

# Clinton County Building Maintenance

Corey R. Johnson, Manager  
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Administration Building  
1900 N 3<sup>rd</sup> Street  
Clinton, IA 52732

Clinton County Building Maintenance is seeking bids on a housekeeping job at the DHS building at 121 6<sup>th</sup> Ave S. Here is a list of job duties and responsibility for the job.

## Daily Duties:

1. Empty all wastebaskets and containers requiring emptying, dispose of at a location on site. Dumpster service to be provided by Clinton County
2. Dust all horizontal surfaces, desks, files, credenzas, ledges, etc.
3. Clean and/or polish desk surfaces; areas must be reasonably clear
4. Dust mop/sweep all resilient floor surfaces.
5. Damp mop all resilient floor surfaces; cleaning products will be compatible to requirements by flooring manufacturer
6. Clean and disinfect restrooms; refill consumables (tissue paper, hand towels, hand soaps, disinfectants) to be provided by Clinton County
7. Spot clean walls, doors, and glass to include elevator
8. Vacuum all walk on mats
9. Clean tables, counters, and sinks in breakrooms Refill napkins and hand towels as needed
10. Identify building damage and maintenance issues and report to County staff

## Weekly Duties:

1. Overhead Dusting, eye line and above as require
2. Wipe down restroom partitions and walls
3. Report shortages of supplies as needed, restock supply shelving
4. Report lighting outages for tube and/or bulb replacement
5. Wipe down waste containers as required

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Monthly Duties:

1. Edge vacuum all hard to reach surfaces, around perimeter, next to filing cabinets, etc.
2. Clean interior partition glass (two sides)
3. Coordinate thorough cleaning of desk and file cabinet tops. Cleaning and or polishing; desks and files must be cleared off, other than phone, computers, and calculators.
4. Wipe down or vacuum chairs in common areas

Other Duties:

1. Take out recycling as needed
2. Wipe down other walls as needed
3. Be able to come in on an emergency situation

Other information:

1. County will only supply toilet paper, paper towels, hand soap and disinfectant for restrooms and other areas
2. You must supply all cleaning equipment and cleaning supplies for the job as part of the bid
3. Work will start at 3:30 or after five days a week Monday- Friday
4. Must provide at least three business references below
5. All other normal housekeeping duties

Rates:

Monthly rate for cleaning service and supplies: \_\_\_\_\_

Emergency Hourly call in rate if called in: \_\_\_\_\_

(Must be able to come in on emergency call)

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Business References: provide name, address and phone number to at least three

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

BOS Chair Signature: \_\_\_\_\_

Date Contract Accepted by BOS: \_\_\_\_\_