

Cleaning Tasks

Mid-week (Wednesday evening after 5:00 p.m.)	Weekend (anytime between Saturday 1 p.m. and Sunday evening)	Monthly
Foyer: Sweep floors Mop floor if needed Clean fingerprints from front door	Foyer: Sweep floors Mop floor Clean fingerprints from front door	Remove spider webs from windows Remove dust from HVAC vents Dust wooden chairs
Bathrooms: Empty trash Clean toilets Wipe down sink area Sweep floors Mop floor if needed Re-stock paper products	Bathrooms: Empty trash Clean toilets (inside & outside) Wipe down sink area Sweep floors Mop floor Re-stock paper products	
Empty all trash (including staff area)	Empty all trash (including staff area)	
Spot vacuum as needed	Vacuum entire building	
	Dust all flat surfaces, including tables, counters, window sills, circulation desk, History Room	
	Spot clean smudges on windows	
	Empty smoker pot as needed	
	Sweep/Mop Meeting Room as needed	

1. The library staff will clean the following:
 - Public computers
 - Book shelves and displays
 - Staff kitchen
 - Employee workstations
2. The library will supply the cleaning products.
3. Due to our hours of operation, the cleaning days/times are set and cannot be changed.
4. Bids should list the monthly cost for services.
5. Work will begin July 1, 2026.
6. Please include three references with the bid.
7. Any questions regarding the scope of work should be discussed with Cyndi Clifton or Kim Hunter.
8. Sealed bids should be returned to Cyndi Clifton, Director, Owen County Public Library, 1370 Highway 22 East, Owenton, KY 40359 **before 5:00 p.m. on Friday, May 15th**.