

Stephen F. Austin State University is seeking informal bids for the following deep clean of Kerr Hall, Griffith Hall and Hall 14 beginning May 9, 2022 and ending approximately July 6, 2022. To be awarded as soon as possible. Must provide certificate of insurance. A site visit is recommended in order to properly bid this deep clean. Contact for site visit is Judy Duffin, Staff Services Supervisor – Housing Operations, 936.468.6601 or Judy.Duffin@sfasu.edu . Any questions about this bid document please contact Kim Jones, Purchasing Manager, 936.468.6551 or joneskk2@sfasu.edu

Approximate square footage of buildings:

Kerr: 91,082 GSF / 54,649 NSF

Griffith: 91,082 GSF / 54,649 NSF

Hall 14: 69,595 GSF/ 41,757 NSF

(Please note Kerr has carpet and Griffith and Hall 14 are vinyl tile.)

Procedure for cleaning rooms at Kerr/Griffith/Hall 14

Use step ladder to high dust all areas- A/C vents, lights, shelves, cabinets and dressers.
Clean windows, blinds, window sills.

Clean all furniture:

Beds - frames, headboards and mattress. Inspect mattress for bed bugs. Report bed bugs to supervisor if any are seen.

Dressers - desk, drawers - clean inside and outside. All drawers must be cleaned, check for hair or any trash that may have been left in drawers.

Wipe down walls, doors and baseboards.

Fridge and microwave - clean inside and out. Be sure to clean fridge gasket and drip pan. Leave unit unplugged with doors open.

Remove return air grills and vacuum and clean.

Check all areas for mold and mildew. Clean these areas and report this to supervisor.

All furniture must be moved to check for trash and clean underneath.

Sweep and mop or vacuum floors in all rooms.

Sweep and mop or vacuum hallways before leaving a floor.

Other areas to clean: HOPS or contractor.

Spot cleaning carpet in rooms (Kerr only)- Contractor

Bathrooms- HOPS

Lobby, community kitchen, guest bath- HOPS

Stairwells- HOPS