

CONTRACT FOR CLEANING CABINS

**Cedars of Lebanon State Park
328 Cedar Forest Road
Lebanon TN, 37090
(615)-443-2769**

SCOPE:

This contract is for as needed, cleaning services of the ten (10) cabins at Cedars of Lebanon State Park, 328 Cedar Forest Road Lebanon Tn. An on-site, pre-bid meeting will be scheduled for prospective bidders. Bidding will be as a per cabin, per cleaning rate. There will be two item rates one for the routine cleaning, and one for the monthly additional cleaning as described below.

DELIVERY TIME:

Cabin Guest check out is at 10:00 A.M. Units will be ready to clean by 10:15 A.M. All units scheduled for arrivals must be clean before 3:00 P.M., as check in is at 3:00 P.M. This means the contractor shall have the personnel, equipment and supplies to clean all 10 cabins fully within the 5 hours allotted. The cleaning schedule is subject to change at any time to allow for guest reservations and walk in arrivals. A representative must be available to receive such notifications at all times. This includes weekdays, weekends and holidays. No exceptions will be permitted.

DAMAGES:

The contractor shall be responsible for any and all damages to state property that occur due to the contractor or the contractor's employees' actions, negligence, theft or loss. The expense for such incidents will be deducted from the monies due to the contractor. The State reserves the right to pursue claims for damages through any and all legal remedies available to the state.

SAFETY:

The contractor is required to provide all necessary safety training, supplies and equipment to their employees. The contractor will be required to meet all State and Federal regulations regarding their employees. All transportation will be at the contractor's risk.

INSURANCE:

The awarded contractor will be required to provide proof of insurance, meeting all state requirements before work begins. Such insurance will be required to remain in place throughout the duration of the contract.

SUPPLIES:

All cleaning supplies will be provided by the contractor. All cleaning solutions must be industrial strength solvents that will not damage the surfaces they are used on. Cleaners used in the kitchen and bath areas must include sanitizing properties.

All stock supplies including trash bags, kitchen amenities, linens, paper products and soaps will be provided by the park.

DAILY ROUTINE:**BEFORE GOING TO THE CABINS:**

Contractor staff must sign in at the office at the beginning of every shift.

A cabin schedule will be available to show which cabins need to be cleaned and in what order they will be needed.

When contract staff finishes for the day, they will sign out at the park office indicating in a neat and legible fashion all work done on their shift. All invoices presented to the state for payment must match information exactly as captured on the sign out sheets.

AT THE CABINS:

Upon arrival at each cabin, inspect all areas for damage, missing items (an inventory list will be provided), or excessive messes. If you encounter any of the above the Ranger on duty must be notified immediately and photographic evidence collected. Any maintenance issues need to be reported on the checklist for our staff to remedy (Light bulbs, slow drains, leaks, etc.). Any items left by previous guest must be taken to the office, and a lost and found ticket must be completed.

CLEANING –OVERVIEW:

Check thermostat and reset, if necessary

Sweep front porch, sidewalks, deck and stairs. Use a water hose if necessary.

Remove spider webs from porch deck and stair areas.

Empty all garbage into main can.

Place clean liners in all garbage cans and wastebaskets and new recycling bags in receptacles.

Clean garbage cans and wastebaskets as needed.

Garbage and recycling will need to be placed in the dumpster or recycling container
Dust all blinds and pull them open.
Check for spider webs throughout cabin and remove.
Clean front door handles Knobs and surfaces inside and out.
If light fixtures are dirty or full of insects, remove and clean.
Check for stains on carpet and use spot remover, if necessary.
Check sofa and chair cushions for stains and use spot remover, if necessary.
Dust all air vents. Do not remove the actual vent.
Dust/clean all ceiling fans and baseboards.
Dust all furniture, bed frames, picture frames, lamps, light fixtures,TV's etc.
Clean all windows and windowsills, windows should be locked.
Spot clean walls and doors, as needed.
Vacuum all carpeted floors (vacuums are provided) .
Sweep, mop (use only a damp mop, as excessive water will damage floor) and sanitize all non carpeted floors.

BEDROOMS:

Remake all beds with clean linens (used or not).
Check bedspreads, mattress covers, mattresses, pillows and blankets for cleanliness.
If they are dirty, replace.
Place blankets in dresser in both bedrooms.

BATHROOMS:

Clean & disinfect shower, tub, sink and toilet
Clean the mirrors
Stock the linen closet with 5 bath towels and 5 washcloths and 2 hand towels
Restock supplies; there should be 3 cups, and 2 soaps on top of sink and 2 toilet tissues, 3 cups, and 3 soaps under sink, be sure there is 1 toilet paper roll on the wall spool.

GREAT ROOM:

Move furniture to original setting and spot clean as necessary.
Clean the front door windows inside and out.

KITCHEN AND DINING AREA:

Check contents against inventory totals.
Stock items: garbage bags, oven pans, and dish liquid.
Check the oven and wipe it down; if it is needed start self the cleaning cycle (turn off before leaving).
Clean and disinfect table, chairs, countertops and sink
Clean the refrigerator and freezer. Place any items that are left in the refrigerator in the garbage.
Clean the stove, microwave, toaster, coffee maker and dishwasher.

Check dishes, silverware and cooking utensils for quantity and cleanliness, rewash if necessary
Check inside dishwasher place any clean dishes found into cabinets if dirty dishes are found run
the dishwasher and place clean dishes in cabinets
Wipe down the cabinets
Clean inside the drawers and cabinets, if necessary

WHEN CABINS ARE CLEANED:

Call the park Office (615)-443-2769 and notify them each that cabin is completed as they are
ready.
All doors should be locked once cabin has been cleaned
All interior lights should be off and the front porch lights and number illumination light should
be left on.
Turn all lost and found items into office and sign out.

MONTHLY CLEANING:

The monthly additional cleaning as described below will be bid as a separate per cabin, per
cleaning rate.

Clean behind /under refrigerator, stove, beds, and furniture.
Flip and turn the mattresses.
Wash the exterior windows.

*Minor changes may be made at the discretion of park management.

Park Contact:

Jeff Buchanan Park Manager 615-443-2769
Ranger Sarah Geeslin Cabin Operations 615-443-2769