

FACILITY OVERVIEW FOR JANITORIAL SERVICES
SUPPLEMENT TO STATEMENT OF WORK (Rev. 9/11/15)

AGENCY NAME/BUREAU		CONTACT	
DCNR/French Creek State Park		Kaitlyn Gundersen-Thorpe	
ADDRESS (To be serviced)		EMAIL	
843 Park Road		kgundersen@pa.gov	
Elverson, PA 19520		PHONE	FAX
		610-582-9680	610-582-9692
Indicate the number of employees at the facility to be serviced:		27	
PROCUREMENT ADDRESS		CONTACT	
843 Park Road		Kaitlyn Gundersen-Thorpe	
Elverson, PA 19520		PHONE	FAX
		610-582-9680	610-582-9692

AREAS TO BE SERVICED - COTTAGES		Square Footage (Best Estimate)	Estimated Required Hours (If Known)
JANITORIAL HOUSEKEEPING			
GENERAL ROUTINE CLEANING(EXAMPLE: Vacuum, dust, trash,etc...)	400		
CARPET CARE			
CARPET/HOT WATER EXTRACTION/SHAMPOO			
CARPET/DRY COMPOUND			
CARPET/OTHER - <i>SPECIFY HERE</i>			
HARD SURFACE FLOOR CARE			
HARD SURFACE FLOOR/CONCRETE			
HARD SURFACE FLOOR/TILE/VINYL			
HARD SURFACE FLOOR/TILE/CERAMIC	300		
HARD SURFACE FLOOR/WOOD			
HARD SURFACE FLOOR/OTHER - <i>SPECIFY HERE</i>			

AREAS TO BE SERVICED <i>cont'd</i>	NUMBER	SIZE - Sq. Inches (Best Estimate)	Estimated Required Hours (If Known)
WINDOW AND GLASS CLEANING			
NUMBER OF FLOOR LEVELS	1	N/A	
WINDOW AND GLASS CLEANING BY FLOOR			
FLOOR 1 <i>(For multiple floors, specify on Page 2)</i>	4 Windows	500 Sq. Inches	

ADDITIONAL FLOORS			
WINDOW AND GLASS CLEANING BY FLOOR	NUMBER	SIZE - Sq. Inches (Best Estimate)	Estimated Required Hours (If Known)
FLOOR 2			
FLOOR 3			
FLOOR 4			
FLOOR 5			
ADDITIONAL INFORMATION	Number of Restrooms	Number of Sinks	Number of Toilets/Urinals
RESTROOMS			

Additional Comments:
Cleaning of up to three cottages - Cottages include one room with two beds and a table, roughly 400 sq. feet of vinyl flooring. Cottages will be cleaned after each occupant. Roughly 280 cottage cleanings per year. Twice per year cottages will be closed for two weeks to be deep cleaned. Please reference the current purchase order/contract number 4300747892.