

Custodial Service Job Description
Frontier District, Lyndon Office
128 W. 15th, Lyndon

The Frontier Extension District Governing Body is seeking bids for custodial services for the Lyndon Office at 128 West 15th. Bids should be submitted to Rebecca McFarland, District Director, at rmcfarla@ksu.edu. **For best consideration, email bids by Friday, March 24, 2023.**

General Guidelines:

- Must be at least eighteen (18) years of age.
- Preference will be given to contractors who are insured or bonded.
- Work should be done after 5:00 pm or before 8:00 am. Work shall be done on Wednesday or weekends.
- Services may not be sub-contracted.
- Cleaning of desktops, computers and personal items will be the responsibility of district staff.
- The Frontier Extension District, Lyndon office will furnish supplies and equipment. A complete list of needed supplies should be given to Janae McNally.
- Services will be paid once a month. A check will be mailed on the day following the Frontier District Governing Body meeting, which takes place the second Tuesday of each month.
- This bid is for contract labor with no benefits or withholding of taxes/FICA. The district will provide a 1099 for income tax purposes.
- In case of illness or vacation of contractor, contact Rebecca McFarland, District Director, so arrangements can be made for an alternate cleaning schedule.
- One month's notice is required for termination of this contact by either the contractor or the Frontier Extension District.
- For safety/security purposes, the front door should be locked while work is being done. Minors (under 18 years of age) may not accompany the cleaning crew while cleaning.

Weekly

- Clean the bathroom
 - Sweep and mop the floor
 - Clean the sink and wipe down countertop
 - Clean the toilet and wipe it down
 - Clean the mirror
- Sweep floors in the entire office and vacuum the rugs
- Empty trashcans – Road and Bridge picks up on Thursdays
- Wipe down the tables in the conference room

- Clean the kitchen
 - Clean the sink
 - Wipe down countertops
- Wipe down the countertop in the entryway/front office

Bi-Monthly (Twice a month)

- Mop floors in the entire office
- Dust windowsills (main entry, back conference room and all offices)
- Dust ceiling fans in all areas

Monthly

- Clean windows
- Clean the outside of the refrigerator, stove and microwave

Every two to three months

- Buff/wax floors
- Wipe base boards

Annually

- Remove light covers, clean and remove debris

For questions or more information, contact:

Rebecca McFarland
Frontier District Director
785-229-3520
rmcfarla@ksu.edu

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