

# **Lina's Janitorial Services**

P.O. Box 3137  
Alameda, CA 94501  
(510) 552-7813

E-Mail: [linasjanitorialservices@gmail.com](mailto:linasjanitorialservices@gmail.com)

## **Upper Campus Daily Janitorial Cleaning Proposal for the 2021-2022 School**

### **Year :**

#### **East Bay Innovation Academy**

3800 Mountain Blvd.  
Oakland, CA 94619

### **Areas to be Serviced at Upper Campus**

1. Main Office/Reception Area
2. Classrooms
3. Student Bathrooms
4. Staff Bathrooms
5. Cafeteria
6. Library
7. Gym
8. Auditorium

*(\* Total On-Campus Janitor Hours: 9 a.m to 5 p.m)*

### **Scope of Daily Janitorial Work**

#### **Classrooms:**

- Vacuum all carpets
- Dispose of all garbage
- Disinfect and wipe down all tables/desks
- Disinfect and wipe down all door handles
- Mop (\*rooms with floor)
- Sweep (\*rooms with floor)

**Main Office:**

- Vacuum carpet
- Dispose of all garbage
- Disinfect and wipe down all desks
- Disinfect and wipe down all door handles

**Library:**

- Vacuum carpet
- Dispose of all garbage
- Disinfect and wipe down all tables/desks
- Disinfect and wipe down all door handles

**Auditorium:**

- Vacuum carpet
- Dispose of all garbage
- Disinfect used surfaces on need basis
- Disinfect and wipe down all door handles

**Staff and Student Bathrooms:**

- Clean and disinfect all sinks, toilets and or urinals
- Dispose of all garbage
- Sweep
- Mop
- Disinfect and wipe down all door handles
- Restock all bathroom supplies as needed (Soap, Paper Towels, Toilet Paper, etc)

**Hallways:**

- Sweep and maintain main hallways
- Dispose of any garbage

**Cafeteria/Gym:**

- Post-lunch break down

- Sweep all floors
- Mop
- Dispose of all garbage
- Disinfect and wipe down all tables
- Disinfect and wipe down all door handles

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## **Lower Campus Daily Janitorial Cleaning Proposal for the 2021-2022 School**

### **Year :**

#### **East Bay Innovation Academy**

3400 Malcome Ave  
Oakland, CA 94605

### **Areas to be Serviced at Lower Campus**

1. Lobby/Reception Area
2. General Office
3. Classroom
4. Restrooms
5. Hallways
6. Cafeteria/Gym

*(\*Total On-Campus Janitor Hours: 10 a.m to 7 p.m)*

### **Scope of Daily Janitorial Work**

#### **Classrooms:**

- Sweep
- Mop
- Dispose of all garbage
- Disinfect and wipe down all tables/desks
- Disinfect and wipe down all door handles

#### **Staff and Student Bathrooms:**

- Clean and disinfect all sinks, toilets and or urinals

- Dispose of all garbage
- Sweep
- Mop
- Disinfect and wipe down all door handles
- Restock all bathroom supplies as needed (Soap, Paper Towels, Toilet Paper, etc)

**Hallways:**

- Sweep floors
- Disposal of garbage
- Mop

**Cafeteria/Gym:**

- Post-lunch break down
- Sweep all floors
- Mop
- Dispose of all garbage
- Disinfect and wipe down all tables
- Disinfect and wipe down all door handles

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## **Cost Summary for the 2021-2022 School Year Daily Cleaning:** **East Bay Innovation Academy**

The following is a summary of the cost associated with Lina's Janitorial Services. This is based on the janitorial and cleaning services that will take place at both EBIA's Upper and Lower campuses during the 2021-2022 academic school year.

### **Costs:**

- Middle school (Lower campus) monthly cost: **\$5,000**
- High school (Upper campus) monthly cost: **\$5,000**

**Grand Total per Month:**  
**\$10,000**

### **Schedule of Cleaning:**

The 2021-2022 janitorial and cleaning services for both EBIA's Upper and Lower campuses by Lina's Janitorial Services will begin upon official approval and start on August 1, 2021.

### **Terms and Conditions**

**\*EBIA is to provide all toiletries, including all supplies for cleaning via Cogent (Starline Supply Company) account.**