

Williamson County Facilities  
3101 SE Inner Loop  
Georgetown, TX 78633

Request for Proposal  
Custodian and Sanitation Supplies and Services  
Williamson County, Texas

**Attachment B –**  
Janitorial Building Specifications  
Williamson County, Texas

1009

**WILLIAMSON COUNTY JUSTICE CENTER**

405 Martin Luther King Blvd  
Georgetown, Texas 78626



Approximate Square footage: 171,000

Occupied Cleanable Sq ft.: 169,000

Flooring Type: Carpet & Concrete/Terrazzo/VCT

Elevators: 4 public and 6 private

Restroom count: 18 multi-stalls and 27 single stalls

- **Cleaning schedule:**
  - Monday through Friday, 5 days per week, 8 am to 5 pm; and
  - Monday through Friday, 5 days a week, after 5:00pm.
- **Day Cleaning – Two (2) Day Porters (See day porter schedule with floor plan):**
  - **Day Porter #1: Monday - Friday, 8 am – 5 pm**
    - Judges chamber/offices/restrooms in CC1, 26<sup>th</sup>, 425<sup>th</sup>, & 277<sup>th</sup>
    - Check Judge Jury Rooms and restrooms, if not in use
  - **Day Porter #2: Monday – Friday, 8 am – 5 pm**
    - District Attorney, County Clerk breakroom, Public Restrooms, Jury Call Room, Basement area, Vault area
    - Work with Bailiffs to clean holding cells on Weekly basis
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevators – public shall be cleaned daily; private shall be clean on Tuesday and Thursday weekly
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster, between JC and SO building.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1025

**CENTRAL MAINTENANCE FACILITY**

3151 SE Inner Loop  
Georgetown, Texas 78626

Approximate Square footage: 22,100

Cleanable Sq ft: 13,754

Carpet area: 6,271

Tile area: 7,483

Concrete: 3,180

Restrooms: 2 multi-stalls; 5 single stalls; and 2 fleet shop single stalls



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Community Room has frequent use after business hours and weekends.
      - Alternative hours may be required. Contract Administrator will provide known scheduled hours for use.
    - Janitorial staff must use exterior door to gain access to Fleet shop restrooms and areas to clean.
      - Fleet shop mechanical area restricted and must not be accessed.
  - Weekend Cleaning:
    - Community Rooms and designated areas must be cleaned on Sunday.
      - See weekend schedule for designated areas that must be cleaned.
      - Contract Administrator will provide known scheduled hours for Community Rooms.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Vacant offices/areas shall be routinely cleaned.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Fleet/Mechanical area. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1032

**CEDAR PARK ANNEX**

350 Discovery Blvd  
Cedar Park, Texas

Approximate Square footage: 31,734

Cleanable Sq ft: 31,000

Carpet area: 21,817

Ceramic area: 544

VCT area: 7,875

Elevator: one (1)

Restrooms: 9 private/individual and 4 public



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00 pm.
    - Courtroom has frequent use after business hours. Alternative hours may be required. Contract Administrator will provide known scheduled hours for use.
    - Constable and Sheriff substation office open 24 hours; special cleaning hours may be required.
    - Tax Department and Public Health Department have alternative business hours. Alternative hours may be required. Contract Administrator will provide known business hours.
      - Cleaning of Tax Department or Public Health Department or any public space that may be used/accessed by clients/customers shall not occur until after the department closes and all clients have exited the building.
- **Day Cleaning - Day porter (See day porter schedule with floor plan):**
  - Constable area to be cleaned Monday – Friday during regular business hours.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevator – shall be cleaned daily.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and IT rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1033

**TAYLOR ANNEX**

412 Vance Street  
Taylor, Texas

Approximate Square Footage: 21,102

Cleanable Sq ft: 16,151

Carpet area: 7,010

VCT area: 9,141

Elevator: one (1)

Restrooms: 4 multi-stalls and 3 single stalls



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Constable and Sheriff substation office is open 24 hours per day; special cleaning hours may be required.
    - Tax Department has alternative business hours. Alternative hours may be required. Contract Administrator will provide known business hours.
      - Cleaning of Tax Department or any public space that may be used/accessed by clients/customers shall not occur until after the department closes and all clients have exited the building.
- **Day Cleaning - Day porter (See day porter schedule with floor plan):**
  - Constable area to be cleaned Monday – Friday, 5 days a week, between hours of 8 am – 4 pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevator – shall be cleaned daily.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1043**  
**INNER LOOP ANNEX**  
301 SE Inner Loop  
Georgetown, Texas 78626



Approximate Square footage: 35,100  
Carpet: 17,270  
Concrete: 17,830  
Restrooms: 4 public and 3 private individual restrooms

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
  - Weekend Cleaning:
    - Designated areas may be requested by the Contract Administrator be cleaned on Sunday.
      - Request are in conjunction with elections.
      - Contract Administrator will provide known scheduled hours for cleaning after election hours.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Elections Department has **Security alarm**.
    - Contract Administrator will provide alarm code.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Warehouse designated areas. **Exception –** Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



1066

**ROUND ROCK JESTER ANNEX**

1801 East Old Settlers Blvd  
Round Rock Texas 78664

Approximate Square footage: 29,500

Cleanable sq ft: 29,200

Carpet area: 12,000

VCT: 6,900

Tile and Vinyl: 7,300

Restrooms: 2 multi-stalls and 4 single stalls



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Community Rooms, with kitchen, has frequent use after business hours and weekend. Alternative hours may be required. Contract Administrator will provide known scheduled hours for use.
  - Constable and Sheriff substation office is open 24 hours per day; special cleaning hours may be required.
  - Tax Department has alternative business hours. Alternative hours may be required. Contract Administrator will provide known business hours.
  - Cleaning of Tax Department or any public space that may be used/accessed by clients/customers shall not occur until after the department closes and all clients have exited the building.
- **Weekend Cleaning:**
  - Community Rooms and designated areas must be cleaned on **Sunday**.
    - See weekend schedule for designated areas that must be cleaned.
    - Contract Administrator will provide known scheduled hours for Community Rooms.
    - Kitchen appliances and complete cleaning must be cleaned quarterly.
      - See kitchen scope of work for quarterly cleaning.
      - Cleaning must be scheduled, as some cleaning task may be required by Williamson County staff.

- **Day Cleaning - Day porter (See day porter schedule with floor plan):**

- Constable area to be cleaned Monday – Friday between hours of 8 am – 5 pm.

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
- Tax office drive thru windows must be cleaned both inside and outside weekly.
- State of Texas elected official offices must be cleaned daily.
- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash and Recycling must be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1000**  
**HISTORICAL COURTHOUSE**  
710 Main Street  
Georgetown, Texas 78626



Approximate Square Footage: 23,516  
Carpet: 10,500  
Wood: 5,950  
Terrazzo: 7,000  
Basement: 9,000  
Elevator: one (1)  
Restrooms: 4 multi-stalls and 5 single stalls

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Exception – Designated day of week with day porter for designated area.
    - Building rooms and lawn has frequent use after business hours and weekend. Alternative hours may be required.
      - Contract Administrator will provide known scheduled hours for use.
  - Weekend Cleaning:
    - Designated areas must be cleaned on **Sunday**.
      - See weekend schedule for designated areas that must be cleaned.
      - Contract Administrator will provide known scheduled hours for building scheduling after hours and weekends.
- **Day Cleaning - Day porter:**
  - Thursdays or designated one day per week during designated hours to clean:
    - 2<sup>nd</sup> floor secure offices, hallways and secure conference room(s)/areas,
      - Secure areas may require escort by designated Williamson County staff.
- **Basement:**
  - Daily cleaning - Treasurer's area, stairwell, and restrooms.
  - Weekly cleaning – Dusting of furniture, and walls; cleaning window; and sweeping, vacuuming, and mopping floor.
- **Courtrooms:**
  - Do not lock or close rotunda doors to Commissioner or District Courtroom.
  - Daily sweeping and vacuuming.
  - Weekly dusting of furniture, and walls; cleaning window; and sweeping, vacuuming, and mopping floor.
  - Mopping of wood floors must use approved cleaning products. Contract Administrator shall discuss approved cleaning products for floor.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets or designated cabinets/areas only.
    - (Basement, 2<sup>nd</sup> and/or 3<sup>rd</sup> floor)
  - No water shall be left in buckets.



## CONTINUED – HISTORICAL COURTHOUSE

1000

### HISTORICAL COURTHOUSE

710 Main Street

Georgetown, Texas 78626



- **Reminders:**

- **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Special cleaning consideration with cleaning products for wood flooring.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash containers must be taken to curb on designated trash collections days at the end of nightly cleaning schedule.
  - Facilities Contract Administrator will provide trash collection days, upon request.
- Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday and Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1002

**HEALTH DEPARTMENT GEORGETOWN**

100 West Third Street  
Georgetown, Texas 78626

Approximate Square Footage: 7200

Occupied Cleanable: 6800

Carpet: 3448

VCT: 3,352

Restrooms: 2 multi-stalls and 3 single stalls



• **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Public Health Department has alternative business hours. Alternative hours may be required. Contract Administrator will provide known business hours.
    - Cleaning of Public Health Department or any public space that may be used/accessed by clients/customers shall not occur until after the department closes and all clients have exited the building.

• **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

• **Reminders:**

- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly at Historical Courthouse.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Special cleaning consideration with cleaning products for wood flooring.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

• **Trash/Recycling:**

- Trash shall be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.
- Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday and Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1003

**HEALTH DEPARTMENT TAYLOR**

115 West Sixth Street  
Taylor, Texas

Approximate Square Footage: 6240

Occupied cleanable: 5819 sq ft

Carpet: 5400 Sq ft.

Tile: 419 sq ft.

Restrooms: 5 restrooms



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Public Health Department has alternative business hours. Alternative hours may be required. Contract Administrator will provide known business hours.
    - Cleaning of Public Health Department or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly at Taylor Annex.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash shall be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.
- Recycling must be transported and placed in appropriate Recycling dumpster at Taylor Annex on Tuesday and Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

## 1005/1006

### ROUND ROCK ANNEX

211 Commerce Cove, Bldgs A & B  
Round Rock, Texas

Approximate Square Footage: 28,900

Cleanable sq ft: 24,000

VCT: 16,000

Carpet: 8,000

Tile: 60

Restrooms: 7 public and 8 private



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Public Health Department and Probation Department have alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
    - Cleaning of Public Health Department and Probation Department or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.
  - Community Room has use after business hours and weekends.
    - Alternative hours may be required. Contract Administrator will provide known scheduled hours for use.
- Weekend Cleaning:
  - Community Rooms and designated areas must be cleaned on Sunday.
    - See weekend schedule for designated areas that must be cleaned.
    - Contract Administrator will provide known scheduled hours for Community Rooms.

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash shall be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.
- Recycling must be transported and placed in appropriate Recycling dumpster at Texas Ave on Tuesday and Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1008**  
**SHERIFF ADMINISTRATION-JAIL**  
508 South Rock Street  
Georgetown, Texas 78626



Approximate Square Footage: 28032  
Cleanable sq ft: 19882  
Elevator: four (4); 3 – Sheriff Admin/ 1 - Jail  
Restrooms: 13 total

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
  - Weekend Cleaning:
    - **Weekend Cleaning:**
      - Designated Jail area must be cleaned on **Saturday and Sunday.**
        - See weekend schedule for designated areas that must be cleaned.
        - Contract Administrator must approve weekend cleaning hours.
- **Day Cleaning – Day Porters (See day porter schedule with floor plan):**
  - **Day Porter – Friday, 8 am – 5 pm**
    - SO Admin & Jail Public Areas
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevators – public shall be cleaned daily; private shall be clean on Tuesday and Thursday weekly.
  - Exercise room in basement shall be cleaned three days per week: Monday, Wednesday & Friday, at minimum.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, Jail or Evidence rooms, or Locked offices. Special considerations shall be exercised daily to ensure security and privacy. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster, between JC and SO building.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

## 1043B

### CSCD ADULT PROBATION

301 SE Inner Loop  
Georgetown, Texas 78626

Cleanable Sq ft: 9,400

Carpet: 8,400

Ceramic Tile: 1,000

Restrooms: 2 public and 1 private



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Probation Department has alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
    - Cleaning of Probation Department or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
  - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash and Recycling must be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



1051

**TAX OFFICE/INTERNAL AUDIT**

904 South Main Street  
Georgetown, Texas 78626

Approximate Square Footage: 15,485

Carpet: 14,225

VCT: 1260

Restrooms: 5



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Tax Department has alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
      - Cleaning of Tax Department or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Dumpster is locked. Janitorial key used to unlock nightly.
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday and Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1048**

**JUSTICE OF THE PEACE PCT 4**

211 W 6<sup>th</sup>

Taylor Texas

Cleanable sq ft: 3,948

Carpet: 2,987

VCT: 961

Restrooms: 2 public and 2 private



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Do not enter offices if door is closed.
    - Only empty the trash, if the trash container is sitting outside the door.
    - If the office door is open, clean the office.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash containers must be taken to curb on designated trash collections days at the end of nightly cleaning schedule.
    - Facilities Contract Administrator will provide trash collection days, upon request.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Taylor Annex on Tuesday and Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

## WCRAS

### WILCO REGIONAL ANIMAL SHELTER

1855 SE Inner Loop  
Georgetown Texas 78626

Occupied Cleanable Sq ft: 14,500

All ceramic tile no carpet

Restrooms: 4 public and 1 private

Elevator: 1



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Special considerations must be exercised due to animals.
  - Community Rooms may have frequent use after business hours. Alternative hours may be requested. Contract Administrator will provide known scheduled hours for use.
- **Public accessible areas and staff offices shall only be cleaned (See night route schedule with floor plan):**
  - Do not enter nor clean Kennel areas
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Georgetown Annex on Tuesday and Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1001**

**HISTORICAL MUSEUM (FARMERS STATE BANK BUILDING)**

716 Austin Avenue  
Georgetown, Texas 78628

Cleanable sq ft: 4,000

Carpet: 1,990

Wood laminate:

VCT: 788

Ceramic Tile: 1,222

Elevator: 1

Restrooms: 2



- **Cleaning schedule:**
  - Tuesday and Friday at 9 am, before doors open to public.
  - See day porter schedule with floor plan
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Access to building only permitted by Museum staff.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevator – shall be cleaned daily.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Friday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1064

**CHILDREN'S ADVOCACY CENTER**

1811 SE Inner Loop  
Georgetown, Texas 78626

Approximate cleanable Sq ft: 5,500

Carpet: 4,864

Ceramic Tile: 636

Restrooms: 3



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Building is shall be use after business hours. Alternative hours may be required. Contract Administrator will provide known scheduled hours for use.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Building has **Security alarm**.
    - CAC management will provide alarm code and other applicable items needed to gain access.
  - Janitorial staff must be at least 21 years of age.
    - Williamson County reserves the right to limit those entering the building for any reason.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Georgetown Annex on Tuesday and Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

## 1066B

### PUBLIC SAFETY BUILDING

1781 East Old Settlers Road  
Round Rock, Texas

Approximate Square Footage: 2,500

Carpet: 1,100

Vinyl: 560

Tile: 60

Restrooms: 2



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, between hours of 8 am – 5 pm.
    - Special accommodations shall be made to ensure EMS sleeping quarters are not disturbed the adjoin.
    - See day porter at Round Rock Jester schedule with floor plan
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed to appropriate the dumpster at Round Rock Jester building.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



1011

**LOTT BUILDING**

107 S Holly Street  
Georgetown Texas 78626

Cleanable Sq ft: 5,000

Carpet:

VCT:

Restrooms: 5



- **Cleaning schedule:**
  - Monday through Friday, 5 days per week, after 5:00pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Building has **Security alarm.**
    - Contract Administrator will provide alarm code.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned, if Lott staff provide access.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Room, locked cells, or office area, if staff are not onsite. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1013**  
**303 Main**  
303 Main Street  
Georgetown, Texas 78626

Approximate Square Footage: 1,800  
Office Carpet: 1,405  
Restrooms: 2



- **Cleaning schedule:**
  - One day per week while vacant; day to be determined with contractor.
  - If building becomes occupied, Monday through Friday, 5 days a week, after 5:00pm.
  - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1019**  
**305 MLK**  
305 Martin Luther King Blvd  
Georgetown Texas 78626

Approximate Square Footage: 1,200  
Cleanable: 1,119 sq ft  
Carpet: 1,000  
VCT: 119  
Restrooms: 2



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Building may have alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
      - Cleaning building or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, if there are any designated as such. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Trash containers must be taken to curb on designated trash collections days at the end of nightly cleaning schedule.
    - Facilities Contract Administrator will provide trash collection days, upon request.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday and Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1020

303 MLK

303 Martin Luther King Blvd  
Georgetown, Texas 78626

Approximate Square Footage: 1,700

Carpet Sq ft: 1,513

VCT: 105

Restrooms: 2



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, after 5:00pm.
  - Building may have alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
    - Cleaning building or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Do Not Clean:** CJIS Rooms, if there are any designated as such. **Exception** – Williamson County office personnel in the office to allow/grant access.
  - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash shall be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.
- Trash containers must be taken to curb on designated trash collections days at the end of nightly cleaning schedule.
  - Facilities Contract Administrator will provide trash collection days, upon request.
- Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday and Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1029

**508 Holly**

508 Holly Street, Bldg 1  
Georgetown Texas 78626

Approximate Square Footage: 1,600

VCT: All

Restrooms: 1 with shower



- **Cleaning schedule:**
  - One day per week, Wednesday, during the months of February thru October, after 5:00pm.
  - Monday, Wednesday and Friday, 3 days a week, after 5 pm, during the months of November, December and January.
  - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1063**

**FACILITIES SERVICES CENTER**

3101 SE Inner Loop  
Georgetown Texas 78626

Approximate Square Footage: 4000

Carpet: 977

VCT: 550

Sealed Concrete: 2,473

Restrooms: 2 restrooms in office, 1 restroom in shop area



- **Cleaning schedule:**

- Monday through Friday, 5 days a week, during the hours of 8 am – 3 pm.

- **See day porter schedule with floor plan**

- **Storage of Janitorial items/equipment:**

- All equipment shall be stored in designated janitorial closets only.
- No water shall be left in buckets.

- **Reminders:**

- **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
- Janitorial staff must be uniformed and carry ID badges.
  - Janitorial staff found not in uniform or with access badge will be asked to leave.
- Vacant offices/areas shall be routinely cleaned.
- Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
  - **Do Not** reuse trash liners, if any trash is placed in the container.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
- **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.

- **Trash/Recycling:**

- Trash shall be placed to appropriate the dumpster on site.
  - Do not collect the small blue desk recycling cans.
- Recycling must be transported and placed in appropriate Recycling dumpster at Central Maintenance Facilities on Thursday, at minimum.
  - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



# This building will be added into contract at a later date when occupied.

1063  
FACILITIES STORAGE  
3101 SE Inner Loop  
Georgetown, Texas

Approximate Square Footage: 8,000 sq ft  
Approximate Cleanable Square Footage: 1,000  
Restrooms: 1 restroom

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, during the hours of 8 am – 3 pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** Fleet/Storage Warehouse.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Central Maintenance Facilities on Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1044**  
**SHERIFF OFFICE - EASTSIDE**  
2501 Mallard Lane  
Taylor, Texas

Approximate Square Footage: 1,500  
Cleanable: 1,333 sq ft  
Carpet: 176  
Restrooms: 2 public, 3 private



- **Cleaning schedule:**
  - Tuesday and Friday, 2 days a week, after 5 pm.
    - Building may have alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Central Maintenance Facilities on Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1062 or 1012**  
**300 N. Main**  
300 North Main Street  
Georgetown, Texas 78626

Approximate Square Footage: 900  
Carpet sq ft: 870  
Restrooms: 1



- **Cleaning schedule:**
  - One day per week while vacant; day to be determined with contractor.
  - If building becomes occupied, Monday through Friday, 5 days a week, after 5:00pm.
  - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Thursday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1017

**517 Pine**

517 Pine Street

Georgetown Texas 78626

Approximate Square Footage: 500

Carpet sq ft: 465

Restrooms: 1



- **Cleaning schedule:**
  - One day per week - Tuesday at 11 am.
  - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

## 1026C

### SIGN SHOP

3151 SE Inner Loop, Bldg. C  
Georgetown Texas 78626

Approximate Square Footage: 400

Office tile: 340

Restrooms: 1 restroom



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Building has **gate code** to enter secure yard.
    - Contract Administrator will provide alarm code.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1045**  
**JUVENILE JUSTICE CENTER**  
1821 SE Inner Loop  
Georgetown, Texas

Approximate Square Footage: 105,886  
Cleanable sq ft: 68,995  
(Flooring info)  
Restrooms: 6 public and 41 private



- **Cleaning schedule:**
  - Monday through Friday, 5 days per week, 8 am to 5 pm; and
  - Monday through Friday, 5 days a week, after 5:00pm.
- **Day Cleaning – One (1) Day Porter (See day porter schedule with floor plan):**
  - Day Porter #1: Monday - Friday, 8 am – 5 pm
- **Weekend Cleaning:**
  - Designated area must be cleaned on **Sunday**.
    - See weekend schedule for designated areas that must be cleaned.
    - Contract Administrator must approve weekend cleaning hours.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Elevators – public shall be cleaned daily; private shall be clean on Tuesday and Thursday weekly
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Laundry Rooms, Gym Floors, Sleeping Quarters, Cafeteria Kitchen, or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash must be placed in appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Georgetown Annex on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



## 1026B

### ROAD AND BRIDGE TRAINING

3151 SE Inner Loop, Bldg. B  
Georgetown, Texas

Approximate Square Footage: 5000

All VCT or Concrete

Restrooms: 2 restrooms



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00 pm.
    - Special considerations must be exercised at all time while cleaning at this location.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Building has **gate code** to enter secure yard.
    - Contract Administrator will provide alarm code.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at CMF on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1071**  
**EMERGENCY SERVICES OPERATIONS CENTER**

911 Tracy Chambers Lane  
Georgetown, Texas

Approximate Square Footage: 30,000  
Tile/Ceramic/VCT: 8068  
Carpet: 15,232  
Restrooms: 10



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00 pm.
- **Weekend Cleaning:**
  - Designated area must be cleaned on **Sunday**.
    - See weekend schedule for designated areas that must be cleaned.
    - Contract Administrator must approve weekend cleaning hours.
- **Communication Floor:**
  - Daily: Clean sink area and remove all trash.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Waiting and Meeting area:**
  - Daily: Sweep, vacuum, and mop at each cleaning visit.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Office(s), Breakroom, Hallways, and others general areas:**
  - Daily: Sweep, vacuum, and mop at each cleaning visit.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Do not enter offices if door is closed.
    - Only empty the trash, if the trash container is sitting outside the door.
    - If the office door is open, clean the office.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Georgetown Annex on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1072

**PARKS HEADQUARTERS SOUTHWEST REGIONAL PARK**

219 Perry Mayfield

Leander, Texas



Approximate Square Footage: 2970

Carpet: 350

Stained Concrete: 2620

Restrooms: 2

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, during the hours of 9 am and 3 pm.
    - **See day porter schedule with floor plan**
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Central Maintenance Facilities on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1046

**PARKING GARAGE**

305 W. 3<sup>rd</sup> St.

Georgetown, Texas



Approximate Square Footage:

Stairwells: 3

Entrance/Exit Points - 2

Elevators: one

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5 pm
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only located inside the Sheriff Office Headquarter/Jail building.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Areas cleaned by Day Porter, or Kennels. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Central Maintenance Facilities on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1073**  
**TEXAS AVENUE BLDG**  
355 Texas Ave.  
Round Rock, Texas

Approximate Square Footage: 24,708 sq ft  
1<sup>st</sup> Floor: 14,374 sq ft  
2<sup>nd</sup> Floor: 10,334 sq ft  
Restrooms: 8 Public  
Elevators: 1



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00 pm.
  - Health Department and alternative hours may be required.
- **Waiting/Lobbies, Exam rooms and Hallways:**
  - Daily: Sweep, vacuum, and mop.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Office(s), Breakroom, Hallways, and others general areas:**
  - Daily: Sweep, vacuum, and mop visit.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Do not enter offices if door is closed.
    - Only empty the trash, if the trash container is sitting outside the door.
    - If the office door is open, clean the office.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling must be placed in appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1047

**EXPO CENTER**

210 Carlos Parker Blvd  
Taylor, Texas

Approximate Square Footage: 8,900 sq ft

Carpet:

Stained Concrete:

Restrooms: 5



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, between 8:00am and 7:00pm.
    - Building occupants must approve the cleaning hour(s).
  - Events routinely scheduled and alternative hours may be required.
- **Outside restrooms**
  - Daily: Restock the dispensers, and sweep and mop.
  - Weekly, Friday, dust all dispensers, walls, and vents.
- **Office(s), Breakroom, Hallways, and others general areas:**
  - Daily: Sweep, vacuum, and mop.
  - Weekly, Friday, dust all furniture, walls, pictures, and vents; clean window.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Do not enter offices if door is locked.
    - Only empty the trash, if the trash container is sitting outside the door.
    - If the office door is open, clean the office.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Areas cleaned by Day Porter. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Taylor Annex on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.
- **Events:**
  - Additional services may be requested per Expo manager.

Schedules per attachment: I, J, K, O



1075

**SHERIFF OFFICE TRAINING CENTER**

8160 Chandler Rd  
Hutto, Texas



Approximate Square Footage: 23,976 sq ft

Carpet:

Stained Concrete:

Restrooms: 2 locker rooms, 1 individual restroom

- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
  - Gym area, including rubber flooring, cleaned Monday, Wednesday, and Friday.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Building has **Security alarm.**
    - Contract Administrator will provide alarm code.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, SWAT training room, laundry rooms, or defense tactics mat. **Exception –** Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Taylor Annex on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1077**  
**WIRELESS COMMUNICATION**

3171 SE Inner Loop  
Georgetown, Texas

Approximate Square Footage: 9,981 sq ft  
Approximate Cleanable Space: 5,525 sq ft  
Restrooms: 3



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5:00pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** Maintenance Fleet Area. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at EMS Training on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1079**  
**INSPECTION/IMPOUND**

3181 SE Inner Loop  
Georgetown, Texas

Approximate Square Footage: 5,590 sq ft  
Approximate Cleanable Space: 2,040 sq ft  
Restrooms: 2



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, during the hours of 8 am and 4 pm.
    - Staff must be escorted through the bay area to west side of building restroom and offices.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, Fleet area, or parts/storage room(s). **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Recycling must be transported and placed in appropriate Recycling dumpster at EMS Training on Wednesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1078**  
**EMS TRAINING**

3189 SE Inner Loop  
Georgetown, Texas

Approximate Square Footage: 35,848 sq ft

1<sup>st</sup> Floor: 20,997 sq ft

2<sup>nd</sup> Floor: 14,851 sq ft

Restrooms: 4

Elevator: 1



- **Cleaning schedule:**
  - Monday through Friday, 5 days a week, after 5 pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or storage area shelves or floors. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

**1080**  
**GEORGETOWN ANNEX**  
100 Wilco Way  
Georgetown, Texas

Approximate Square Footage: 58,500

1<sup>st</sup> Floor:

2<sup>nd</sup> Floor:

Restrooms: 15

Elevators: 2



- **Cleaning schedule:**
  - Monday through Friday, 5 days per week, 8 am to 5 pm; and
  - Monday through Friday, 5 days a week, after 5:00pm.
- **Day Cleaning – One (1) Day Porter (See day porter schedule with floor plan):**
  - Day Porter #1: Monday - Friday, 8 am – 5 pm
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Evidence Rooms located in Constable office. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O

1062

**HUTTO COMMISSIONER PCT. 4**

321 Ed Schmidt Boulevard

Suite # 200

Hutto, Texas 78634

Approximate Square Footage:

Suite #200:

Restrooms: 1



- **Cleaning schedule:**
  - Monday, Wednesday and Friday, 3 days a week, after 5 pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Building/Office keys shall be locked in key lock boxes in janitorial closet nightly.
    - Janitorial staff are only permitted to take the assigned janitorial closet key nightly.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms or Evidence Rooms located in Constable office. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash and Recycling shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O



## Gun Range

3901 County Road 130  
Hutto, Texas

Approximate Square Footage: 1,000  
Restrooms: 2



- **Cleaning schedule:**
  - Tuesday and Friday, 2 days a week, during the hours of 8 am and 3 pm.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated area inside restrooms only.
  - No water shall be left in buckets.
- **Reminders:**
  - **Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.**
  - Building has **Security gate.**
    - Gun Range management will provide gate access card and other applicable items needed to gain access.
    - Gate Access Card must be stored in appropriate location, designated by Contract Administrator.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building, if necessary, after leaving building.
  - **Do Not Clean:** Any other area at this facility.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.

Attachments: I, J, K, O

# This building will be added into contract at a later date when occupied.

1081  
Liberty Hill CSCD  
3803 FM 1869  
Liberty Hill, TX



- **Cleaning schedule:**
  - One day per week while vacant on Wednesday.
  - Monday through Friday, 5 days a week, after 5:00pm.
    - Building may have alternative business hours. Alternative cleaning hours may be required. Contract Administrator will provide known business hours.
      - Cleaning building or any public space that may be used/accessed by clients/customers not shall not occur until after the department closes and all clients have exited the building.
- **Storage of Janitorial items/equipment:**
  - All equipment shall be stored in designated janitorial closets only.
  - No water shall be left in buckets.
- **Reminders:**
  - Building has **Security gate**.
  - CSCD management will provide gate access card and other applicable items needed to gain access.
  - Janitorial staff must be uniformed and carry ID badges.
    - Janitorial staff found not in uniform or with access badge will be asked to leave.
  - Vacant offices/areas shall be routinely cleaned.
  - Trash can liners, including exterior trash cans at entrances/exits shall be replaced nightly.
    - **Do Not** reuse trash liners, if any trash is placed in the container.
  - Turn off all lights and secure and lock building after last janitorial staff leaves building.
  - Ensure all exterior doors leading to the hallways and exterior building doors accessible by public and secured nightly.
  - **Do Not Clean:** CJIS Rooms, if there are any designated as such. **Exception** – Williamson County office personnel in the office to allow/grant access.
    - **Areas cleaned with Williamson County Escort/Access:** Mechanical, Electrical and Information Technology rooms.
  - A current list of all janitors entering the building needs to be on file at all times and updated before a janitor will be approved to clean the building.
- **Trash/Recycling:**
  - Trash shall be placed to appropriate the dumpster on site.
    - Do not collect the small blue desk recycling cans.
  - Trash containers must be taken to curb on designated trash collections days at the end of nightly cleaning schedule.
    - Facilities Contract Administrator will provide trash collection days, upon request.
  - Recycling must be transported and placed in appropriate Recycling dumpster at Justice Center on Tuesday, at minimum.
    - Do not collect the small blue desk recycling cans.

Schedules per attachment: I, J, K, O