

## Custodial / Cleaning Bid Specifications for Laurel Creek Baptist Church 2026

**Location:** Laurel Creek Baptist Church (L.C.B.C.)  
1227 Hunter-Miller Rd.  
Rock Island, TN. 38581  
Phone: (931) 686-7000 (to submit a bid, please see below)

**Duration of Bid:** April 2026 – April 2027

**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 22,2026.**
- 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) or 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 All Glass Doors and Entrance Windows	X		
Dust Piano and Stage	X		
Dust Tables & Baseboards	X		
Clean Cobwebs	X		
Spot Clean Carpet	X		
Baptistry: **Clean and disinfect, as informed before 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
<b>Clean and Disinfect:</b> 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	Monthly
Sweep Floor and Stairs	X