

## Request for Proposals to Provide Professional Custodial Services

Posted: February 25, 2025

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This Addendum No. 1 shall be considered part of the RFP Provide Professional Custodial Services and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

Listed below are questions received with answers from SWACO:

Question #1: *Can you please provide the square footage of each location?*

**Answer:** We do not have the square footage of cleanable areas, which is why an optional site visit was offered.

Question #2: *Can you please confirm that the payment or performance bond is not required for this contract?*

**Answer:** There is no payment or performance bond required.

Question #3: *What is the incumbent service provider's company name?*

**Answer:** 4M Building Solutions, LLC, fka Capital Services, Inc.

Question #4: *Please provide the current cost or a 'how-to obtain' the existing incumbent pricing with a breakdown of cost per location?*

**Answer:** The current contract for custodial services is \$454,000 for a three- (3)-year period. Listed below is the breakdown of cost per location:

Administrative Office Building	\$2,632
Fleet Garage	\$1,228
Operations Building	\$7,146
Jackson Pike Transfer Station	\$1,315
Morse Rd. Transfer Station	\$1,568
Landfill Scale House	\$593
ERC Trailer	\$1,400

Question #5: *Do you have a not-to-exceed budget that you can share?*

**Answer:** There is not a not-to-exceed budget amount available; however, the Project is fully funded.

Question #6: *Do you provide consumables such as toilet paper, hand soap, etc.? If not, can we exclude consumables from cost pricing and offer consumables on a cost-plus handling fee basis?*

**Answer:** SWACO provides all paper products, hand soap, and trash can liners.

**Addendum No. 1 – RFP to Provide Professional Custodial Services (2025-2027)**

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*Question #7: Do you have a budget for this project?*

**Answer: Please see the answer to Question #1.**

*Question #8: Can you send me record of the previous bid for this project?*

**Answer: Attached to this Addendum No.1 is the awarded proposal submission.**

*Question #9: What do you spend per month at each building?*

**Answer: Please see the Answer to Question #4.**

*Question #10: What is the square footage at the ERC trailer?*

**Answer: The ERC trailer is 1,275 square feet.**



Attachments: Awarded custodial services proposal submission

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**The deadline for questions relating to this RFP is 4:00 p.m., March 6, 2025**

**Proposals are due no later than 1:30 p.m., March 13, 2025**

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++ This completes Addendum No. 1 ++

### 1. Description of the Proposer

See Corporate Overview and Services

- a) Founded: June 1981  
Years in Business: 39  
Number of Locations: 1  
Years Operating in Ohio: 39  
Organizational Structure: Corporation
- b) Employees previously employed at SWACO within the last two (2) years: 0

### 2. Proposer's Qualifications and Experience

See Attached References

### 3. Proposer's Personnel and Subcontractors

- a) Capital Services, Inc. was incorporated in 1981 by John Schell. Christine Robertson and Jennifer Dahman purchased Capital Services, Inc. in 2006 and the company has since been certified with WBENC, EDGE and DBE (attached) as a woman (minority) owned company. Christine Robertson is the President of CSI and oversees sales and operations. Jennifer Dahman is the Vice President of CSI and oversees all administrative and human resource functions.
- b) See Attached Resumes  
Christine Robertson, Owner/President  
Steve Boffo, General Manager  
Anna Irvine, Area Manager
- c) John Huffer, Clean Windows of Columbus, will be utilized for interior window cleaning in Administrative Building (6 times per year)

### 4. Approach to the Project

See Training and Quality Assurance

See Service Schedules

As the incumbent cleaning company, we are very familiar with the scope of services and the needs of SWACO's facilities. Anna Irvine will remain the Area Manager at SWACO and we will retain the current cleaners as well, which have been at SWACO for the last year.

## 5. Fee Schedule

The following is a monthly and annual price, per building, for the entire scope of services listed on the attached Service Schedules. This includes daily, weekly, monthly, quarterly, semi-annual and annual services. The cost for the projects was annualized and broken out into monthly allotments and built in to the monthly and annual costs listed below. Changes from our current schedule include increasing interior window cleaning in the Administrative Building from 4 times per year to 6 times per year, increasing daily cleaning at the Resource Center, Jackson Pike and Morse Rd. from 3 days per week to 5 days per week and increasing daily cleaning at the Landfill Scale House from 1 day per week to 5 days per week. In addition, I have adjusted costs to enable CSI to give wage increases to our cleaners to ensure stability.

The cost for cleaning the seven (7) buildings, according to the service schedules attached, is:

	<u>Monthly Cost</u>	<u>Annual Cost</u>
Administrative Office Building	\$1,982.00	\$ 23,784.00
Fleet Garage	\$ 952.00	\$ 11,424.00
Operations Building	\$1,884.00	\$ 22,608.00
Jackson Pike Transfer Station	\$1,002.00	\$ 12,024.00
Morse Rd. Transfer Station	\$1,205.00	\$ 14,460.00
Resource Center	\$1,128.00	\$ 13,536.00
Landfill Scale House	<u>\$ 440.00</u>	<u>\$ 5,280.00</u>
	<b>\$8,593.00</b>	<b>\$103,116.00</b>

Capital Services, Inc. will invoice SWACO monthly. Payment terms are net 30 days.

# CAPITAL SERVICES, INC.

... solutions for a clean and healthy environment

## CORPORATE OVERVIEW

945 Schrock Road | Columbus, OH 43229  
614.848.5656 | [www.capitalservicesinc.com](http://www.capitalservicesinc.com)



### CORPORATE OFFICE

945 Schrock Road  
Columbus, OH 43229

☎ 614.848.5656

📞 614.848.7899

🌐 [www.capitalservicesinc.com](http://www.capitalservicesinc.com)



### HISTORY

Capital Services Inc. (CSI) is proud to be both a locally-owned and family-owned business. Founded in 1981 by John Schell, CSI is now run by John's two daughters, Christine Robertson and Jennifer Dahman. Dedicated to the family business, Christine and Jennifer have over 40 years of experience in operations and administration between them.



### STRATEGIC MISSION

At CSI, we demonstrate our commitment to the highest level of customer satisfaction through our hands-on involvement in the daily management and operation of our company. It is our mission to provide consistent, high-level service by implementing training, processes, and procedures to meet and exceed our customer's expectations.



### COMPANY PHILOSOPHY

CSI's underlying philosophy is to be more than just a cleaning service to our clients. Our philosophy is to provide customized solutions—the right processes, the right staff, the right equipment for each facility. We don't just provide cleaning solutions; we provide the ultimate in fulfillment of services, be it scheduling, billing, or—most importantly—customer service.



### CERTIFICATIONS

CSI's certifications work for you. We are:

- EDGE certified firm through the State of Ohio.
- DBE certified business through the Ohio Department of Transportation.
- Certified as a woman-owned business through WBENC.

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## SERVICES

945 Schrock Road | Columbus, OH 43229  
614.848.5656 | [www.capitalservicesinc.com](http://www.capitalservicesinc.com)

CSI has been a trusted and reliable provider of a full range of cleaning services for over 35 years. We are dedicated and committed to a higher standard of service and to creating healthier environments for our clients. With each service, CSI gives our clients: high quality supplies, equipment and equipment management, scheduling and reporting, supervised employees, and most importantly, **solutions**.

Within our strategic mission CSI always seeks to provide the best solutions for your facility. Need a service we don't currently provide? CSI will partner with carefully chosen providers or refer resources directly to meet your needs, regardless of what they may be.

### CSI's cleaning services include:

- Total Facility Housekeeping Services
- Janitorial Supplies
- Carpet Care Programs
- Hard Surface Floor Care Programs
- Wood Floor Cleaning Services
- Ceramic Tile and Grout Cleaning
- Stone & Marble Care
- Day-Porter Services
- Recycling Programs
- Fabric Panel Cleaning
- Upholstery Cleaning
- Labor Outsourcing
- Construction Clean Up

### Environmental Commitment

CSI is very committed to protecting the environment in which we work and live. We conduct business in full compliance with all applicable environmental laws and regulations.

CSI is sensitive to environmental issues throughout our business systems, including our selection of products. We use Spartan brand cleaners that are environmentally safe and many are green certified.

# CAPITAL SERVICES, INC.

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## Current References

945 Schrock Road | Columbus, OH 43229  
614.848.5656 | [www.capitalservicesinc.com](http://www.capitalservicesinc.com)

Capital Services, Inc. has been very successful at maintaining contracts for long periods of time. This is due to the fact that we are always trying new and innovative approaches that benefit our clients. In addition, success with our clients must be coupled with good communication. We both must know the status and direction of the program in order to manage it properly.

We have achieved some of our greatest successes in the following accounts:

- 1. Ashland Chemical / INEOS**  
5200 Blazer Parkway  
Dublin, Ohio 43017  
750,000 Sq. Ft.  
Providing Service Since 1981  
Mr. Dan Curry  
Facilities  
614-216-4235
- 2. City of Westerville**  
21 S. State Street  
Westerville, Ohio 43081  
46,000 Sq. Ft.  
Providing Service Since 2011 / 5 Bldgs.  
Mr. Eric Beverly  
Facilities Maintenance Manager  
614-901-6491
- 3. Vorys, Sater, Seymour & Pease**  
52 East Gay Street  
Columbus, Ohio 43215  
125,000 Sq. Ft.  
Providing Service Since 1996  
Mr. Doyle Rausch  
Chief Facilities Officer  
614-545-6680
- 4. City of Worthington / Parks & Recreation**  
345 East Wilson Bridge Rd.  
Worthington, Ohio 43085  
72,000 Sq. Ft.  
Providing Service Since 2013  
Mr. Darren Hurley  
Parks & Recreation Director  
614-436-2743
- 5. SWACO**  
4239 London Groveport Rd.  
Grove City, Ohio 43123  
Seven (7) Locations  
Providing Service Since 2013  
Mr. Jerry Compston  
Facilities Supervisor  
614-801-6430

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# Christine Robertson

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## Professional Experience

**Capital Door Solutions, Inc. Columbus, Ohio**  
Owner, COO

**2014 –Present**

- ❑ Oversees all aspects of operations, finance, administration, human resources and marketing
- ❑ Directs and assists Sales with daily pricing and invoicing
- ❑ Meets regularly with clients to insure quality service is being provided and to continually develop program to meet client needs while working within client's budget.

**Capital Services, Inc. Columbus, Ohio**  
Owner, President

**2006 –Present**

- ❑ Oversees all aspects of operations, finance, administration, human resources and marketing of >5,000,000 company
- ❑ Actively seeks new clients and provides written bids based on the scope of services required
- ❑ Directs and assists Account Managers and Area Managers with the responsibilities of providing quality service to all clients
- ❑ Meets regularly with clients to insure quality service is being provided and to continually develop program to meet client needs while working within client's budget.

**Capital Services, Inc. Worthington, Ohio**

**1998– 2006**

Vice President of Operations – Responsible for directing Account Managers and Area Managers in providing quality service to all clients. Provide customer support for services rendered as well as offer solutions to client needs.

**Capital Services, Inc. Columbus, Ohio**

**1993-1998**

Director of Administration – Responsible for all administration and accounting functions such as payroll, accounts receivable/payable, corporate documentation, workers' compensation, unemployment, and human resources.

**Consultant Care/Medical Management Dynamics**

**1992-1993**

Director of Client Services – Worked with medical facilities in providing medical billing and collections. Scheduled workers' compensation medical exams for the State of Ohio

**Dublin Village Wine Shop**

**1991-1992**

Assisted owners with marketing ideas to generate new business as well as worked in shop and catering facility, assisting in day-to-day operations.

## Education

**Bachelor of Arts - Communications**  
University of Dayton, Dayton, Ohio - 1990

# Stephen A. Boffo

## **Summary Qualifications:**

- Over 20 years of Managerial experience specializing in commercial and construction cleaning.
- Proficient mentoring and leadership skills to train, coach and motivate employees to achieve maximum performance.
- Excellent communication skills that provide a clear direction of projects and expectations.

## **Professional Experience:**

General Manager  
Capital Services Inc.  
Worthington, Ohio

2005 to present

- Work directly with construction Project Managers/ Supervisors on a daily basis managing and problem solving concerns to maintain critical deadlines.
- Schedule and staff construction cleaning accounts including hospital terminal cleans with detailed inspections and strict sanitation requirements.
- Extensive knowledge in floor work services including VCT, waxing, buffing, sealing and maintaining all types of flooring.
- Manage cleaning supply inventory and work with purchasing agent to maintain proposed budgets.
- Estimate and bid new account work.
- Directly responsible for hiring and termination of work force.
- Organize employees' schedules and payroll for approximately 10 different buildings around the Columbus area including a 750,000 square foot building.

Account Manager  
Abbruzzese Brothers Inc.  
Plain City, Ohio

2000-2005

- Responsible for managing mulching, weeding and pruning landscaping crews in various account properties.
- Managed and balanced employee's schedules with current work load to enable maximum productivity each day.
- Planned daily routes to ensure all assigned work was completed in the allotted time.
- Maintained landscaping equipment.

Franchisee Co- Owner  
Coverall Cleaning Concepts  
Dublin, Ohio

1995-2000

- Establish/ built new commercial cleaning business resulting in over 20 accounts
- Developed and facilitated business plan

## **Professional Development:**

Bilingual in Spanish  
Certified in Spartan Chemical Training  
Knowledgeable in OSHA safety guidelines  
Proficient at Microsoft Office and electronic timekeeping

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# Anna Irvine

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## Area Manager

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### Professional Experience

*Capital Services, Inc. Columbus, Ohio*  
Area Manager

2004–Present

- Oversees all aspects of operations within assigned accounts
- Completes and maintains personnel paperwork for all employees within assigned accounts which is turned into corporate headquarters. Hiring packets, payroll, OSHA training, quality assurance reports, budget reports and personnel records.
- Directs and assists Supervisors and Lead Associates with the responsibilities of providing quality service to all clients
- Meets regularly with clients to insure quality service is being provided and to continually develop program to meet client needs

*Capital Services, Inc. Columbus, Ohio*  
Account Manager – 250 East Broad Street

2001–2004

- Hired and managed over 20 employees, Monday through Friday, in 21 story multi-tenant building

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## TRAINING

945 Schrock Road | Columbus, OH 43229  
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At CSI, we demand the highest level of service from our staff. As a result, training is critical. Our training focuses on attention to detail, safety, integrity of service, and company values.

Of course, a company's service and training is only as good as their management, and good management is represented by stability. CSI is proud of the fact that members of our field supervisory team have been with us since 1984. In fact, our average tenure is well over 10 years.

Our staff receives a thorough orientation as well as ongoing training in four areas.



### ORIENTATION

1. CSI Rules and Regulations
2. Reporting Systems
3. Account Orientation

### TECHNICAL TRAINING

1. Cleaning Methods
2. Chemical Applications
3. Equipment Operations



### SAFETY TRAINING | CHEMICAL SAFETY-MSDS

1. Safety Apparel
2. OSHA Compliance
3. Equipment Safety

### MANAGEMENT TRAINING | MANAGEMENT SKILLS

1. Leadership Skills / Protocols
2. Quality Assurance / Reporting
3. Team Building



### TRAINING IN FIVE PHASES

1. Classroom Orientation
2. On the Job Training
3. Evaluation Training
4. Practice Training
5. Follow-up Training

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## QUALITY ASSURANCE

945 Schrock Road | Columbus, OH 43229  
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Developed and refined over 30 plus years, our Quality Assurance procedures ensure the highest standards for each facility we serve. Our staff is committed to producing clean and healthy environments by following to our methodically designed procedures.

Our procedure starts as a carefully designed model but is customized to address the needs of each individual facility.



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6997 W. Sanderson-Columbus Rd., Suite 101 | Columbus, OH 43063  
614.848.5656 | www.capitalservicesinc.com

**QUALITY ASSURANCE REPORT**

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ With: \_\_\_\_\_

	Cleaning			Cleaning			Cleaning			Cleaning				
	A	U		A	U		A	U		A	U			
<b>OFFICE AREA</b>														
1. Desk														
2. Chair														
3. Trash can														
4. Table														
5. Bookcase														
6. File Cabinet														
7. Picture Frames														
8. Phone														
9. Vacuuming														
10. Edging														
11. Partitions														
12. Window Sills														
13. Carpet Spots														
14. Blinds														
15. Over-heads														
<b>CONFERENCE ROOM</b>														
16. Tables														
17. Chairs														
18. Pict. Frames														
19. Window Sills														
20. Trash Cans														
21. Phones														
22. Vacuuming														
23. Edging														
24. Blinds														
25. Candelabras														
26. Door & Frames														
27. Fixtures														
28. Carpet Spots														
<b>STAIRWELLS</b>														
29. Sweeping														
30. Mopping														
31. Vacuuming														
32. Corner/Edges														
33. Handrails														
34. Ledgers														
35. Walls														
36. Door/Frames														
<b>JANITOR CLOSET</b>														
37. Sweeping														
38. Mopping														
39. Organized														
40. Trash removed														
41. Stop Sign														
<b>ELEVATORS</b>														
42. Doors														
43. Tracks														
44. Vacuuming														
45. Edging														
46. Walls														
47. Stainless														
<b>DRIBB ROOM</b>														
48. Chairs/Tables														
49. Vacuuming/Edging														
50. Ledgers/Dusting														
51. Vents/Light Fix.														
52. Doors & Frames														
<b>LOBBY</b>														
53. Entrance Glass														
54. Dust Mop/Wet Mop														
55. Vacuum/Edge														
56. Desk/Chair														
57. Furniture														
58. Doors & Frames														
59. Window Sills														
60. Mats														
61. Carpet Spots														
<b>PATIENT AREAS</b>														
62. Bed														
63. Dusting														
64. TV/Over Light														
65. Tables/Chairs														
66. Floor/Edges														
67. Windows														
68. Pictures														
69. Pictures														
70. Door/Frames														
<b>KITCHEN</b>														
71. Floors/Edges														
72. Scrubbing														
73. Walls														
74. Door/Frames														
75. Mats														
76. Trash Cans														
77. Baseboards														
78. Vents														
<b>RESTROOMS</b>														
79. Door & Frame														
80. Countertops														
81. Sinks														
82. Faucets														
83. Mirror														
84. Trash Can														
85. Stainless														
86. Urinals														
87. Commodes														
88. Night Work														
89. Partitions														
90. Stooling														
91. Deterging														
92. Mopping														
93. Baseboards														
94. Dispensers														
<b>CORRIDORS</b>														
95. Baseboards														
96. Vacuuming														
97. Edging														
98. Dust Mopping														
99. Mop Mopping														
100. Kick Plates														
101. Picture Frames														
102. Walls														
103. Drinking Fount.														
104. Vents														
105. Carpet Spots														
106. Door & Frames														

## CSI's quality assurance procedures include the following:

1. Each staff member has a thorough understanding of and signs off on all regulatory issues and CSI policies.
2. All staff is trained in infection control, current OSHA regulations, Right to Know standards, personal hygiene, and adherence to the Quality Assurance policy.
3. CSI management inspects different areas of each client's facilities weekly.
4. CSI managers maintain a logbook or electronic work order system logging all service requests or issues.

# CAPITAL SERVICES, INC.

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## SERVICE SCHEDULE

945 Schrock Road | Columbus, OH 43229  
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### CLIENT

#### SWACO

Administrative Office Building  
4239 London-Groveport Road  
Grove City, Ohio 43123

### WEEKLY SERVICE SCHEDULE

MON	X	TUES	X	WED	X	THURS	X	FRI	X
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle containers and any small trash receptacles (usually on desks) and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Remove cobwebs, paying particular attention in wood beams, doorways and window sills
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum Carpet
	Spot clean carpet stains, smaller than fist size
	Dust and damp mop all hard surface floors
	<b>KITCHENS, CAFETERIAS, LUNCH ROOM AND COFFEE AREAS</b>
	Empty trash receptacles and reline containers – DO NOT remove coffee grounds trash – remove to designated area
	Stock all hand soap and paper towel products, including paper towels on tables
	Check batteries in all automated towel and soap dispensers
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Load and unload dishwasher and run if needed
	Check coffee cups for stains and lipstick, hand wash if needed
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Check batteries in all automated towel and soap dispensers
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner

<b>CLOSING</b>	
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Kaivac clean restrooms
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>EVERY OTHER MONTH (6 TIMES PER YEAR) SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Clean interior of windows

<b>BI-ANNUAL SERVICES - APRIL AND OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction
	Clean tile grout

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

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## SERVICE SCHEDULE

945 Schrock Road | Columbus, OH 43229  
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CLIENT	
<b>SWACO</b> Fleet Garage 4109 London-Groveport Road Grove City, Ohio 43123	

WEEKLY SERVICE SCHEDULE									
MON	X	TUES	X	WED	X	THURS	X	FRI	X

DAILY SERVICES	
CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle and trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash and recycle to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum Carpet
	Spot clean carpet stains, smaller than fist size
	Dust and damp mop all hard surface floors
	<b>KITCHENS, CAFETERIAS, LUNCH ROOM AND COFFEE AREAS</b>
	Empty trash receptacles and reline containers - DO NOT remove coffee grounds trash – remove to designated area
	Stock all hand soap and paper towel products
	Check batteries in all automated towel and soap dispensers
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust mop and damp mop hard surface floor
	<b>RESTROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Check batteries in all automated towel and soap dispensers
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner, moving benches to get underneath

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

# CAPITAL SERVICES, INC.

... solutions for a clean and healthy environment

## SERVICE SCHEDULE

945 Schrock Road | Columbus, OH 43229  
614.848.5656 | www.capitalservicesinc.com

### CLIENT

SWACO

Operations Building  
3859 London-Groveport Road  
Grove City, Ohio 43123

### WEEKLY SERVICE SCHEDULE

MON	X	TUES	X	WED	X	THURS	X	FRI	X
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle, trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash to dumpster in garage and recycle to designated recycle dumpster
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum Carpet
	Spot clean carpet stains, smaller than fist size
	Dust and damp mop all hard surface floors
	<b>KITCHENS, CAFETERIAS, LUNCH ROOM AND COFFEE AREAS</b>
	Empty trash receptacles and reline containers – DO NOT remove coffee grounds trash – remove to designated area
	Stock all hand soap and paper towel products
	Check batteries in all automated towel and soap dispensers
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS / LOCKER ROOM UPSTAIRS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Check batteries in all automated towel and soap dispensers
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner

<b>CLOSING</b>	
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors
	Shop vac dirt under stairs (on ramp) leading to locker rooms

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

# CAPITAL SERVICES INC.

... solutions for a clean and healthy environment

## SERVICE SCHEDULE

945 Schrock Road | Columbus, Ohio 43229  
614.848.5656 | www.capitalservicesinc.com

### CLIENT

**SWACO**  
Jackson Pike Transfer Station  
2566 Jackson Pike  
Columbus, Ohio

### WEEKLY SERVICE SCHEDULE

<b>MON</b>	<b>X</b>	<b>TUES</b>	<b>X</b>	<b>WED</b>	<b>X</b>	<b>THURS</b>	<b>X</b>	<b>FRI</b>	<b>X</b>
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle and trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash and recycle to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum walk off mats
	Dust and damp mop all hard surface floors
	<b>KITCHEN</b>
	Empty trash receptacles and reline containers
	Stock all hand soap and paper towel products
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS/LOCKER ROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Dust outside and tops of lockers
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner
	<b>CLOSING</b>
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

# CAPITAL SERVICES INC.

... solutions for a clean and healthy environment

## SERVICE SCHEDULE

945 Schrock Road | Columbus, Ohio 43229  
614.848.5656 | www.capitalservicesinc.com

### CLIENT

**SWACO**  
Morse Road Transfer Station  
4262 Morse Road  
Columbus, Ohio 43230

### WEEKLY SERVICE SCHEDULE

MON	X	TUES	X	WED	X	THURS	X	FRI	X
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle and trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash and recycle to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum walk off mats
	Dust and damp mop all hard surface floors
	<b>KITCHEN</b>
	Empty trash receptacles and reline containers
	Stock all hand soap and paper towel products
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS/LOCKER ROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Dust outside and tops of lockers
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner
	<b>CLOSING</b>
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>CLOSING</b>	
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Clean and disinfect showers
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

# CAPITAL SERVICES, INC.

... solutions for a clean and healthy environment

## SERVICE SCHEDULE

945 Schrock Road | Columbus, OH 43229  
614.848.5656 | www.capitalservicesinc.com

### CLIENT

SWACO

Resource Center  
4149 London-Groveport Road  
Grove City, Ohio 43123

### WEEKLY SERVICE SCHEDULE

MON	X	TUES	X	WED	X	THURS	X	FRI	X
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle and trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash and recycle to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum Carpet
	Spot clean carpet stains, smaller than fist size
	Dust and damp mop all hard surface floors
	<b>KITCHENS, CAFETERIAS, LUNCH ROOM AND COFFEE AREAS</b>
	Empty trash receptacles and reline containers, DO NOT remove coffee grounds trash – remove to designated area
	Stock all hand soap and paper towel products
	Check batteries in all automated towel and soap dispensers
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Check batteries in all automated towel and soap dispensers
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner
	<b>CLOSING</b>
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels

# CAPITAL SERVICES INC.

... solutions for a clean and healthy environment

## SERVICE SCHEDULE

945 Schrock Road | Columbus, Ohio 43229  
614.848.5656 | www.capitalservicesinc.com

### CLIENT

**SWACO**  
Landfill Scale House  
3851 London-Groveport Road  
Grove City, Ohio 43123

### WEEKLY SERVICE SCHEDULE

MON	X	TUES	X	WED	X	THURS	X	FRI	X
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### DAILY SERVICES

CHECK	TASK
	Check communication log book daily and report any maintenance concerns. Complete any items requested by client and initial when completed. If task cannot be completed that night, note when it will be completed by
	<b>OFFICES, ENTRANCES, RECEPTION AREA, HALLWAYS AND CONFERENCE ROOMS</b>
	Empty recycle and trash receptacles and shredders and reline as needed (if liquid in trash can, reline – reline all containers a minimum of 1 time per week)
	Remove trash and recycle to designated area
	Dust all horizontal and vertical surfaces including chair legs, desks, credenzas, tables, chairs, file cabinets, counter tops, display units, partitions and other furniture
	Spot clean doors, door frames, light switches and walls
	Properly position furniture in offices and conference rooms to make "meeting ready"
	Wipe all internal partitions glass free of smudges and fingerprints
	Clean and sanitize hand sinks and surrounding counters
	Clean and sanitize drinking fountains / water coolers
	Vacuum walk off mats
	Dust and damp mop all hard surface floors
	<b>KITCHEN</b>
	Empty trash receptacles and reline containers
	Stock all hand soap and paper towel products
	Clean and polish kitchen sink and sink fixtures
	Wipe clean top and fronts of appliances
	Clean and disinfect kitchen counter top and cabinet fronts
	Clean and disinfect tables and chairs in kitchen area.
	Clean microwaves and toaster ovens, inside and outside, disinfecting and removing disinfecting residue
	Dust and damp mop hard surface floor
	<b>RESTROOMS/LOCKER ROOMS</b>
	Empty trash receptacles and reline containers – remove to designated area
	Dust outside and tops of lockers
	Clean and polish all mirrors and metal
	Clean and sanitize all urinals and toilet bowls, including the tops and underside of toilets
	Clean areas surrounding toilets to remove stains and spills from lower bowl, wall, partitions and floor
	Clean and sanitize wash basins and countertops, getting all grime out of the corners and edges
	Restock all dispensers in restrooms, paper towels, hand soap, toilet tissue, liners and deodorants
	Clean and polish all dispensers and fixtures
	Sweep and wet mop floor with a germicidal cleaner
	<b>CLOSING</b>
	Clean and organize janitor closet
	Turn off lights as instructed
	Lock doors and windows as instructed
	Set alarm as instructed

<b>WEEKLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Wipe clean fronts of vending machines
	Wipe clean the inside of refrigerator, removing spills and crumbs and throwing away spoiled food
	Clean and sanitize all telephones
	Dust beams and exposed ductwork

<b>MONTHLY SERVICES</b>	
<b>CHECK</b>	<b>TASK</b>
	Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal daily and weekly dusting
	Wipe clean or vacuum baseboards
	Vacuum fabric covered furnishings
	Wipe clean non-fabric furniture
	Clean and polish all chrome chairs and tables
	Dust blinds, window sills, jams, light fixtures and ceiling vents

<b>QUARTERLY SERVICES – MARCH, JUNE, SEPTEMBER &amp; DECEMBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Strip and re-finish hard surface floors

<b>BI-ANNUAL SERVICES – APRIL &amp; OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all chairs
	Clean carpet – hot water extraction

<b>ANNUAL SERVICES - OCTOBER</b>	
<b>CHECK</b>	<b>TASK</b>
	Steam clean all cubicle panels