

Exhibit B: Scope of Work list by area

YFAC Facility Offices and Front Desk Areas

The Facility Offices and Front Desk area is approximately 2000 sq ft. It has a meeting/conference room, copy room, break room, an open administrative area, 4 individual offices, and the front desk area that is open to the common area of the main entry.

Daily Cleaning Tasks:

1. Empty Trash Bins and Replace Liners:
 - All trash bins should be emptied daily.
 - Replace liners in all bins.
 - Wipe down trash bins to remove any liquid marks or debris.
2. Wiping and Disinfecting Flat Surfaces:
 - Use an appropriate all-purpose disinfectant to wipe down all common flat surfaces, including countertops, tables, the coffee bar, and desks.
 - Care should be taken not to move or disturb any personal items on desks.
3. Vacuum all carpeted areas of office space.
4. Damp mop any hard surface in the office space.
5. Cleaning and Polishing Glass Doors:
 - Clean and polish glass doors leading to Office/Front Desk areas to ensure they are streak-free and clear.


Weekly Cleaning Tasks:

1. Window Ledges and Framework:
 - Wipe/dust all window ledge surfaces and their framework.
2. Picture Frames and Wall Décor:
 - Wipe/dust picture frames and wall décor where applicable.
3. Spot Cleaning and Damp Wiping Doors:
 - Spot clean and/or damp wipe doors where needed to remove fingerprints and marks.
4. Furniture and Chair Framework:
 - Wipe/dust furniture and chairs' framework if needed.
5. Spot Cleaning Walls:
 - Spot clean and/or damp wipe walls where needed to remove scuffs and marks.

Monthly Cleaning Tasks:

1. HVAC Vents:
 - Clean all supply and return HVAC vents to ensure efficient air flow and reduce dust accumulation.
2. Office Baseboards:
 - Wipe/dust office baseboards to maintain a neat appearance and prevent dust accumulation.

YFAC Aquatic Pool Seating and Facility Locker Rooms Area

The Facility Pool Seating area is approximately 1800 sq ft with 4 rows of bleacher seating looking over the Competition Pool. The Locker Room area is approximately 4000 sq ft. It includes a family changing area locker room with 4 individual family spaces with 1 toilet, 1 shower, and 1 sink all connected to a locker common space. There is a set of Women's and Men's locker rooms that each have 3 showers, 3 toilets, and 3 sinks. The last set of locker rooms are Mens and Womens Team Locker Rooms. Each has 2 showers, 2 toilets, and 2 sinks. All of these locker rooms are accessible from the Aquatics Center and from the Common Hall on the main facility side of locker rooms. The last area to clean within this area are a set of Men's and Women's common restrooms accessible from the common hall. Womens restroom has 3 toilets and 2 sinks while the *There are two offices for the Aquatics admin and the Life Guard admin that will be cleaned in house. 

All Locker Rooms and Restrooms in this Aquatic Area

Aquatic Area Daily Cleaning Tasks:

1. Toilets, Sinks, and Showers:
 - Clean and disinfect all toilets, ensuring they are free of stains, soils, and odors.
 - Clean and disinfect all sinks, faucets, and surrounding areas to remove soap scum and water stains.
 - Clean and disinfect shower areas, including walls, floors, and fixtures, ensuring the removal of mildew, soap scum, and water stains.
2. Restocking and Sanitizing Dispensers:
 - Restock soap dispensers, paper towel holders, and toilet paper rolls as needed.
 - Sanitize all dispensers and hand dryers.
3. Mirrors and Glass Surfaces:
 - Clean all mirrors and glass surfaces, ensuring they are streak-free and clear.
4. Waste Management:
 - Empty and replace liners in all trash and recycling bins.
 - Wipe down bins to remove any residue or spills.
5. Floors:
 - Sweep floors of any debris
 - Use small footprint scrubber to scrub and squeegee all tile floors in the locker rooms and restrooms of this Aquatic area.

Aquatic Area Weekly Cleaning Task:

1. Dust the tops of Lockers and police the face of the lockers for any spots to be removed
2. Dust Wipe the tops of restroom partitions to be free of dust.
3. Clean and polish walls of partitions.
4. Dust the lower framework of all interior glass between the hall and locker room entry points and the pool deck area and locker room entry points.
5. Wet Mop all edges or tile floor base.
6. Spot clean wall where and if needed.

Aquatic Area Monthly Cleaning Tasks:

1. HVAC Vents:
 - Clean all supply and return HVAC vents to ensure efficient air flow and reduce dust accumulation.

Pool Seating Area Daily Cleaning Tasks:

1. Trash Policing:
 - Regularly check and clear any trash in and around the bleacher areas.
 - Ensure all waste is properly disposed of and recycling bins are used where appropriate.
2. Manual Sweeping and Mopping Under and Around Bleachers:
 - Sweep under and around the bleachers to remove dust, dirt, and debris.
 - Damp Mop (not WET; no moisture left pooling) the area to ensure cleanliness and hygiene, focusing on any spills or stains.
3. Wipe Seating Bleachers as needed with all purpose disinfectant.

YFAC Vestibules, Common Area, Facility Concession, Tournament, Ticketing and General Purpose Office Spaces (all located off of main front hall in front of Gym Space)

The Facility Vestibules, Common Area Hall, and Facility Concession and functional spaces for general purpose of tournament needs and ticketing are approximately 12,615 sq ft. The approx. 700 sq ft. Retail Space will be cleaned in house. All other areas within the common areas of the facility in front of the gym space are cleaned. The concession space will be trash removal and cleaning of the floors only. *Entry Doors will be included in Daily Scope of Work, but a scheduled interior and exterior glass cleaning schedule will be priced separately. *All task below will be called “Common Areas” associated directly with all Common Hall space, vestibules, facility concession, and general office spaces in common hall.

Daily Cleaning Tasks for all Common Areas:

1. Entry Doors Cleaning and Polishing:
 - Clean and polish all entry doors, including those leading to the gym court space, ensuring they are free from fingerprints, smudges, and dirt.
 - Use appropriate glass cleaner and polishing tools to maintain a clear and inviting appearance.
2. Flat Surface Wipe Down:
 - Perform a basic wipe down of all flat surfaces using proper disinfectant.
 - Do not move any facility or tournament literature or personal items on surfaces.
3. Waste Management:
 - Empty and replace liners in all trash and recycling bins.
 - Wipe down bins to remove any residue or spills.
4. Sweep and Mop complete vestibule floor surface.
5. Sweep common hall space.
6. Run Autoscrubber on common hall space polished concrete.

Daily Concession Stand Cleaning Tasks:

- Trash Removal and Sweep/Mop of floors only in this space.

Weekly Cleaning Tasks for all Common Areas:

1. Dusting of Glass Framework:
 - Dust the base of the glass framework in vestibules and common area walkways to prevent the build-up of dust and debris.
 - Pay special attention to corners and edges where dust tends to accumulate.
2. Dust all common space hall baseboards.

Bi-Monthly Common Area Concrete Maintenance:

Buffing Polished Concrete: As Needed or minimum bi-monthly

- Buff the polished concrete surfaces as needed to maintain shine and appearance.
- Use appropriate buffing equipment and pads to enhance the floor's polish and shine.

Monthly Cleaning Tasks for all Common Areas:

1. HVAC Vents:
 - Clean all supply and return HVAC vents to ensure efficient air flow and reduce dust accumulation.
2. Dust all common space room baseboards.

Note for Complete Glass Cleaning:

- The complete cleaning (both exterior and interior) of glass will be priced separately and not included in the daily or weekly tasks.

YFAC Common Area Restrooms (Large Main Women's and Men's Restrooms located in Main Hall in front of Gym Space and single stall family restroom with baby changing stations (2))

The Facility Common Area Hall Restrooms are approximately 1225 sq ft. This includes the two main Women's and Men's restrooms. The women's has 12 toilets and 5 sinks. The men's has 4 toilets, 5 urinals, and 5 sinks. There is a set (2) of two single family restrooms with 1 toilet and 1 sink along with a baby changing station in each.

Common Area Restroom Daily Cleaning Tasks:

1. Toilets and Sinks:
 - Clean and disinfect all toilets, ensuring they are free of stains, soils, and odors.
 - Clean and disinfect all sinks, faucets, and surrounding areas to remove soap scum and water stains.
2. Restocking and Sanitizing Dispensers:
 - Restock soap dispensers, paper towel holders, and toilet paper rolls as needed.
 - Sanitize all dispensers and hand dryers.
3. Mirrors and Glass Surfaces:
 - Clean all mirrors and glass surfaces, ensuring they are streak-free and clear.
4. Waste Management:

- Empty and replace liners in all trash and recycling bins.
 - Wipe down bins to remove any residue or spills.
5. Floors:
- Sweep floors of any debris
 - Use small footprint scrubber to scrub and squeegee all tile floors in the common area restrooms.

Common Area Restroom Weekly Cleaning Task:

1. Dust Wipe the tops of restroom partitions to be free of dust.
2. Clean and polish walls of partitions.
3. Wet Mop all edges or tile floor base.
4. Spot clean wall where and if needed.

Common Area Restroom Monthly Cleaning Tasks:

HVAC Vents:

- Clean all supply and return HVAC vents to ensure efficient air flow and reduce dust accumulation.

YFAC Athletic Space; Multi-sport Gymnasium and Seating Areas

The Facility's premier space for multiple sports (Basketball, Volleyball, Pickleball, etc.) is a total of approximately 52,000 sq ft. With the court space being just over 50k sq ft, that leaves 8 normal sections of bleacher space that total to approximately 1000 sq ft that will require some different cleaning methods along with an approximate 1000 sq ft gym storage that is not part of the required cleaning.

Daily Cleaning Task for Bleachers Area:

1. Trash Policing:
 - Regularly check and clear any trash in and around the bleacher areas.
 - Ensure all waste is properly disposed of and recycling bins are used where appropriate.
2. Manual Sweeping and Mopping Under and Around Bleachers:
 - Sweep under and around the bleachers to remove dust, dirt, and debris.
 - Damp Mop (not WET; no moisture left pooling) the area to ensure cleanliness and hygiene, focusing on any spills or stains.

Daily Cleaning Task for Glass and Entry Doors:

1. Fingerprint Policing on Glass Surfaces:
 - Regularly clean sections of glass lining the common area hall to remove fingerprints and smudges.
 - Wipe the base of the glass frames **once a week** to prevent the build-up of dust and debris.
2. Glass Entry Doors Cleaning:

- Nightly cleaning and polishing of glass entry doors to maintain a clear and welcoming appearance.
- Use appropriate glass cleaner and polishing tools.

Daily Cleaning Task for Main Court Space:

1. Pre-Cleaning with Court Specific Broom or Dust Mop:
 - Perform a general sweep of the entire court using a court-specific broom or dust mop to capture all dust and larger debris.
 - This step is crucial before running any specialized scrubber equipment on the court.
2. Perimeter Cleaning:
 - Manually sweep and mop the edges and perimeter of the gym space.
 - Ensure the baseboards are cleaned weekly to maintain a neat appearance and prevent dust accumulation.

Weekly (3-5 times per week) Cleaning Task for Main Court Space:

Use of Court-Approved Auto scrubber (3 to 5x per Week):

- Depending on the facility's sports schedule, use a court-approved auto scrubber to clean the court surface.
- The frequency of this task should be between 3 to 5 times per week.
- Ensure the machine is well-maintained and properly squeegees the court to provide the cleanest, driest, and safest surface for players.
- Focus on maintaining the integrity of the wood court while ensuring its cleanliness and safety.

Monthly Cleaning Tasks for Court Space:

HVAC Vents:

- Clean all supply and return HVAC vents to ensure efficient air flow and reduce dust accumulation.