

Custodial / Cleaning Bid Specifications for Laurel Creek Baptist Church 2024

Location: Laurel Creek Baptist Church (L.C.B.C.)
1227 Hunter-Miller Rd.
Rock Island, TN. 38581
Phone: (931) 686-7000 (leave message)

Duration of Bid: April 2024 – April 2025

Scope of Work: Sanctuary and Baptistry Area (1)
All Entrances and Hallways (multiple)
Bathrooms (6)
Offices and Classrooms (13)
Fellowship Hall & Kitchen (1)
Audio Room (1)

- **Specific tasks and schedules for each area are listed on the following pages.**
 - Contractor being licensed and insured is preferred, but not required.
 - Request that work be completed on weekly basis, preferably on a Thursday or Friday.
 - Church will supply all PAPER PRODUCTS, TRASH BAGS and BATHROOM SOAP DISPENSERS.
 - Contractor is responsible for all CLEANING SUPPLIES (mops, dust rags, buckets, brooms, vacuums, any chemicals, etc.)
 - NOTE: Church property and interior is monitored by video surveillance.
 - Bids must be in writing.
 - Bids are required to be submitted by **12 noon on March 22, 2024.**
 - L.C.B.C reserves the right to refuse any and all bids.
- **Please submit bids by email to the following:**

bid@laurelcreekbaptistchurch.com

or go to:

<https://laurelcreekbaptistchurch.com/bid>

- Any questions, please contact:
- Art Gustina (810-728-8126); (alternates: Kathy Bickford (931-686-3115); Ruby Cole (931-256-0311))

Thank you.

L.C.B.C.

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The following is a list of specific tasks, by area, to be covered by the bid:

SANCTUARY and BAPTISTRY:

TASK	WEEKLY	MONTHLY	QUARTERLY
Vacuum Carpets	X		
Vacuum Chairs	X		
Clean Window	X		
Dust Piano and Stage	X		
Dust Tables & Baseboards	X		
Clean Cobwebs	X		
Spot Clean Carpet	X		
Baptistry: **Clean and disinfect, as needed following a Sunday baptism	**	-----	-----
Sweep Baptistry Stairs		X	

ENTRANCES and HALLWAYS:

TASK	WEEKLY	MONTHLY	QUARTERLY
Clean Glass Windows and Doors	X		
Wash Window Sills	X		
Dust Baseboards	X		
Dust Wood Surfaces	X		
Clean Cobwebs	X		
Empty Trash	X		
Mop Tile	X		
Vacuum Air Vents			X
Sweep Leaves, etc. from Exterior Front Entrance	X		

BATHROOMS (6 total)

TASK	WEEKLY	MONTHLY	QUARTERLY
Clean and Disinfect: Sinks, Countertops Mirrors, Commodes Stall Walls, Baseboards Mop Floors,	X		
Replace Soap Dispensers (as needed)	X		
Replace Paper Products (as needed)	X		
Empty Trash & Replace Trash Bags	X		

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ALL OFFICE AND CLASSROOM AREAS (13 total)

TASK	WEEKLY	MONTHLY	QUARTERLY
Mop Floors	X		
Sweep Rugs	X		
Dust Wood Surfaces	X		
Clean Glass Windows		X	
Clean Window Sills		X	
Wash Baseboards			X
Clean Cobwebs	X		
Empty Trash and Replace Bags	X		
Vacuum Vents		X	

FELLOWSHIP HALL

TASK	WEEKLY	MONTHLY	QUARTERLY
Mop Floors (includes Kitchen)	X		
Sweep Rugs	X		
Dust Wood Surfaces	X		
Clean Glass Windows	X		
Clean Window Sills	X		
Wash Baseboards			X
Clean Cobwebs	X		
Empty Trash and Replace Bags	X		
Vacuum Vents		X	

AUDIO ROOM

TASK	WEEKLY
Sweep Floor and Stairs	X