The work to be performed under this contract includes, but is not limited to the following “routine services”. Frequency of service listed is the minimum amount required.

Terminal Building:

**Washrooms**

Four (4) times daily – Public Washrooms; Ground Floor, Second Floor Unsecured (Landside), Second Floor Secured (Airside) and Third Floor Office Areas:

* Empty trash receptacles
* Sanitize washroom fixtures
* Dust light fixtures
* Clean washroom mirrors
* Clean all countertops
* Refill soap and paper dispensers from owners supply
* Spot clean toilet compartment walls
* Spot clean washroom walls
* Wet mop washroom floors
* Dust horizontal surfaces

Two (2) times weekly – Non-Public Washrooms; Airline Offices, Business Center, Customs and Boarder Protection

* Empty trash receptacles
* Sanitize washroom fixtures
* Dust light fixtures
* Clean washroom mirrors
* Clean all countertops
* Refill dispensers from owners supply
* Spot clean toilet compartment walls
* Spot clean washroom walls
* Wet mop washroom floors
* Dust horizontal surfaces

Two (2) times monthly – All Duluth Airport Washrooms:

* Scrub tile walls
* Scrub tile floors
* Polish all stainless steel

**Non-Secure (Landside) Public Areas**

Two (2) times daily:

* Empty and wipe clean all garbage cans
* Empty and wipe clean all recycling cans
* Sweep all hard surfaced floors
* Scrub all hard surfaced floors
* Remove debris as needed
* Mop all hard surfaced edges that the cannot be reached by the floor scrubber
* Spot mop spills as needed
* Wipe clean all elevator doors, door frames, control panels and walls
* Sweep all elevator floors
* Mop all elevator floors
* Spot clean doors, walls, windows and railings to include:
	+ Hand rails, glass, steps and landings of the east and west stairways
	+ Hand rails, glass, steps and landings of the east and west escalators
	+ Window ledges within reach
* Vacuum all carpeted areas
* Spot clean carpet to remove spots
* Remove gum from carpet and floors as needed
* Dust vending machines, signs, radiator covers and fixtures throughout the landside area
* Sanitize public drinking fountains and clean drain holes

One (1) time daily:

* Clean elevator door, door frame and vacuum door tracks
* Clean all entry doors and vacuum door tracks
* Clean and stock all janitor closets
* Spot clean carpets as necessary
* Spot clean windows as necessary

One (1) time weekly:

* Shampoo all carpet
* Vacuum east and west entry vestibules
* Vacuum 2nd floor conference room
* Polish all stainless steel to include, but not limited to:
	+ Walls
	+ Baseboards
	+ Radiators
	+ Baggage carousels

Two (2) times yearly:

* Refinish terrazzo flooring with Airport approved floor finishing system
* Clean all windows inside and out

**Secure (Airside) Public Areas**

Two (2)times daily:

* Empty and wipe clean all garbage cans
* Empty and wipe clean all recycling cans
* Vacuum all carpeted areas
* Spot clean carpet to remove spots
* Remove gum from carpet and floors as needed
* Sanitize public drinking fountains and clean drain holes
* Spot clean gate seating
* Clean under gate seating

One (1) time daily:

* Clean and stock all janitor closets
* Vacuum gate departure areas and passenger boarding bridges
* Spot clean carpets as necessary
* Spot clean windows as necessary

One (1)time weekly:

* Shampoo all carpet
* Polish all stainless steel to include, but not limited to:
	+ Walls
	+ Baseboards
	+ Radiators
	+ Baggage carousels

Two (2**)** times yearly:

* Clean all windows inside and out

**Secure (Airside) Non-Public Areas**

One (1)time daily:

* Remove trash from tunnel
* Remove trash from Building Maintenance offices and break room
* Mop hallways

One (1)time monthly:

* Sweep tug tunnel interior

Four (4) times yearly:

* Refinish all office and break room floors Airport approved floor finishing system

**Third Floor Duluth Airport Authority and Transportation Security Agency Offices**

One (1)time daily:

* Remove gum from carpet and floors as needed
* Empty trash receptacles
* Spot mop floors to remove spills
* Clean and stock all janitor closets

One (1)time weekly:

* Empty recycling from copy room
* Dust unobstructed surfaces
* Vacuum all carpeted areas
* Spot clean carpet to remove spots
* Dust furniture
* Shampoo all carpet
* Polish all stainless steel to include, but not limited to:
	+ Walls
	+ Baseboards
	+ Radiators

Two (2) times yearly:

* Clean all windows inside and out

**Project and Non-Standard Work**

On request of the Facilities Manager or appointed representative:

* Operate and maintain snow removal and landscaping equipment
* Basic plumbing trouble shooting and repair
* Basic electrical trouble shooting and repair
* Change bulbs, ballasts and trouble shoot lighting issues
* Clean and perform building maintenance at the air traffic control tower
* Clean and perform building maintenance at Hanger 103
* Clean and perform building maintenance at Warehouse 311
* Clean and perform building maintenance at Building 911
* Clean and perform building maintenance on all other buildings with in the current and future footprint of the Airport
* Preventative Maintenance of Airport equipment to include but not limited to:
	+ Passenger boarding bridges
	+ Baggage handling equipment
	+ Garage doors
	+ Snow removal equipment
	+ Landscaping equipment
* Inspect Fire Extinguisher throughout the properties