



**REQUEST FOR PROPOSALS (“RFP”)
NO. 26.04**

Terminal Custodial Services

**Lexington-Fayette Urban County Airport Board
4000 Terminal Drive
Lexington, KY 40510**

June 1, 2026

SECTION I: NOTICE OF REQUEST FOR PROPOSALS

- 1.1 **Request for Proposals.** The Lexington-Fayette Urban County Airport Board (“LFUCAB”) is issuing this Request for Proposals (“RFP”) for the purpose of obtaining terminal custodial services at the Blue Grass Airport (“LEX”), 4000 Terminal Drive, Lexington, KY 40510.
- 1.2 **Submission.** An original and four (4) copy along with one (1) electronic copy of the proposal must be clearly labeled “RFP 26.03: LEX Custodial Services Proposal” and submitted to LFUCAB no later than **June 29, 2026 at 2:00PM Eastern** at:

Lexington-Fayette Urban County Airport Board
4000 Terminal Drive
Lexington, KY 40510
Attn: Tim O’Donnell, Director of Facilities
Email: todonnell@bluegrassairport.com

Any Proposals received after this deadline shall not be accepted.

- 1.3 **Purpose.**
- 1.4 **Project Overview.** This RFP is being issued to obtain terminal custodial services to support and maintain all public and select secured areas of the airport terminal building. Areas of work include airport public circulation spaces, restrooms, ticketing lobby, security checkpoint queuing, baggage claim lobby, rental car queuing, gate lounges, hallways, passenger boarding bridges, sidewalks, crosswalks, parking garage circulation spaces, and other areas that passengers and employees interact with. Additional facilities include the Maintenance Facility (SRE) and Customs Facility (CBP). Some of the described areas are located within secured areas and controlled by the Transportation Security Administration, requiring background security checks and airport credentialing for access.

A full scope of work can be found in Section II.
- 1.5 **Term.** The term for any contract awarded as a result of this RFP will be for a period of three (3) years beginning in approximately July 2026. The contract may include amendments for additional term.
- 1.6 **[Mandatory] Pre-Proposal Conference.** Respondents who intend to submit a proposal [shall] attend the pre-proposals conference on June 11, 2026, at 10am Eastern. The Conference shall be held in-person in the Terminal Board Room. No more than two representatives from each company shall attend.
- 1.7 **Questions and Requests for Clarifications.** All questions regarding this RFP shall be directed via email to Tim O’Donnell at: todonnell@bluegrassairport.com. Any questions shall be delivered no later than June 18, 2026. All questions submitted by email should have “RFP 26.04: TERMINAL CUSTODIAL SERVICES” in the subject line.

1.8 **Responses to Questions.** Responses to written questions and requests for clarification will be posted via Addendum on the date identified below.

1.9 **Procurement Schedule.** The schedule for this Procurement is as follows:

Date/Time	Activity
6/1/2026	Request for Proposals issued
6/11/2026	Mandatory Pre-Proposal Conference 10am, Terminal Board Room
6/18/2026	Written Questions and Requests for Clarification Due
6/22/2026	Responses to questions and requests for Clarifications posted via Addendum
6/29/2026	PROPOSALS DUE 2pm
7/20/2026	Finalists interviewed (tentative)
7/29/2026	Projected Date Award of Contract

Dates are subject to change with notification. LFUCAB will make every effort to make all adjustments known via addendum when possible.

SECTION II: SCOPE OF WORK

2.1 **Scope of Work:**

2.1.1 **Vision And Philosophy for Custodial Services.**

Blue Grass Airport considers custodial services to be a critical component of the overall passenger experience and expects the selected Contractor to function as an integrated partner in maintaining a safe, clean, and professional environment. The Airport's expectation is that cleanliness is maintained continuously through proactive, real-time attention to conditions throughout the terminal. Custodial staff are expected to be visible, responsive, and focused on high-traffic and high-touch areas, particularly during peak operating periods. The Contractor must coordinate closely with Airport staff and tenants to support efficient operations with minimal disruption. The Airport expects flexibility to respond to changing operational conditions, including irregular operations and seasonal fluctuations. The Contractor shall demonstrate accountability, consistency, and a commitment to continuous improvement, recognizing that custodial services directly impact the Airport's reputation and the experience of the traveling public.

2.1.2 **Service Areas.**

The Contractor shall provide custodial services for all public, operational, and designated support areas within the Blue Grass Airport terminal and associated facilities as identified by the Airport. Service areas include, but are not limited to, public-facing spaces such as ticketing areas, gate areas, circulation corridors, baggage claim, and public seating areas, all of which require continuous attention due to high passenger use. Restrooms shall be considered a priority service area and maintained at a consistently high standard given their visibility and impact on passenger perception. Additional service areas include the security screening checkpoint and adjacent queuing areas, as well as other high-traffic transition points within the terminal. Additional service areas outside of the terminal include the Airport Maintenance Complex and the US Customs and Border Protection facility; both facilities inaccessible on foot from the terminal and will require transportation.

The Contractor shall also provide services in non-public or limited-access areas as directed by the Airport, including administrative offices, conference rooms, break areas, and operational support spaces. Coordination will be required for areas occupied by tenants, including airline spaces and other leased areas where custodial responsibilities are assigned to the Contractor. Exterior areas immediately adjacent to the terminal, such as entrances, vestibules, curbside sidewalks, and other designated landside interface areas, may also be included where identified by the Airport.

The Contractor is expected to understand the varying levels of use and operational sensitivity across all service areas and to allocate resources accordingly, with

particular emphasis on maintaining cleanliness in high-visibility and high-traffic locations throughout all hours of operation.

The Contractor is NOT responsible for servicing the following areas:

- ticketing areas does not include airline ticket countertops or any area behind the ticket counter, including trash
- the airline operations areas behind the ticket counters
- the TSA administrative office spaces
- any of the restaurant, concessions, gift shops, or kiosk areas, including trash
- exterior and interior high reach window cleaning (Above 8 ft)
**negotiable if selected firm is capable of this function

2.1.3 Service Types.

The Contractor shall provide a full range of custodial services necessary to maintain all identified service areas in a clean, safe, and orderly condition at all times. Services shall include routine cleaning activities such as trash removal, dusting, sweeping, mopping, vacuuming, and cleaning of surfaces, fixtures, and furnishings throughout the terminal. Restroom servicing shall include continuous cleaning, sanitizing, and restocking of consumables to ensure a consistently high standard is maintained. In addition to routine services, the Contractor shall provide day porter services focused on real-time monitoring and response to conditions within the terminal, including addressing spills, debris, and other immediate needs in high-traffic and high-visibility areas. During winter weather periods, the Contractor will be responsible for maintaining secured side exterior sidewalks near the terminal emergency exits to be clear of ice, snow, or other hazards.

The Contractor shall also perform periodic and project-based services, including floor care such as carpet cleaning, hard surface maintenance, stripping and waxing, and other treatments necessary to preserve the condition and appearance of flooring materials. Additional services may include high dusting, interior glass cleaning, and other detailed cleaning tasks required to maintain overall facility standards. The Contractor should be prepared to provide on-call or as-needed services to address irregular conditions, special events, or operational disruptions, ensuring that service levels are maintained under varying circumstances.

2.1.4 Frequency Guidelines.

The Contractor shall perform all custodial services at frequencies sufficient to maintain a consistently clean, safe, and orderly environment throughout all service areas. While baseline service frequencies are established by the Airport for

planning and pricing purposes, the Airport's expectation is that service delivery is driven by real-time conditions rather than fixed schedules alone. High-traffic and high-visibility areas, including restrooms, security screening areas, and primary circulation spaces, shall receive continuous attention and shall be maintained at a consistently high standard throughout all hours of operation, particularly during peak periods.

See **Attachment 2** for detailed List of Facilities and Areas by Frequency.

The Contractor shall adjust service frequencies as necessary to respond to fluctuations in passenger activity, flight schedules, and operational conditions. This includes increasing service levels during peak travel times, seasonal surges, and irregular operations, and scaling services appropriately during lower activity periods while still maintaining required standards. The Contractor shall ensure that all areas are serviced at a frequency that prevents the accumulation of trash, debris, or unsanitary conditions, and that all consumables are adequately stocked at all times.

Periodic and project-based services, such as floor care and deep cleaning activities, shall be performed at intervals necessary to preserve the condition and appearance of the facility, as approved by the Airport. The Contractor shall coordinate the timing of these activities to minimize disruption to Airport operations and the traveling public. Overall, the Contractor is expected to demonstrate sound judgment and operational awareness in determining appropriate service frequencies, ensuring that cleanliness standards are consistently achieved across all areas of the terminal.

2.1.5 Responsibilities and Service Boundaries.

The Contractor shall be responsible for providing all labor, supervision, equipment, and supplies necessary to perform the custodial services described in this Scope of Work, unless otherwise specified by the Airport. The Contractor shall furnish all routine cleaning materials, equipment, and consumable supplies required to maintain service levels, including but not limited to cleaning chemicals, trash liners, and restroom consumables such as paper products and soap, unless otherwise directed by the Airport.

The Airport will designate specific areas for custodial storage and support, including janitorial closets and utility spaces, for use by the Contractor. The Contractor shall maintain these areas in a clean, safe, and organized condition at all times.

The Contractor shall promptly notify the Airport of any conditions observed that fall outside the scope of custodial services but may impact safety, operations, or facility condition.

2.1.6 Equipment and Materials Standards.

The Contractor shall provide and utilize all equipment, tools, and materials necessary to perform the custodial services described in this Scope of Work in a safe, efficient, and professional manner. All equipment should be commercial-grade, well-maintained, and appropriate for use in a commercial service airport environment. Equipment should be operated and maintained in a manner that minimizes noise, disruption, and safety risks to passengers, tenants, and Airport personnel. The Contractor shall ensure that all equipment is kept in good working order and shall promptly repair or replace any equipment that is not functioning properly.

The Airport will provide a lift to access high points in the facilities. This equipment must be scheduled with the Maintenance Department before use.

Cleaning materials and chemicals shall be suitable for the surfaces and environments in which they are used and shall comply with all applicable safety, environmental, and regulatory requirements. The use of environmentally responsible or “green” cleaning products is encouraged where practical and consistent with performance requirements.

The Contractor shall comply with any Airport-specified requirements, including but not limited to approved equipment types, cleaning products, or operational methods, as may be defined by the Airport.

The Contractor shall utilize any dispensers and materials specified by the Airport (soap, toilet paper, paper towel, feminine products, toilet seat covers, etc.). The Contractor or Airport may purchase consumable materials and cleaning supplies as agreed upon at the beginning of the term. If the Airport is responsible for purchasing certain materials or supplies, Contractor shall communicate inventory levels to allow adequate time for restocking before inventory reaches critical levels.

2.1.7 Transition and Mobilization Plan Requirements.

The Contractor will be expected to work with Airport staff to create a Transition and Mobilization Plan outlining the approach to assuming custodial operations. The Contractor should also identify any risks associated with mobilization and provide mitigation strategies to address those risks. The Contractor shall be fully prepared to provide uninterrupted custodial services beginning on the first day of the contract term. The Airport expects a well-organized, proactive approach to mobilization that demonstrates the Contractor’s ability to deliver services effectively from day one.

2.2 Staffing and Hours:

The Contractor shall provide sufficient staffing to perform all custodial services in accordance with this Scope of Work and to maintain required performance standards at all times. The Contractor shall develop and implement a staffing plan that aligns with the Airport’s operational needs, including day, evening, and overnight shifts as necessary. Staffing levels shall be based on a clear understanding of the Airport’s operating environment, including passenger volumes, flight

schedules, and peak activity periods. The Contractor shall ensure that personnel are scheduled in a manner that provides continuous coverage of high-traffic and high-visibility areas throughout all hours of operation, with particular emphasis on restrooms, gate lounges, and primary circulation spaces.

The staffing plan shall provide for both routine scheduled services and real-time response through day porter coverage. The Contractor shall maintain the flexibility to adjust staffing levels in response to fluctuations in passenger activity, seasonal demand, and irregular operations, ensuring that service levels are maintained under all conditions.

The Contractor shall be responsible for all aspects of workforce management, including scheduling, attendance, and performance management, to ensure consistent and reliable service delivery. The Airport expects the Contractor to provide a stable and dependable workforce, minimizing turnover and ensuring continuity of service throughout the term of the contract.

2.2.1 Supervision Structure.

The Contractor shall provide a clearly defined supervision structure to ensure effective oversight and consistent performance of all custodial services. Typical custodial coverage is expected to cover 24 hours per day, seven days per week. The Contractor shall designate an on-site manager who will serve as the primary point of contact for the Airport and who is authorized to make day-to-day operational decisions. The on-site manager shall be responsible for overall service delivery, coordination with Airport staff, and ensuring compliance with all contract requirements. The on-site manager shall be provided copies of this RFP document, the proposal submitted to the Airport, and the final operating agreement.

The Contractor shall also provide sufficient supervisory personnel to oversee daily operations across all shifts. The supervision structure shall ensure adequate coverage during all hours of operation, including evenings, weekends, and holidays. The Contractor shall maintain clear lines of communication and accountability within its organization and shall ensure that supervisory staff are accessible and responsive to the Airport at all times.

2.2.2 Training Program.

The Contractor shall implement a comprehensive training program for all custodial personnel to ensure that services are performed safely, consistently, and in accordance with Airport expectations. Training shall include, at a minimum, cleaning procedures, proper use of equipment and materials, safety practices (including but not limited to OSHA requirements), and customer service expectations. The Contractor shall ensure that all employees are trained prior to assignment and receive ongoing training as needed to maintain performance standards.

The Airport will provide training for the Contractor to use the lift. This will be scheduled with the Maintenance Department.

The training program shall also address Airport-specific requirements, including security procedures, badging requirements, and working within an active terminal environment. Supervisory personnel shall receive additional training in leadership, quality control, and communication to support effective management of staff. The Contractor shall maintain documentation of all training activities and provide such documentation to the Airport upon request. The Airport expects the Contractor to promote a culture of professionalism, accountability, and continuous improvement through its training efforts.

2.2.3 Uniform and Appearance Standards.

The Contractor shall ensure that all custodial personnel present a professional and consistent appearance while performing services at the Airport. All personnel shall wear uniforms that are clean, well-maintained, and clearly identifiable, including airport badges if issued, at all times. Shirts shall be collared (short and long sleeve) and pants shall be slacks/trousers (not denim). Any over wear such as jackets, sweaters, etc shall be part of the uniform including logos. Uniforms shall be appropriate for a public-facing environment and shall reflect a professional image consistent with Airport standards.

The Contractor shall establish and enforce appearance standards that include personal grooming, cleanliness, and appropriate attire. Personnel shall conduct themselves in a courteous and professional manner when interacting with passengers, tenants, and Airport staff. The Airport reserves the right to review and approve uniform standards and may require modifications to ensure consistency with the Airport's desired image and operating environment.

2.2.4 Day Porter/Real-Time Service Model

The Contractor shall provide day porter services to support continuous, real-time maintenance of cleanliness throughout the terminal. The primary responsibility of day porters is to proactively identify and address issues such as spills, debris, trash accumulation, and supply shortages before they impact the traveling public.

Day porter staffing and deployment shall be aligned with passenger activity levels and operational demands, with increased coverage during peak periods. Day porters shall be visible, mobile, and responsive, and shall maintain situational awareness of conditions within their assigned areas. The Airport expects the Contractor to implement a proactive and well-managed approach to real-time service that complements scheduled cleaning activities and maintains a consistently high standard of cleanliness.

Whenever possible, day portering services shall be staffed by agents of both genders so public restrooms can be serviced and maintained without needing to close them to passengers.

2.3 **Safety and Security Requirements:**

The Contractor shall perform all services in a manner that prioritizes safety and security within an active airport environment. The Contractor shall comply with all applicable federal, state, and local regulations, as well as Airport rules, policies, and procedures.

2.3.1 **Airport Badging Requirements.**

All Contractor personnel requiring access to secure or restricted areas shall obtain and maintain appropriate Airport-issued identification badges in accordance with Airport and TSA requirements. The Contractor shall ensure strict compliance with all access control procedures. The Contractor shall also be responsible for the timely return of badges for employees who are no longer assigned to the Airport.

2.3.2 **OSHA and Hazard Communication.**

The Contractor shall comply with all applicable Occupational Safety and Health Administration (OSHA) standards, including requirements related to hazard communication. The Contractor shall maintain a written hazard communication program and ensure that all employees are trained in the safe handling, use, storage, and disposal of cleaning chemicals and materials. Safety Data Sheets (SDS) for all chemicals shall be maintained and made readily available to employees and the Airport upon request.

2.4 **Performance Expectations:**

The Contractor shall perform all services in a manner that consistently meets the Airport's expectations for cleanliness, safety, and professionalism. The Contractor shall be accountable for service delivery across all areas and shall take proactive steps to identify and address issues before they impact Airport operations or the traveling public.

2.4.1 **Quality Control.**

The Contractor shall implement and maintain a Quality Control (QC) program including routine inspections, documentation of findings, and corrective actions for any identified deficiencies. The Contractor shall conduct regular inspections of all service areas and provide documentation of inspection results to the Airport upon request. The QC program shall also include processes for tracking and resolving issues in a timely manner, as well as continuous monitoring of overall service performance.

2.4.2 **Integration with Operations.**

The Contractor will be expected to communicate with Airport Operations when issues arise outside of their scope of services, or when assistance may be needed. Contractor should coordinate all custodial activities with Airport operations to

ensure efficient service delivery and minimal disruption to passengers, tenants, and staff. This includes coordination with Airport personnel, airlines, TSA, and other stakeholders as necessary. The Contractor shall schedule and perform services in a manner that aligns with flight activity, peak periods, and operational constraints, and shall maintain clear communication with the Airport regarding service activities and any operational impacts.

2.4.3 Irregular Operations and Surge Support.

The Contractor shall be prepared to respond to irregular operations (IROPS) and fluctuating service demands, including flight delays, cancellations, weather events, and other unexpected conditions. IROPS includes but is not limited to: emergency operations, weather incidents, planned and unplanned events, aircraft diversions, etc. The Contractor shall have the ability to adjust staffing levels and service delivery in a timely manner to maintain cleanliness standards during periods of increased passenger activity. The Contractor shall coordinate with the Airport during such events and prioritize services in high-impact areas to support passenger needs and operational continuity.

2.4.4 Technology Expectations.

The Contractor shall utilize appropriate technology and systems to support efficient service delivery, performance tracking, and communication. This may include tools for work order management, inspection tracking, and reporting. The Contractor shall provide the Airport with access to relevant performance data and reports as requested. The use of technology to improve responsiveness, transparency, and overall service quality is encouraged, and the Contractor is expected to leverage available tools to support continuous improvement.

SECTION III: INSTRUCTIONS TO QUALIFIED RESPONDENTS

3.1 **Proposal Format and Content**. To facilitate review, proposals, in response to this RFP (“Proposals”), should include the following information and conform to the following format:

3.1.1 **Basic Information.** Respondent’s legal name, address, contact information, and the name of the primary contract with respect to the submitted Proposal.

3.1.2 **Firm Qualifications and Experience.** Respondents must demonstrate their ability to provide all services under one contract with LFUCAB. Respondents shall describe their prior experience and qualifications relevant to the Scope of Work.

3.1.3 **Staffing Plan.** Respondent’s Proposal shall identify key personnel proposed for the Project, including the qualifications and experience of such personnel.

3.1.4 **Training and Certification.** Description of training programs and staff member’s certifications. Training programs must include all OSHA-required topics, including but not limited to slips/trips/falls, lock-out-tag-out, and bloodborne pathogens.

3.1.5 **Technical / Operational Plan.** The Respondent’s operational and/or technical approach to the Project, including tasks and steps the firm will take to accomplish its services on the Project.

3.1.6 **References.** Respondents shall provide at least two (2) references from projects of substantially similar size and scope within the last five (5) years.

3.1.7 **Pricing Structure.** A detailed pricing proposal that includes hourly rates, total cost projections, and any other relevant cost associated with the Scope of Work.

Pricing should include hourly rates for different job classifications for special projects. Pricing should also include anticipated subcontracted work, such as floor care, high window cleaning, etc.

SECTION IV: EVALUATION OF PROPOSALS

4.1 **Weight of Factors for Consideration.** LFUCAB will evaluate and weigh above factors as follows:

<p>Criteria #1 – Firm Qualifications and Experience, Training and Certification</p> <p>Firm qualifications and experience in similar facilities.</p>	<p align="center">20%</p>
<p>Criteria #2 - Technical / Operational Plan</p> <p>The Respondent’s operational and/or technical approach to the Project, including tasks and steps the firm will take to accomplish its services on the Project.</p> <p>Services to include technology solutions, ability to incorporate customer feedback/response, and specialty cleaning (terrazzo, high surfaces, interior/exterior window cleaning, etc).</p>	<p align="center">25%</p>
<p>Criteria #3 – Staffing Plan</p> <p>Proposal shall identify key personnel proposed for the Project, including the qualifications and experience of such personnel.</p>	<p align="center">20%</p>
<p>Criteria #4 – Pricing Structure</p> <p>A detailed pricing proposal that includes hourly rates, total cost projections, and any other relevant cost associated with the Scope of Work.</p>	<p align="center">35%</p>

4.2 **Interviews.** LFUCAB may schedule written or oral discussions with qualified respondents whose proposals are deemed acceptable for award. LFUCAB will inform each qualified respondent whether a formal presentation is required and/or provide them with a format for the interview.

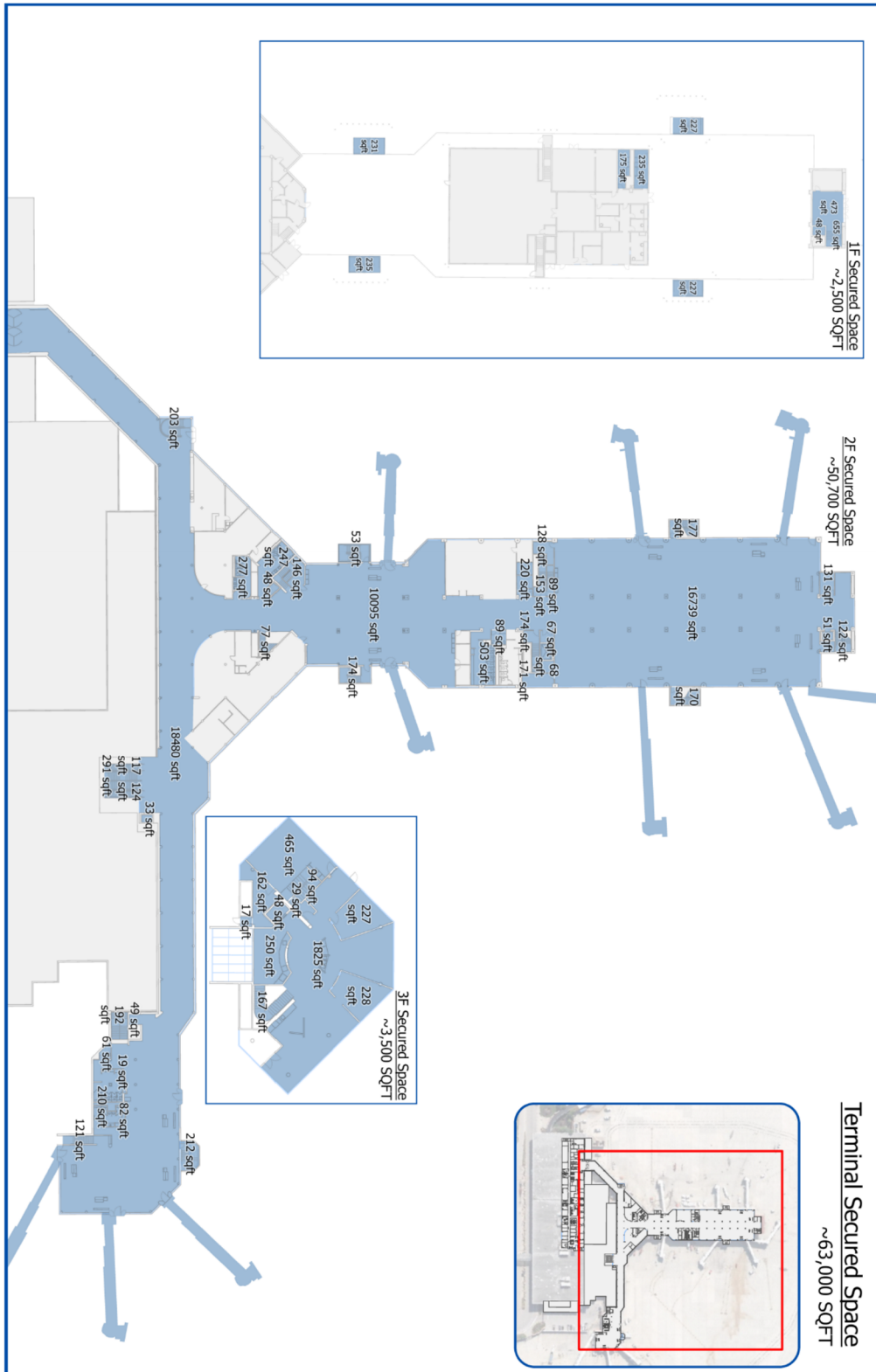
SECTION V: GENERAL CONDITIONS TO THIS RFP

- 5.1 **Right to Terminate RFP.** LFUCAB reserves the right to cancel this RFP at any time and for any reason. Neither this RFP, nor any negotiations or discussions that may result from this RFP, obligate LFUCAB in any way to award a contract to a qualified respondent.
- 5.2 **Validity of Proposals.** All Proposals submitted in response to this RFP shall remain valid for a period of six (6) months after the due date specified in Section 1.7 above.
- 5.3 **Modification or Withdrawal of Proposals.** Respondents may withdraw or modify their Proposals by written notice to LFUCAB only if provided before the exact hour and date specified in Section 1.7 above.
- 5.4 **Addenda.** Any addenda or additional instructions issued by LFUCAB prior to the time set for receipt of Proposals shall become a part of this RFP. In the event LFUCAB issues addenda to this RFP, such addenda shall be acknowledged in the respondent's Proposal. No modifications to the instructions or content of this RFP will be binding unless set forth in a properly-issued addendum.
- 5.5 **Rights to Proposal.** All materials submitted by respondents to LFUCAB shall become property of LFUCAB upon its receipt.
- 5.6 **Kentucky Open Records Act.** In submitting a Proposal in response to this RFP, the respondent acknowledges and agrees that LFUCAB is a public agency subject to the Kentucky Open Records Act, KRS 61.870 et. seq. ("KORA"). Proposals and all related information and documentation may be subject to disclosure under KORA. Respondents shall be deemed to have knowledge of this law and the means of protecting their legitimate interests.
- 5.7 **Consideration and Rejection of Proposals.** Until the time that LFUCAB awards a contract pursuant to this RFP, LFUCAB reserves the right to reject any or all Proposals, waive technicalities contained within Proposals, and re-advertise for Proposals for the work contemplated herein.
- 5.8 **Restrictions on Communications with LFUCAB and LEX.** From the issuance date of this RFP and until the award of a contract pursuant to this RFP, respondents shall not communicate with any employee, representative, director, officer, or board member of LFUCAB or LEX except as specifically authorized herein. A Respondent's violation of this section may result in LFUCAB's rejection of that firm's Proposal.
- 5.9 **Cost of Preparing Proposal.** Any and all costs incurred by respondents in the preparation and submission of their Proposals are the sole responsibility of such respondents, and LFUCAB will not provide any reimbursement for such costs.
- 5.10 **Conflicts of Interest.** In submitting a Proposal in response to this RFP, the respondent certifies and affirms that:

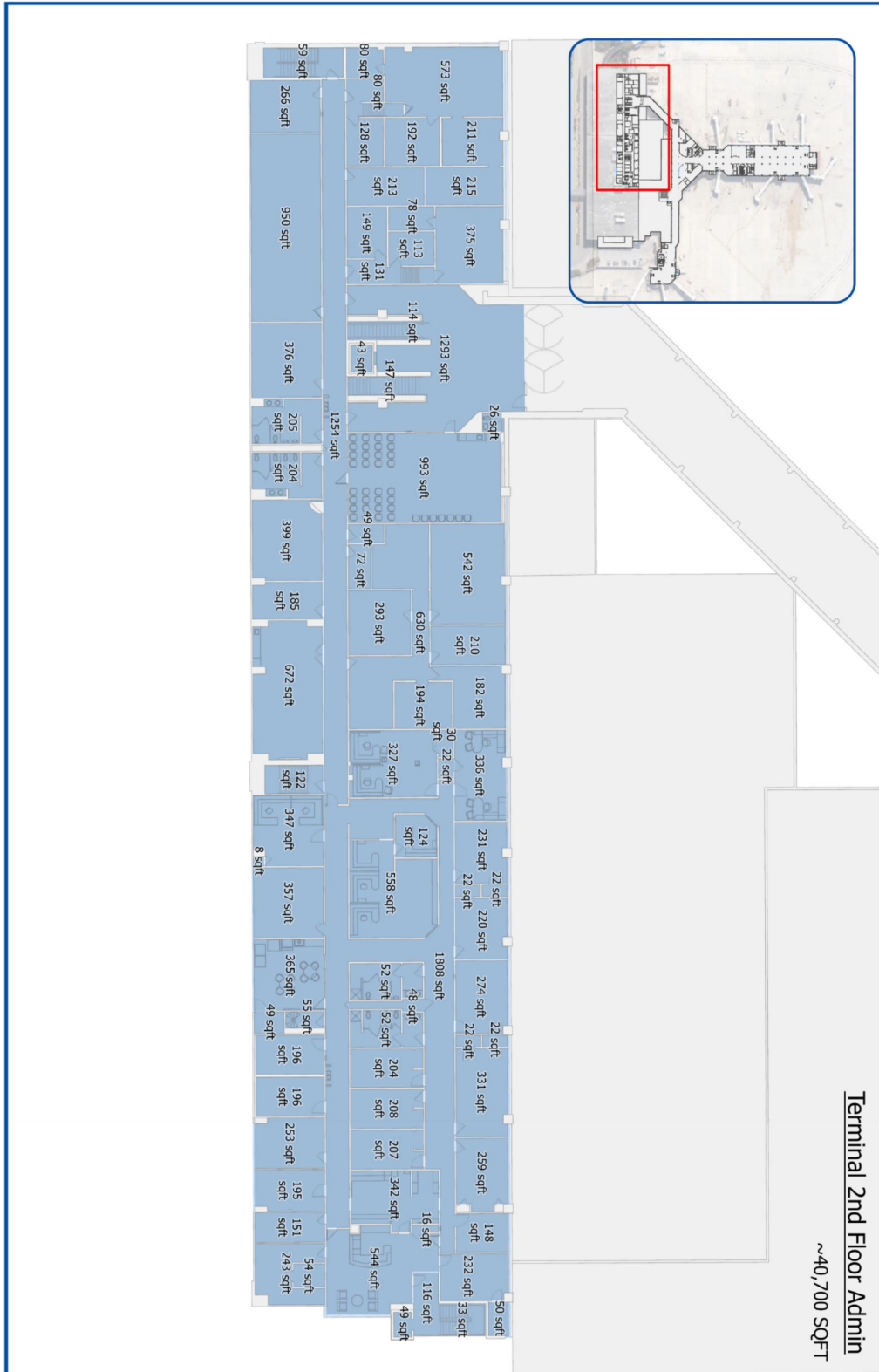
- 5.10.1 The signor of the Proposal is authorized to sign and submit on behalf of the respondent.
- 5.10.2 The Proposal was prepared by the respondent independently, and without collusion.
- 5.10.3 The contents of the Proposal have not been communicated to any persons not employees or agents of the respondent prior to the closing date of this RFP.
- 5.10.4 That the respondent has not and will not offer, give, or agree to give any gratuity or item of value to LFUCAB or LEX in connection with LFUCAB's decision to award a contract under this RFP.

Attachment 1: Facility Maps

Terminal

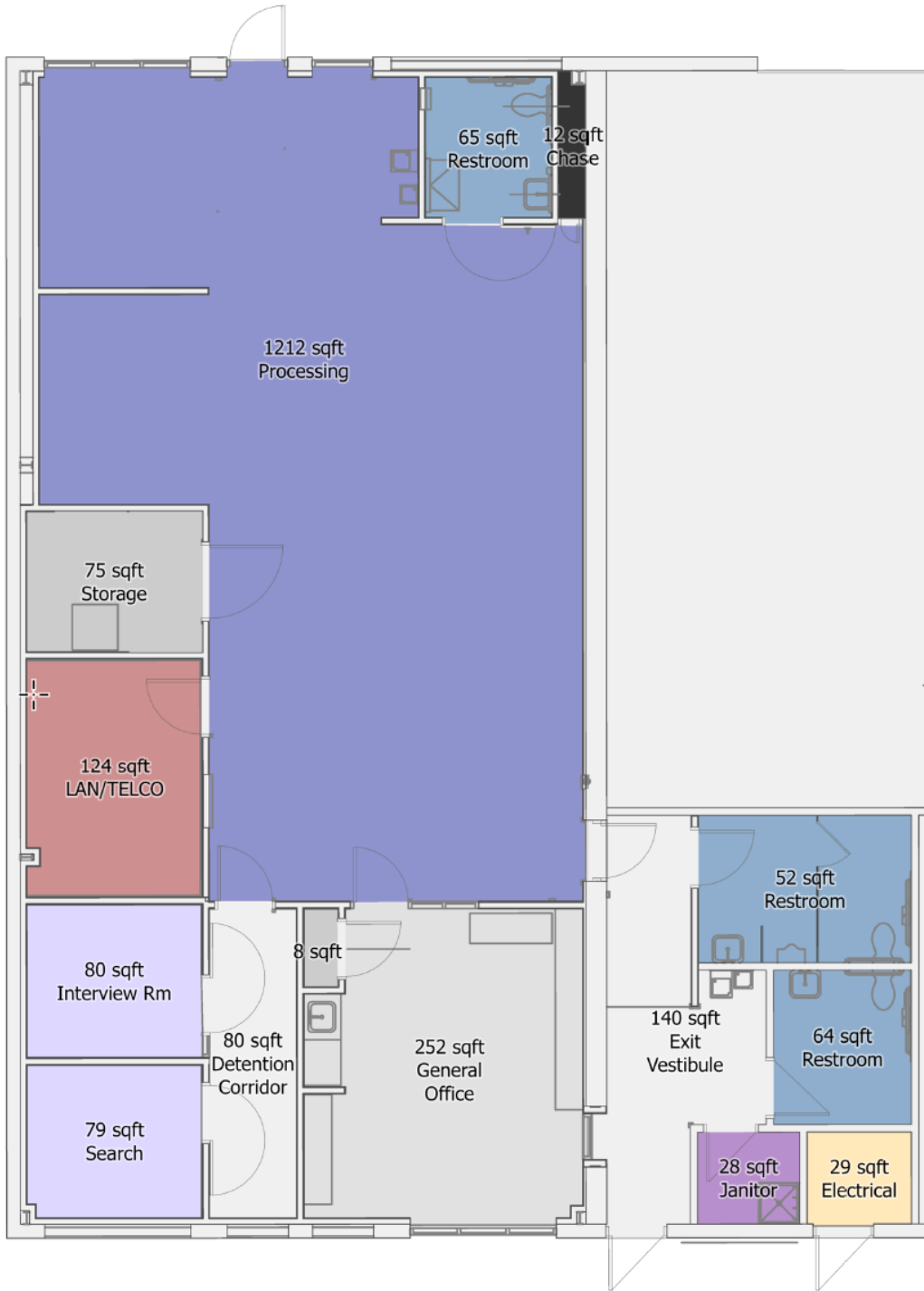


Airport Administration



Customs Border Protection (CBP)

Custom and Border Patrol
2,300 sqft



Attachment 2: List of Facilities and Areas by Frequency

Public Terminal, A & B Concourses

- Clean breezeway glass, remove smudges 2 time(s) per day
- Vacuum breezeway doors 2 time(s) per day
- Dust and polish chairs, chrome, elevators and information desks 2 time(s) per day
- Spot clean doors, frames, and switches; sanitize high touch points 2 time(s) per week
- Empty FT, Curbside, Car Rental, A & B Concourse public area trash 2-3 time(s) per shift
- Empty administrative office trash 1 time(s) per day
- Empty liquid containers 2 time(s) per day
- Clean and sanitize drinking fountains/coolers 2 time(s) per day
- Dust high & low in corners for cobwebs 2 time(s) per day
- Dust ceiling vents, light fixtures, and picture frames 2 time(s) per day
- Dust ledges and windowsills 2 time(s) per day
- Clean and disinfect sinks, toilets, and urinals 3 time(s) per shift or (as needed)
- Clean and polish restroom dispensers and fixtures 2 time(s) per day
- Clean restroom glass 2 time(s) per day
- Spot clean toilet partitions (as needed)
- Wash restroom partitions with germicidal cleaner 1 time(s) per month
- Wet mop all restroom floors with germicidal cleaner 1 time(s) per day (or as needed)
- Clean and polish restroom metal in Baggage Claim 2 time(s) per week
- Restock FT, A & B Concourse restroom paper and soap products 3 time(s) per shift
- Clean and disinfect the Delta Restrooms 1 time(s) per day
- Restock the Delta Restrooms 2 time(s) per day
- Empty restroom trash 3 time(s) per shift
- Vacuum A & B Concourse jet bridges 2 time(s) per day
- Vacuum Front Terminal walk – off mats (as needed)
- Vacuum carpeted areas; elevators, staircases and hallways 2 time(s) per day
- Detail vacuuming edges and corners 2 time(s) per day
- Dustmop hard surface floor areas 2 time(s) per day
- Spot mop for spills on all hard surface floor areas (as needed)
- Damp mop hard surface floor areas (as needed)

- Dust baseboards 2 time(s) per day
- Remove black marks and scuff marks from the terrazzo flooring 2 time(s) per day
- Scrub Front Terminal Terrazzo floors (Everyday)
- Buff Front Terminal Terrazzo floors 1 time(s) per week
- Bonnet Clean/Shampoo Carpets (Using Phoenix floor machine) (as needed)

TSA

- Clean and disinfect restrooms in checkpoint 2 time(s) per day
- Empty public area trash in checkpoint 2 time(s) per day
- Empty trash, clean tables, sweep & mop front and back of checkpoint 1 time(s) per day
- Vacuum walk – off mats 1 time(s) per day
- Empty administrative office area trash and vacuum 1 time(s) per day with an escort
- Clean and disinfect breakroom kitchen counters and tables 3 time(s) per week
- Empty trash, dustmop and mop the breakroom 3 time(s) per week
- Empty trash, dustmop and mop the screening room 3 time(s) per week
- Clean and sanitize the tables in the screening room 3 time(s) per week

Administration

- Clean and disinfect admin breakroom kitchen counters and tables 2 time(s) per day
- Clean kitchen sink (if empty) 2 time(s) per day
- Clean and disinfect exterior of appliances 2 time(s) per day
- Empty breakroom trash 2 time(s) per day
- Empty office trash in admin/ops hallway 1 time(s) per day
- Dust and sanitize fixtures and office furniture in admin/ops hallway 1 time(s) per week
- Empty boardroom and training room trash 2 time(s) per day
- Dust and sanitize countertop/furniture in boardroom and training room 2 time(s) per day
- Clean and disinfect restrooms in admin/ops hallway 2 time(s) per day
- Clean and disinfect restroom in boardroom 1 time(s) per day
- Clean and empty trash from the IOCC 2 time(s) per day
- Sweep and mop IOCC 1 time(s) per week
- Sweep and mop stairways on both ends of the ops hallway 2 time(s) per week

- Vacuum airport administrative office area 1 time(s) per week
- Vacuum boardroom and training room 2 time(s) per week or (as needed)

Seasonal Floor Care

- Stone Polish, Scrub & Recoat floors 1 time(s) per year
- Strip & Wax 1 time(s) per year
- Carpet Extract (as needed)
- Scrub Tile and Grout 1 time(s) per month
- Shampoo jet bridges (as needed)
- Shampoo front breezeways (as needed)
- Deep clean and scrub floors in all restrooms (once a month)