Attachment F

Schedule of Deductions

JANITORIAL SERVICES CONTRACT
Schedule of Deductions

The Contractor will be held to the full performance of the contract. Performance requirements will also be used to determine acceptable performance and will be based on quality and schedule (frequency and timeliness). Any task performed to an unsatisfactory level is subject to a performance deduction. Performance deductions are divided into three class levels based on criticality. Each class level has a dollar value associated with it as shown in the table below. Additionally, any task not performed is subject to a non-performance deduction. Non-performance deductions are also divided into three class levels based on both criticality and frequency of service. There is a separate non-performance deduction amount for all "daily" tasks in each of the three classes, as well as a separate non-performance deduction amount for "all other frequencies" regardless of class level. All non-performance deductions are subject to a dollar cap, as indicated below.

CLASS	DEDUCTION AMOUNT	DOLLAR CAP
Perf. Deduction – Class 1	$50.00	No limit
Non-Perf. Deduction for Daily Frequency Tasks – Class 1	$125.00	$500.00
Perf. Deduction – Class 2	$250.00	No limit
Non-Perf. Deduction for Daily Frequency Tasks – Class 2	$375.00	$1,000.00
Perf. Deduction – Class 3	$500.00	No limit
Non-Perf. Deduction for Daily Frequency Tasks – Class 3	$750.00	$2,500.00
Non-Perf. Deduction for All Other Frequency Tasks – Class 1, 2, or 3	$1,000.00	$5,000.00

The class level deductions and all contract tasks are incorporated into the Deduction Schedule which begins on Page F-3. There are four columns of information: Quantity, Deduction Class, Task and Frequency.

Quantity refers to the number of buildings/areas this task may occur in. In any building, there may be multiple occurrences of the task, and the deduction may be taken on any one occurrence or on multiple occurrences. For instance, one major task involves emptying all trash receptacles. This occurs in almost all buildings and in many locations within each building. If a building contains 75 trash cans and two trash cans are not completely emptied, a deduction may be taken on both occurrences.

Deduction Class refers to the class level associated with the task. A specific deduction amount is associated with each listed class level and is based on whether the deduction is due to unsatisfactory performance or non-performance.

Task refers to all of the unique tasks found in each building or area per the Building Specifications (Reference Attachment B). The same task may appear more than once on the Deduction Schedule because of different frequencies either within a building or in different buildings.

Frequency denotes the number of times the task must be accomplished.

The Contractor will be given the opportunity to re-perform any task that is performed at a less than satisfactory quality level or to perform any work that was not performed in accordance with the required schedule (i.e., frequency). When an opportunity to either perform or re-perform a task is given through verbal or written communication by the COTR, the Contractor shall perform or re-perform the task in the time period listed under the "PERIOD OF RE-PERFORMANCE" below based on the "FREQUENCY" of the required task. The COTR shall be notified when the task is complete. Failure to re-perform the task or failure to re-perform the task to a satisfactory level will result in a class level deduction. When a task must be performed on a daily basis, the re-performance must take place on the same day it was scheduled or it will be considered a non-performance.*

FREQUENCY	PERIOD OF RE-PERFORMANCE**
Three Times Per Day	Within 1 work hour
Twice Per Day	Within 2 work hours
Daily or As Needed	Within the scheduled day
Three Times Per Week	Within 8 work hours
Twice Per Week	Within 8 work hours
Weekly	Within the scheduled week
Upon Request But Not More Than Weekly	Within the scheduled week
Twice Per Month	Within 8 work hours
Once Every Other Week	Within 8 work hours
Monthly	Within 16 work hours
Five Times Over a One Year Period	Within 1 work week
Quarterly	Within 1 work week
Twice Over a One Year Period or Semi-Annually	Within 2 work weeks
Yearly or As Needed/Yearly	Within contract year or considered non-performance
Once Over a Two Year Period	Within two year period or considered non-performance
As Needed	Within 8 work hours

*Although restroom cleaning is a daily task, it is not subject to the same "PERIOD OF RE-PERFORMANCE" listed in the table above. When a restroom quality complaint is substantiated by the COTR and it cannot be re-performed within the scheduled day, a deduction of $125.00 will be taken.

**When a period of re-performance falls on a weekend or holiday, period of performance is extended to the next working day.

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Quantity	Deduction Class	Task	Frequency
1	1	All routine cleaning tasks which apply to the Photo Lab. C5A - CE6 routine tasks must be done early in shift.	See frequency for each task as listed above
1	1	All routine cleaning tasks, as specified above, which apply to Control Room 131/Test Section. Includes Mezzanine 1 & 2.	See frequency for each task as listed above
1	1	All routine cleaning tasks, as specified above, which apply to Rooms 112 & 124.	See frequency for each task as listed above
1	1	All routine cleaning tasks, as specified above, which apply to Secured Areas.	As specified
1	1	All routine cleaning tasks, as specified above, which apply to the Credit Union; EAP, LESA & AFGE Offices and PX.	Per required task frequency above
1	1	All routine cleaning tasks, as specified above, which apply to the NW Wing.	As specified above
1	1	All routine cleaning tasks, as specified above, which apply to W1 & W220.	As specified
1	1	All routine cleaning tasks, as specified above, which apply to C33 and C35 to be done on 1st shift.	Per required task frequency above
1	1	All routine cleaning tasks, as specified above, which apply to Room 107.	Per required task frequency above
1	1	All routine cleaning tasks, as specified above, which apply to Rooms 119 - 126.	As stated above
1	3	Carpeting shall be vacuumed either after the preceding evening's last event or just prior to the Honor Awards Ceremony; and concrete flooring shall be swept.	Yearly
1	1	Clean & Scotch guard (~160) Chairs in the Auditorium.	Yearly
81	1	Clean all ear plug stations.	As needed/Yearly
81	1	Clean All Eye Wash Stations.	As needed/Yearly
69	3	Clean and polish all drinking fountains.	Daily
1	3	Clean and sanitize all sinks and counter tops and wipe dry.	Daily
75	1	Clean ash trays outside building entrances.	As needed
1	1	Clean both sides of all glass doors.	Weekly

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Quantity	Deduction Class	Task	Frequency
1	3	Clean both sides of all glass doors and side glass.	Daily
35	1	Clean both sides of all glass doors and side glass.	Weekly
1	2	Clean both sides of all glass doors and side glass. Includes interior glass surrounding cafeteria staircase.	Monthly
76	3	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
1	2	Clean chalk/dry eraser boards, dusters & chalk tray.	Daily
1	2	Clean chalk/dry eraser boards, dusters & chalk tray.	Weekly
1	3	Clean inside and outside of refrigerator. Defrost refrigerator, if necessary.	Twice Per Month
101	1	Clean inside and outside of Smoker's Outposts	Yearly
81	1	Clean Public Telephones and Spot Clean Booths.	Daily
1	3	Clean refrigerator, and empty contents at customer request.	Weekly
2	3	Clean Satellite Picnic Area daily. Includes emptying and removing trash and debris, and damp wiping tables, as needed. Cleaning required generally from Spring though Fall or when area is in use.	Daily
81	1	Clean Slop Sinks.	As needed/Yearly
1	3	Clean stainless steel sink and drain tray.	Daily
1	3	Clean steam room/sauna removing all streaks and stains. Sanitize benches and floor grates. Damp mop floor with disinfectant.	Twice Per Week
1	3	Clean the 1 shower "In-use" every-other-week.	Once every other week
1	3	Clean the coat rack and area around the coat rack, prior to the ceremony, to remove any debris and dust.	Yearly
1	3	Clean the inside and outside of medal case prior to the ceremony. See Xynique Sims for key access.	Yearly

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Deduction Schedule

Quantity	Deduction Class	Task	Frequency
79	1	Clean trash cans inside and out.	Yearly
1	3	Clean, wax & buff.	Yearly
1	2	Clean/scour sink.	Weekly
76	1	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
1	1	Collect and remove all empty boxes found in halls and marked as "trash".	Weekly
1	3	Collect and remove trash 2 times per day.	Two times per day
1	3	Collect and remove trash 3 times per day.	Three times per day
79	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
1	1	Completely clean and damp mop hard floor elevator.	Three Times Per Week
24	1	Completely clean and damp mop hard floor elevator.	Weekly
1	2	Completely clean and vacuum carpeted elevator.	Weekly
1	3	Completely clean stove to include burners, burner wells, ovens and oven trays.	Weekly
3	3	Damp clean and sanitize tabletops.	Daily
1	3	Damp clean interior and exterior of microwave oven.	Daily
3	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
1	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily during Seasonal Use
151	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
1	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Upon Request but not more than Wkly.

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Deduction Schedule

Quantity	Deduction Class	Task	Frequency
3	1	Damp mop floor.	Twice Per Week
4	1	Damp mop floor.	Weekly
2	1	Damp mop floor.	Monthly
1	1	Damp mop hard surface floor.	Twice per week
2	1	Damp mop hard surface floor.	Monthly
3	1	Damp mop hard surface floor.	Weekly
1	2	Damp mop hard surface floor.	5 Times Per Year
1	1	Damp mop kitchen floor.	Daily
1	1	Damp mop rubberized flooring with PH neutral cleaner.	Weekly
1	1	Damp mop.	Yearly
1	2	Damp wipe down 2 tables, 6 chairs, 1 counter, refrigerator and stove top.	Twice per week
1	1	Damp wipe kitchen countertops	Daily
1	2	Damp wipe of horizontal ledges along wall perimeters and stairwell test areas	Yearly
1	3	Detail clean shelves, tray carts, appliances, coolers, freezers and exhaust fans.	Weekly
1	1	Dust all exposed areas on horizontal surfaces prior to ceremony.	Yearly
1	1	Dust all exposed areas on horizontal surfaces.	Daily
131	1	Dust all exposed areas on horizontal surfaces.	Weekly
1	1	Dust all exposed areas on horizontal surfaces.	Upon Request but not more than Wkly.

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Deduction Schedule

Quantity	Deduction Class	Task	Frequency
78	2	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
1	1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs. Includes dust removal on all open beams.	Yearly
1	2	Dust mop 1/4 of concrete hard surface floor with treated or electrostatic dust mop.	Weekly immediately prior to tennant machine cleaning.
1	1	Dust mop all hard surface floors with treated or electrostatic dust mop except in basement where a shop vac is used to vacuum floor.	Daily
144	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
29	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
1	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Upon Request but not more than Wkly.
17	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
4	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
1	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Year
2	1	Dust mop main floor halls with treated or electrostatic dust mop.	Daily
1	1	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
4	1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
73	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
1	1	Dust mop stairs, dust railings, ledges and spot clean.	Monthly
78	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
3	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Weekly
2	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Monthly

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Deduction Schedule

Quantity	Deduction Class	Task	Frequency
1	3	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily or as needed during Seasonal use
1	1	Empty coffee grounds and related trash from all trash receptacles in same room.	Daily
79	3	Empty trash from outside garbage cans.	As needed
1	1	Empty trash from outside garbage cans.	Off Seasonal, As needed
1	3	Exec. Restroom: Clean and sanitize fixtures, mirrors, counters, polish chrome, vacuum carpet, spot clean walls, refill dispensers, empty trash, sweep & damp mop floors with a germicidal cleaner.	Daily
1	3	Fully clean all shower rooms and changing rooms using a germicidal cleaner. Includes damp wiping benches with special attention to corners and grout.	Daily
1	3	Fully clean all showers using a germicidal cleaner.	Daily
1	3	Fully clean all showers. Clean rubber floor mats inside showers.	Three Times Per Week
1	2	Fully vacuum all carpets from wall to wall	Monthly
2	2	Fully vacuum all carpets from wall to wall.	Daily
43	1	Fully vacuum all carpets from wall to wall.	Once Every Other Week
1	3	Granitex floor.	Yearly
1	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of anti-static polish (provided by the customer upon advance notice), allow to dry.	Yearly
1		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of antistatic polish (provided by the contractor), allow to dry.	5 Times Per Year
2	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Quarterly
1	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Monthly
1	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Three Times Per Year
99	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

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Quantity	Deduction Class	Task	Frequency
1	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Upon Request but not more than Yrly.
2	3	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Twice Per Year
1	2	Hose open area to remove loose soil.	Daily
2	3	Monitor grills to detect cleanliness condition. Clean inside and outside of grills to remove any dirt or food found.	Daily during Seasonal Use
76	2	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed
77	1	newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported	Daily/As Needed
79	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
1	3	Monitor trash receptacles and empty of any debris. Replace liners which contain food, beverages or other products. Remove all collected trash to designated area.	Daily
1	1	Pick up all trash (includes furniture, wood, and miscellaneous garbage) and load, crush and pack into dumpster. Notify by phone Waste Contract COTR, when the dumpster is full.	Daily/As Needed
1	1	Pickup all trash including papers, wrappers and any other debris.	Daily
1	1	Pickup and empty boxes.	Daily
1	1	Police floor/ground area on both sides of overhead doors and pick-up & remove leaves and trash.	Twice Per Week
75	1	Police stairs and pick-up litter.	Weekly
79	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
1	3	Remove Medical Waste and dispose of in accordance with required bio-hazard procedures.	Daily/As Needed
1	2	Replace shower curtains.	Yearly
1	2	Replace shower mats.	Yearly
3	2	Replenish paper towel dispenser.	Daily/As Needed

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Quantity	Deduction Class	Task	Frequency
1	2	Run tennant machine on 1/4 of concrete hard surface floors.	Weekly immediately after dust mopping
41	3	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
77	3	Shampoo all walk-off mats to remove salt stains.	Yearly after Winter
1	3	Shampoo carpeting and walk-off mats. Task shall include the movement of conventional furniture. Scheduling shall be coordinated in advance with customer organization.	Once every six months
1	3	Strip, clean, wax & buff.	Yearly
1	1	Sweep/clean dock ramp to remove debris, leaves and trash.	Quarterly
1	1	Thoroughly clean all plastic chairs.	Yearly before Seasonal Use
1	3	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean refrigerators, walk-in cooler, table tops and bar area.	Yearly before Seasonal Use
1	3	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean table tops and bar area.	Yearly before Seasonal Use
2	3	Using a high speed floor machine, spray buff all hard surface area.	Quarterly
1	3	Using a high speed floor machine, spray buff all hard surface area.	Monthly
1	3	Using a high speed floor machine, spray buff all hard surface area.	Three Times Per Year
102	3	Using a high speed floor machine, spray buff all hard surface area.	Yearly
1	3	Using a high speed floor machine, spray buff all hard surface area.	Upon Request but not more than Yrly.
2	3	Using a high speed floor machine, spray buff all hard surface area.	Twice Per Year
1		Using a high speed floor machine, spray buff all hard surface areas.	5 Times Per Year
1	3	Using pressure washer, remove all visible soil (includes shower area, changing area & bathroom).	Quarterly

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Quantity	Deduction Class	Task	Frequency
5	1	Using push brooms, sweep all open areas.	Daily
6	2	Vacuum all carpeted traffic lane areas.	Daily
1	1	Vacuum all carpeted traffic lane areas.	Three Times Per Week
39	1	Vacuum all carpeted traffic lane areas.	Weekly
1	1	Vacuum rubberized flooring.	Weekly
1	1	Vacuum stage and stairs.	Weekly
1	1	Vacuum stairs, dust railings, ledges and spot clean.	Weekly
1	1	Vacuum walk-off mats.	Daily
67	1	Vacuum walk-off mats.	Weekly
9	1	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
2	1	Wash floor with degreaser to remove all dirt, grime and grease buildup which includes underneath all cooking equipment and furniture.	Weekly
1	1	Wash inside of refrigerator. Food containers shall be taken out for cleaning task and returned when task is complete.	Yearly
3	1	Wash interior and exterior of windows and glass on doors.	Weekly
77	3	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
1	3	Wash interior walls in work out area.	Once Every Two Years
68	3	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
1	1	Wash student school lockers inside and out.	Yearly
4	2	Wet mop entire area.	Daily

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Quantity	Deduction Class	Task	Frequency
1	1	Wet mop entire area.	Monthly
1	1	Wet mop.	Three times per week.
1	3	Wet wipe and sanitize table tops and bar area in basement.	Yearly
77	3	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
2	3	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked into Cafeteria by customers. Additional mopping shall be performed when requested by COTR.	As needed