. This training must be completed within the first 60 days of employment. A list of names of Contractor's employees and signatures must be submitted to the NAFCS, Director of Facilities, to place on file.

The Contractor shall provide training necessary to perform the custodial services as specified in this Contract, including but is not limited to: cleaning procedures training, safety training, blood borne pathogens training, MSDS, Chemical Right to Know, and the use of fire extinguishers.

NAFCS shall provide training to familiarize the Contractors employees in the operation of building systems necessary for the completion of their responsibilities. (Fire alarm system, security system, chemical dilution



system)

42. The Contractor is responsible for maintaining a pool of substitute custodians and maintaining full coverage for all buildings during the Term of this Contract.
43. Storage spaces provided within the buildings for cleaning equipment and supplies will be kept clean and organized at all times. Any hazardous or potentially hazardous materials shall be stored in accordance with applicable law and in a manner that will insure the safety and health of the students and staff in the buildings. Doors to these areas must be kept closed and locked when students are present in the building.
44. All contracted employees shall be required to conform to the NAFCS Facilities Office dress code. A NAFCS picture ID badge is required. Once an employee of Contractor is terminated, that employee's ID badge must be returned to NAFCS. Long pants and proper footwear shall be worn when performing work within the buildings. Shorts may be allowed during summer recess as approved by NAFCS Facilities Office.
45. Work will be coordinated daily at each building with the Building Plant Manager.
46. Miscellaneous
- A. Contractor represents that it is fully authorized and has taken any and all necessary corporate action to execute this Contract.
  - B. Contractor warrants that any information it obtains from NAFCS obtained in its employees work in the buildings related to the operation of the buildings, including but not limited to security and security procedures, names or information about staff, students and personnel information, shall be kept confidential and no information shall be released by Contractor or its employees to other parties or individuals except as required by law.
  - C. Waiver. Failure to insist on strict compliance with any of the terms, covenants or conditions of this Contract shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of such right or power for all or any other times.
  - D. Partial Invalidity. The invalidity or unenforceability of any term, provision, clause or Paragraph of this Contract shall in no way impair or affect the validity or enforceability of any other term, provision, clause or Paragraph of this Contract, all of which shall remain in full force and effect.
  - E. Headings. The headings used in this Contract are for convenience only and the paragraphs and sections of this Contract shall be interpreted as if such headings were omitted.
  - F. Mutual Cooperation. The parties agree to cooperate with one another in the fulfillment of their respective obligations under this Contract.

- G. Entire Agreement. This Contract is the entire agreement between the parties and supersedes and replaces any prior agreement between the parties. Any change to the terms herein shall be in writing and signed by both parties.
- H. Relation of Parties. Contractor is an independent contractor and nothing in this Contract shall be construed as creating, between Contractor and NAFCS and/or its agents, a joint venture or partnership, nor shall this Contract create an agency relationship between the parties.

New Albany Floyd County Schools (NAFCS)

By: \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Director of Facilities

\_\_\_\_\_  
Date

Facilities Management Services, Inc. (Contractor)

By: \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Sr. Director of Customer Relations

\_\_\_\_\_  
Date

## Schedule I Grandfathered Employees

Employee Information		Additional Services	
Employee Number	Hourly Rate	Hourly	Annual
15805	\$15.03	\$3.20	\$6,656.00
15809	\$12.27	\$2.61	\$5,428.80
15811	\$14.03	\$2.98	\$6,198.40
15813	\$17.01	\$3.62	\$7,529.60
15819	\$10.67	\$2.27	\$4,721.60
15821	\$12.27	\$2.61	\$5,428.80
15823	\$12.27	\$2.61	\$5,428.80
15825	\$12.27	\$2.61	\$5,428.80
15831	\$12.27	\$2.61	\$5,428.80
15833	\$11.17	\$2.37	\$4,929.60
15835	\$12.27	\$2.61	\$5,428.80
15841	\$12.27	\$2.61	\$5,428.80
15843	\$14.03	\$2.98	\$6,198.40
15849	\$11.17	\$2.37	\$4,929.60
15851	\$17.01	\$3.62	\$7,529.60
15853	\$15.03	\$2.98	\$6,198.40
15857	\$14.03	\$2.98	\$6,198.40
15863	\$15.43	\$3.28	\$6,822.40
15867	\$17.01	\$3.62	\$7,529.60
15869	\$9.24	\$1.96	\$4,076.80
15873	\$14.03	\$2.98	\$6,198.40
15879	\$12.27	\$2.61	\$5,428.80

\$129,147.20

## Schedule II Minimum Staffing and Additional Services

### Positions that included in the contract price.

NAHS - 40 hour Cleaning Technician  
 NAHS - AD Assistant  
 NAHS - Account Supervisor  
 NAHS - Lab classroom cleaning person - 1 hour a day  
 FCHS - Tech # 1 Part-time 15 hours (FCHS #2)  
 FCHS - AD Assistant  
 FCHS - Account Supervisor

### Cafeteria Support\*

Hazelwood - Café' 3 hour position  
 Scribner - Café 3' - 3 hour position  
 Highland Hills - Café 3' hour position  
 NAHS Café 3' - 3 hour position

\*Cafeteria is only billed when school is in session on an hourly basis

<b>ACS/ECS/COMOS</b>	Day Port	<b><i>M-F 5:30a-2p</i></b> <b><i>M-F 1p-9:30p</i></b>
<b>Childrens Academy</b>	RT 1	<b><i>M-F 1p-9:30p</i></b>
<b>Fairmont</b>	RT 1 RT2	<b><i>M-F 1p-9:30p</i></b> <b><i>M-F 1p-9:30p</i></b>
<b>Floyds Knobs 00418</b>	Day Port RT 1 RT 2	<b><i>M-F 5:30a-2p</i></b> <b><i>M-F 12:30p-9p</i></b> <b><i>M-F 12:30p-9p</i></b>
<b>Georgetown 00419</b>	RT 1 RT 2 RT 3	<b><i>M-F 10a-6:30p</i></b> <b><i>M-F 1p-9:30p</i></b> <b><i>M-F 1p-9:30p</i></b>
<b>Grantline 00420</b>	RT 1 RT 2 RT 3	<b><i>M-F 12:30p-9p</i></b> <b><i>M-F 12:30p-9p</i></b> <b><i>M-F 4:30pm-8:30pm</i></b>

<b>Green Valley</b> <b>00421</b>	RT 1	<i><b>M-F 10a-6:30p</b></i>
	RT 2	<i><b>M-F 1p-9:30pm</b></i>
<b>Greenville</b> <b>00422</b>	RT 1	<i><b>M-F 10a-6:30p</b></i>
	RT 2	<i><b>M-F 10a-6:30p</b></i>
<b>Mt. Tabor</b> <b>00423</b>  <b>PM-Area</b>	RT 1	<i><b>M-F 10a-6:30p</b></i>
	RT 2	<i><b>M-F 2p-10:30p</b></i>
	RT 3	<i><b>M-F 2p-10:30p</b></i>
	RT 4	<i><b>M-F 5:30pm-7:30pm</b></i>
	<b>LEAD</b>	<i><b>M-F 2p-10:30p</b></i>
	GRDS	<i><b>M-F 6:30a-3p</b></i>
<b>Prosser</b> <b>00415</b>	RT 1	<i><b>M-F 10a-6:30p</b></i>
	RT 2	<i><b>M-F 2:30p-11p</b></i>
	RT 3	<i><b>M-F 2:30p-11p</b></i>
		<i><b>Tue-Fri 2:30p-11p Sat</b></i>
	RT 4	<i><b>8:30a-3p</b></i>
	<b>LEAD</b>	<i><b>M-F 2:30p-11p</b></i>
<b>S. Ellen Jones</b> <b>00424</b>	RT 1	<i><b>M-F 10:30a-7p</b></i>
	RT 2	<i><b>M-F 10:30a-7p</b></i>
<b>Slate Run</b> <b>00425</b>	RT 1	<i><b>M-F 11a-7:30p</b></i>
	RT 2	<i><b>M-F 1p-9:30pm</b></i>
<b>Hazelwood</b> <b>00412</b>	Day	
	Port	<i><b>M-F 7a-3:30p</b></i>
	<b>Café</b>	<i><b>M-F 11:30-2:30p</b></i>
	RT 1	<i><b>M-F 3p-11:30p</b></i>
	RT 2	<i><b>M-F 3p-11:30p</b></i>
	RT 3	<i><b>M-F 3p-11:30p</b></i>
	RT 4	<i><b>M-F 3p-11:30p</b></i>
	RT 5	<i><b>M-F 3p-11:30p</b></i>
	<b>LEAD</b>	<i><b>M-F 3p-11:30p</b></i>
<b>Highland Hills</b> <b>00413</b>	Day	
	Port	<i><b>M-F 6:30a-3pm</b></i>
	<b>Café</b>	<i><b>M-F 11:15a-2:15pm</b></i>
	RT 1	<i><b>M-F 3p-11:30p</b></i>
	RT 2	<i><b>M-F 3p-11:30p</b></i>
	RT 3	<i><b>M-F 3p-11:30p</b></i>
	RT 4	<i><b>M-F 3p-11:30p</b></i>
	RT 5	<i><b>M-F 3p-11:30p</b></i>
	RT 6	<i><b>M-F 3p-11:30p</b></i>
	<b>LEAD</b>	<i><b>M-F 3p-11:30p</b></i>
	GRDS	<i><b>M-F 7a-3:30pm</b></i>
<b>Scribner</b>	Day	
	Port	<i><b>M-F 6a-2:30p</b></i>



<b>PM-Pool Area</b>	RT 4	<b><i>M-F 2:30p-11p</i></b>
	RT 5	<b><i>M-F 2:30p-11p</i></b>
	RT 6	<b><i>M-F 2:30p-11p</i></b>
	RT 7	<b><i>M-F 2:30p-11p</i></b>
	RT 8	<b><i>M-F 2:30p-11p</i></b>
	RT 9	<b><i>M-F 2:30p-11p</i></b>
	RT 10	<b><i>M-F 7pm-11pm</i></b>
	<b>LEAD 2</b>	<b><i>M-F 2:30p-11p</i></b>
	GRDS	<b><i>T-Sat 6:30a-3p</i></b>
	GRDS	<b><i>Sun-Thu 6:30a-3pm</i></b>
	Asst.	
	Sup	<b><i>M-F 2pm-11pm</i></b>
	AD-Assist	<b><i>Flexible</i></b>

## Schedule III Facilities Compliance Matrix

Grounds Schedule	Daily	Weekly	Monthly	As Required
Section 1 – General GROUNDS				
Close and secure all windows, doors and ensure building is secure during and after school hours	X			
Empty all trash/recycle containers	X			
Lock and unlock doors as requested	X			
Flag duty - raise and lower as required	X			
Replace trash can liners when dirty (at least once per week)		X		
Remove litter (indoors & outdoors)	X			
Assist facility renters				X
Accommodate/regulate access by students and staff to areas in school, after school, during evenings, and on weekends				X
Distribute copy paper				X
Identify any needed GROUNDS EQT repairs and report to Client designee				X
Report all broken GROUNDS equipment and furniture to Client designee				X
Set up and take down chairs and other necessary furniture for large group meetings, parent/teacher conferences, etc. (during school and after hours)				X
Help after-school building users (including vendors) find rooms and assist as necessary (walk users around building as required)				X
Keep unauthorized persons off of athletic field and out of gym and auditorium				X
Emergency response				X
Emergency cleanups				X
Participate in monthly fire drill and be aware of responsibilities in case of fire			X	
Daily inspect playgrounds for trash, animal feces, broken glass and remove immediately	X			
Have general knowledge of facility fire alarm systems, security systems, and any other system specific to their facility				As needed
Clean and maintain equipment after each use				As needed
Provide assistance with traffic duty				X
Turn off lights in areas not occupied paying particular attention to cafeterias, gymnasiums, hallways, and parking lots	X			



Clean and maintain cafeteria trash compactor provided by district	X			
Fuel Mini buses				X
Section 2- Athletic Complex- GROUNDS				
Empty trash, re-supply bathrooms, and do spill cleanup as necessary				During field events w/large crowds
Secure athletic complex as necessary				X
Clean ticket office area inside and out before and after use				After events
Report exit and emergency lights failures to district designee				X
Clean restrooms				After games
Re-supply paper products				X
Wet mop floors				X
Press box				X
Clean windows				X
Sweep floor				X
Remove litter and broken glass from entrance area, parking lots, and playgrounds	X			
Sweep exterior entrance area	X			
Perform traffic control functions as requested	X			
Snow removal from sidewalks				As directed
Clean exterior windows (first floor)				As directed
Empty trash (outside receptacles)				X
Grounds Services List , New Albany High School (includes Hazelwood Middle School), Floyd Central High School, Highland Hills Middle School, Scribner Middle School , Mt. Tabor Elementary School	X			
ASSIST IN Moving furniture				X
Remove trash that is too large for standard waste containers				X
Clean athletic field complex including bleachers, under bleachers, rest rooms, concession stand, press box				X

Snow removal at entrance areas, parking areas, related drives, and walkways at all Client Facilities only. <b>Note: Snow removal and salting are available 24/7 and commences under when required by the Director of Facilities. Standard for removal and salting is slip free surfaces. Snow removal and salting services are available between Nov and April Inclusive. Snow Removal and salting applies 24/7 including weekends to NAFCS administration office areas regardless of school opening.</b>				X
Apply salt/ice melt to walks, stairs, pathways and areas adjacent to facilities and parking lots				X
Remove snow from play pads within 48 hours of snowfall				X
Remove accumulated snow to prevent mounds or piles of snow on school property				X
Mow inner courtyards and area between the sidewalks and building				X
Trimming all areas inaccessible to mowing equipment		X April-Nov		
Mow natural turf athletic fields to provide proper turf height for athletic events. Clippings are not to remain on the fields (either loose or in clumps)		X		
Apply approved athletic field paint to line ball fields, natural turf fields and synthetic turf fields (synthetic turf fields only for designated events)				X
Maintain artificial turf athletic fields				X
Leaf removal from bedding and lawns				X
Edging all paving and walkways and around bedding areas				X
Trim trees, bushes, and hedges in inner courtyards and area between the sidewalks and building			2X Apr-Jun 15 1X Jun 15-Nov	
Flower bed cleanup and weeding				2-3X/year
Monitor sprinkler system - report malfunctions or maintenance requirements to Client			Spring	
Clean and maintain equipment after each use, perform preventative maintenance and log accordingly				X
Maintain planters by removing trash and unwanted vegetation				As needed
Maintain fence lines to be free of tall grass and weeds and trim tree limbs to not hang below a height of 7 feet in student travel areas			X	
Dispose of debris to proper disposal areas to help prevent harborage areas for pests and rodents		X		
Inspect playground surfacing material by raking area to remove hidden hazards and maintain a depth of 12"				X
Operate athletic field sprinkler system			X	
Turn off athletic field and parking lot lights when not in use				X
Spread mulch in areas designated by Client				X

Spread red clay or slag on ball fields as requested by Client				Annually
Weed cleanup in inner courtyards and area between the sidewalks and building				X
SECTION 3 ATHLETIC LIAISON				X
FALL SEASON-				
BE IN ATTENDANCE AT VARSITY, JV, FRESHMAN FOOTBALL GAMES				X
SETUP FOOTBALL FIELDS FOR GAMES				X
SETUP FOR VOLLEYBALL GAMES AND TOURNAMENTS				X
BE IN ATTENDANCE AT VOLLEYBALL WHEN REQUIRED				X
ASSIST CONCESSION SETUP				X
SWEEP, CLEAN AND MAINTAIN TURF FIELD				X
HELP WITH AFTER GAME CLEANUP				X
PRESS BOX SETUP, CLEANING AND MAINTENANCE				X
TENNIS COURT SETUP, CLEANING, MAINTENANCE				X
TEST AND MAINTAIN OPERATION OF SCORE BOARDS, CLOCKS, BACKBOARDS				X
MAINTAIN ATHLETIC LOCKER ROOMS				X
GYM SETUP FOR OPEN FACILITY				X
WINTER SEASON-				
ASSIST IN PREPARATION IN ALL HOME ATHLETIC EVENTS				X
BE IN ATTENDANCE AT VARSITY, JV, FRESHMAN BASKETBALL GAMES				X
ON CALL WHEN IN ATTENDANCE FOR CLEANUP NEEDS				X
SETUP GYM FOR PRACTICES				X
CONCESSION SETUP FOR GAMES				X
HELP TEAM WITH GYM CLEANUP AFTER GAMES				X
SWEEP, CLEAN AND MAINTAIN TURF FIELD				X
SPRING SEASON-				
ASSIST IN PREPARATION OF ALL HOME ATHLETIC EVENTS				X
TEST AND MAINTAIN OPERATION OF ALL SCOREBOARDS				X
CLEAN AND MAINTAIN PRESS BOX				X
ASSIST IN CONCESSION CLEANUP				X

BE IN ATTENDANCE AT HOME TRACK MEETS WHEN REQUIRED				X
ASSIST IN CLEANUP AFTER BASEBALL GAMES, SOFTBALL GAMES AND TRACK MEETS				X
SETUP GYMS FOR OPEN FACILITY				X
SWEEP, CLEAN AND MAINTAIN TURF FIELD				X
TENNIS COURT SETUP, CLEANING AND MAINTENANCE				X
SUMMER SEASON-				X
SETUP GYM FOR SUMMER LEAGUES AND CAMPS				X
CLEAN GYMS AND STADIUMS AFTER SUMMER PROGRAMS				X
REPAIR AND MAINTAIN ALL ATHLETIC FACILITIES IN PREPARATION FOR FALL EVENTS				X
SWEEP, CLEAN AND MAINTAIN TURF FIELD				X
STORE TRACK EQT AND PADS AS REQUIRED				X
CLEAN AND REPAIR PRESS BOXES AND SCOREBOARDS FOR FALL SEASONS				X
MISC DUTIES-				X
MEET DAILY WITH HIGH SCHOOL ATHLETIC DIRECTOR FOR ASSIGNMENTS				X
MEET WITH FMS GROUNDS SUP., FOR DAILY ASSIGNMENTS WHEN AVAILABLE				X
FUEL MID BUSES- AS REQUIRED				X
CLEAN LOCKER ROOMS				X
CLEAN COACHES OFFICES				X
INSTALL AND TACK DOWN ATHLETIC NETS (BATTING CAGES, BACK STOP NETS, ETC)				X
HANG WIND SCREENS AND SPONSOR BANNERS				X
ASSIST GROUNDS KEEPING STAFF WITH GRASS CUTTING AND WEED EATING AS NEEDED				X
ASSIST WITH TRANSPORTING DRIVERS AND VEHICLES FOR MAINTENANCE AND REPAIRS				X
ASSIST WITH TRANSPORTING MID BUSES FOR MAINTENANCE AND REPAIRS				X
Section 4 – Administrative offices & classrooms, labs				
Empty waste containers/spot clean spillage	X			
Spot wet mop spillage	X			

Sweep/dry mop floors	X			
Dust furniture and other flat surfaces	X			
Wet mop floors		X		
Strip/seal/wax floor				X
Clean upholstered furniture				2X/year
Vacuum ALL CARPET	X			
Spot clean carpets	X			
Shampoo carpet				X
Dust mop vinyl, ceramic and terrazzo floors with a dust inhibitor treated dust mop				X
Sweep ceramic tile and clean according to manufacturer's recommendations	X			
Inspect walls for peeling or chipped paint	X			
Clean restroom fixtures, toilets, toilet seats and drains to remove soap scum, deposits, hair or debris. Urinals will be wiped down with germicidal detergent, restock	X			
Wipe down phones with disinfectant germicidal cleaner and remove graffiti, gum, or debris				X
Align furniture				X
Clean sinks & sanitize fountains	X			
Clean student and teacher desktop and tables	X			
Empty pencil sharpeners				X
Report exit and emergency lights failures to district designee				X
Spot clean walls, remove graffiti (immediately)	X			
Clean door glass & hardware (interior & exterior)	X			
Clean/dust windowsills, baseboard, & moldings	X			
Dust windowsills, ledges, and shelves	X			
Clean/erase chalkboards and wipe down whiteboards				X
Clean/dust fan blades (if applicable)		X		
Clean/dust window blinds			X	
Clean trash cans				1X/year
Clean vents				X

Complete high dusting				2X/year
Dust all pictures, frames, charts, graphs, and similar wall hangings not reached in nightly cleaning			X	
Clean Low windows, interior & exterior				X
Clean blinds				2X/year
Strip, seal, wax floor				1X/year
Wet mop/spray buff floor				1X/year
Report damaged ceiling tiles to district designee	X			
Wash tables, desks, chairs, benches, and remove any gum or debris		X		
Clean partitions	X			
Report exit and emergency lights failures to district designee	X			
Section 5 - Auditorium/Lobby, Conference Rooms, and Media Centers/ GATHERING SPACES				
Align furniture				X
Clean doors, glass & hardware (interior & exterior)	X			
Clean interior restrooms and re-stock	X			
Clean sinks	X			
Wipe down phones with disinfectant germicidal cleaner and remove graffiti, gum, or debris				X
Dry mop floor (if applicable)	X			
Empty pencil sharpeners				X
Empty trash/recycling containers	X			
Spot wet mop floor	X			
Spot wash walls, remove graffiti (immediately)	X			
Clean/erase chalkboards and wipe down whiteboards				X
Clean employee desktops		X		
Dust desktops and furniture tops		X		
Spot clean upholstered furniture		X		
Spray, buff & polish floor		X		
Clean/dust fan blades			X	
Clean vents			X	
Clean/dust window blinds				2X/year
Clean interior windows				X
Complete high dusting				2X/year

Wash tables,desks,chairs, and remove any gum or debris			X	
Vacuum upholstered office furniture				1X/year
Strip/seal/wax floor				Quarterly
Spot clean auditorium seats				1X/year
Wet mop auditorium floor (around seats)				1X/year
Vacuum carpet	X			
Spot clean carpet	X			
Shampoo carpet				X
Dust mop vinyl, ceramic and terrazzo floors with a dust inhibitor treated dust mop				X
Sweep ceramic tile and clean according to manufacturer's recommendations	X			
Inspect walls for peeling or chipped paint	X			
Report exit and emergency lights failures to district designee	X			
Section 6- Boiler Rooms, Custodial and Storage Closets, and other Mechanical Areas				
Clean sinks				X
Dry mop floor (if applicable)		X		
Ensure room is clean, dry, and odor free		X		
Spot wash walls, remove graffiti (immediately)		X		
Clean doors glass & hardware (interior & exterior)				X
Clean vents		X		
Spot wet mop		X		
Dust horizontal surfaces		X		
Clean trash cans		X		
Wet mop entire floor			X	
Complete high dusting			X	
Clean interior windows				X
Strip, seal,wax floor				2X/year
Maintain MSDS sheets in main mechanical room for all custodial chemicals use at the facility				X
All chemical containers will be properly labeled in accordance with Federal, State and Local requirements	X			
Report exit and emergency lights failures to district designee				X
Section 7 - Cafeterias, Lunchrooms/Multi-Purpose Rooms, and Kitchens				

Clean door glass & hardware (interior & exterior)	X			
Clean and sanitize lunch tables	X			
Clean sinks & sanitize fountains	X			
Dry mop floor (if applicable)	X			
Empty trash/recycling containers	X			
Set up and take down lunch tables				X
Spot wash walls, remove graffiti	X			
Spot wet mop floor	X			
Clean windows, interior & exterior, ground level				X
Clean/scrub trash cans				X
Wet mop/auto scrub entire floor				X
Spray buff & polish				X
Clean lunch carts				X
Clean vents			X	
Clean/scrub walls, base & moldings			X	
Complete high dusting				2X/year
Strip, seal, and wax floor			X	
Dust mop vinyl, ceramic and terrazzo floors with a dust inhibitor treated dust mop and remove spots and gum upon discovery				X
Sweep ceramic tile and clean according to manufacturer's recommendations	X			
Clean partitions	X			
Inspect walls for peeling or chipped paint	X			
Report exit and emergency lights failures to district designee				X
<b>Section 8- Corridors, Hallways, STAIRWELLS, LOBBIES, ENTRANCES AND ELEVATORS</b>				
Clean door glass & hardware (interior & exterior)	X			
Sweep/vacuum walk-off mats (including exterior)	X			
Clean/sanitize water fountains	X			
Dust mop/spot clean stair treads, risers, landings, railings, balusters, and base	X			
Dry mop floor	X			
Spot clean walls, doors, and remove graffiti (immediately)	X			
Clean windows, interior & exterior (low)				X
Clean, scrub, and extract walk-off mats (including exterior)				X



Dust student locker tops		X		
Wet mop entire floor		X		
Wet mop/scrub stair treads, risers, landings, railings, balusters, and base				X
Clean vents		X		
Clean/scrub trash cans		X		
Complete high dusting				2X/year
Damp wipe/dust hand railings (sanitize)		X		
Clean lockers, inside and outside				1X/year
Strip/seal/wax floor				1X/year
Vacuum carpet	X			
Spot clean carpet	X			
Shampoo carpet				X
Sweep ceramic tile and clean according to manufacturer's recommendations				X
Inspect walls for peeling or chipped paint	X			
Clean trophy cases and fixtures from fingerprints and smudges				X
Clean inside of trophy cases				X
Report exit and emergency lights failures to district designee				X
Open entrance doors in a.m. and secure in p.m.				X
Spot clean walls and doors, remove graffiti (immediately)	X			
Spot wet mop	X			
Roll-up walk-off mats and sweep/wet mop underneath	X			
Spray buff & polish floor				X
Empty waste/recycling containers, spot clean spillage, replace liners	X			
Spot wet mop spillage	X			
Sweep/dry mop stairs and landings				X
Dust mop under stairs	X			
Clean door glass and hardware (interior & exterior)	X			
Clean windows, interior & exterior – ground level				X
Wet mop base, landings, and risers		X		
Sanitize hand railings and dust/damp wipe balusters				X
Scrub/recoat/burnish landings				X
Extract stairway/landings				X
Report exit and emergency lights failures to district designee				X

Vacuum floor- ELEVATOR	X			
Wet mop/clean tracks/buttons- ELEVATOR	X			
Clean walls/ceiling panels, etc.- ELEVATOR	X			
Section 9 - Restrooms, Locker Rooms & Showers				
Re-fill paper and soap dispensers	X			
Clean and sanitize all fixtures, sinks, stools, urinals, including toilet bowls, seats, covers, lids, base and heads	X			
Clean and sanitize countertops	X			
Clean and sanitize doors, door knobs, and push plates	X			
Clean mirrors	X			
Dry mop floor	X			
Wet mop and sanitize entire floor	X			
Empty trash/recycling containers	X			
Report any problems or irregularities with drains or fixtures	X			
Remove thrown objects on walls and other areas, including gum, spit wads, paper wads, etc.	X			
Spot clean doors/partitions/walls (stains/graffiti)	X			
Clean/disinfect trash cans				X
Dust horizontal surfaces	X			
Dust locker tops		X		
Machine scrub/power wash/disinfect floors				X
Polish hand towel dispensers		X		
Scrub/power wash/disinfect walls & stalls, remove residue, soap scum and marks		X		
Totally clean partitions/doors		X		
Spot clean all vertical surfaces (walls & stalls)	X			
Clean vents	X			
Clean low windows, interior & exterior				X
Complete high dusting				2X/year
Clean lockers - inside and outside				1X/year
Remove graffiti (immediately)				X
Strip/seal/wax floor				1X/year
Inspect walls for peeling or chipped paint and report to district designee	X			
Check soap dispensers and paper towel holders to ensure filled, functional, and free of graffiti and deposits	X			

Check sanitary receptacles, empty, refill, and sanitize	X			
Monitor restrooms throughout the day for cleanliness	X			
Check showerheads for mildew and operation	X			
Report exit and emergency lights failures to district designee	X			
Section 10 - Gymnasiums				
Dry mop floor using mop treated with approved solution				X
Use walk-behind floor washer on gym floor before all indoor games				X
Extend bleachers, damp mop floorboards and aisles, damp wipe seats				X
Sweep bleachers and dry mop floor beneath bleachers				X
Wet mop spills/spots (cold/damp mop & dry)				After each sporting event if bleachers were used
Clean and sanitize all fountain/fixtures	X			
Clean door glass and hardware (interior & exterior)	X			
Empty trash/recycling containers	X			
Remove graffiti (immediately)	X			
Spot clean vertical surfaces (walls & stalls)	X			
Clean trash cans		X		
Clean vents		X		
Clean windows, interior & exterior – ground level				X
Complete high dusting				2X/year
Clean bleachers of debris, dust, gum, graffiti after each event				X
Report exit and emergency lights failures to district designee	X			


## **Schedule IV**

### **Plant Manager Cleaning Areas**