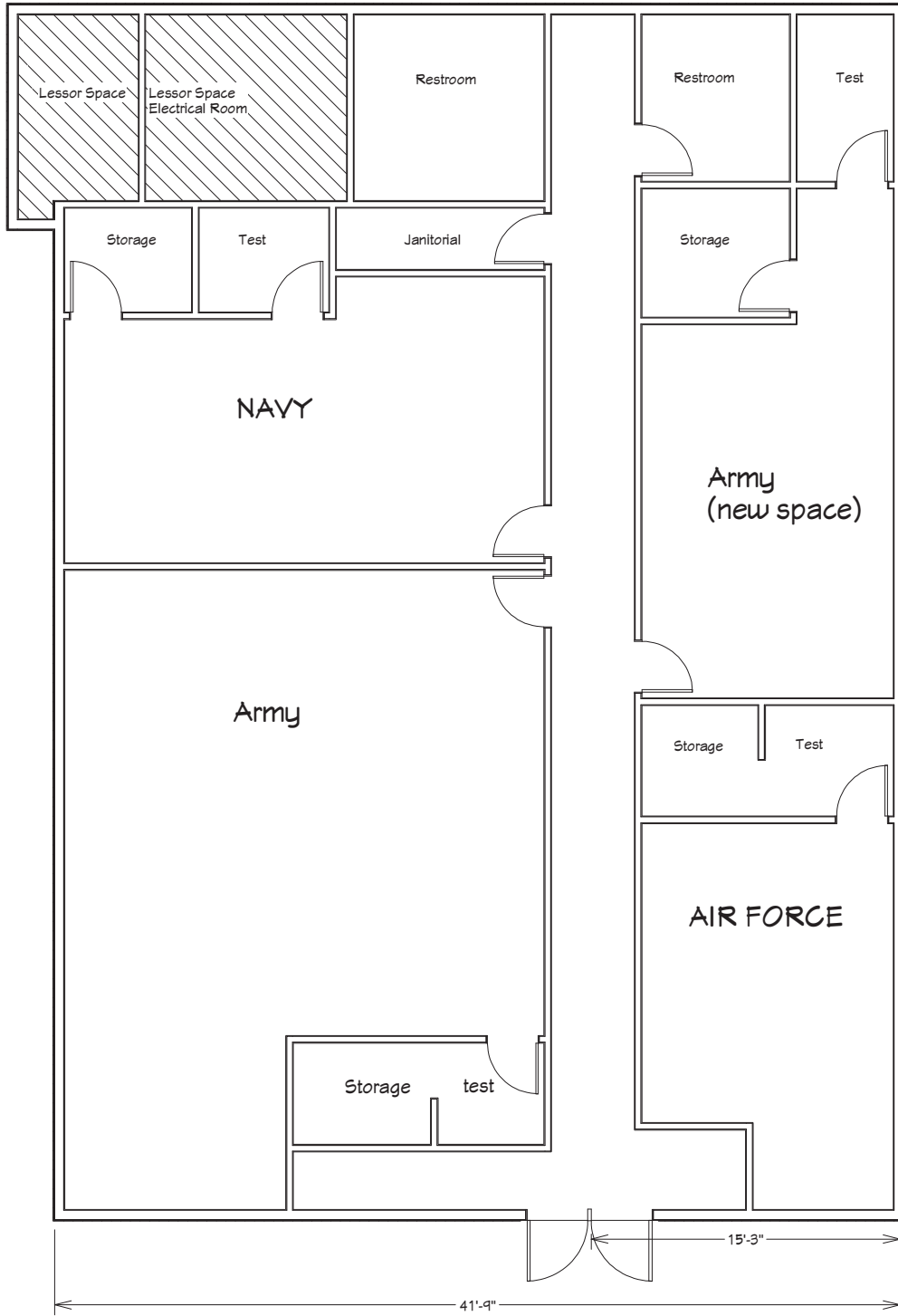


US Armed Forces
Career Center
270 Kennedy
Mem Drive
Waterville, ME
approx. 2,185 sf

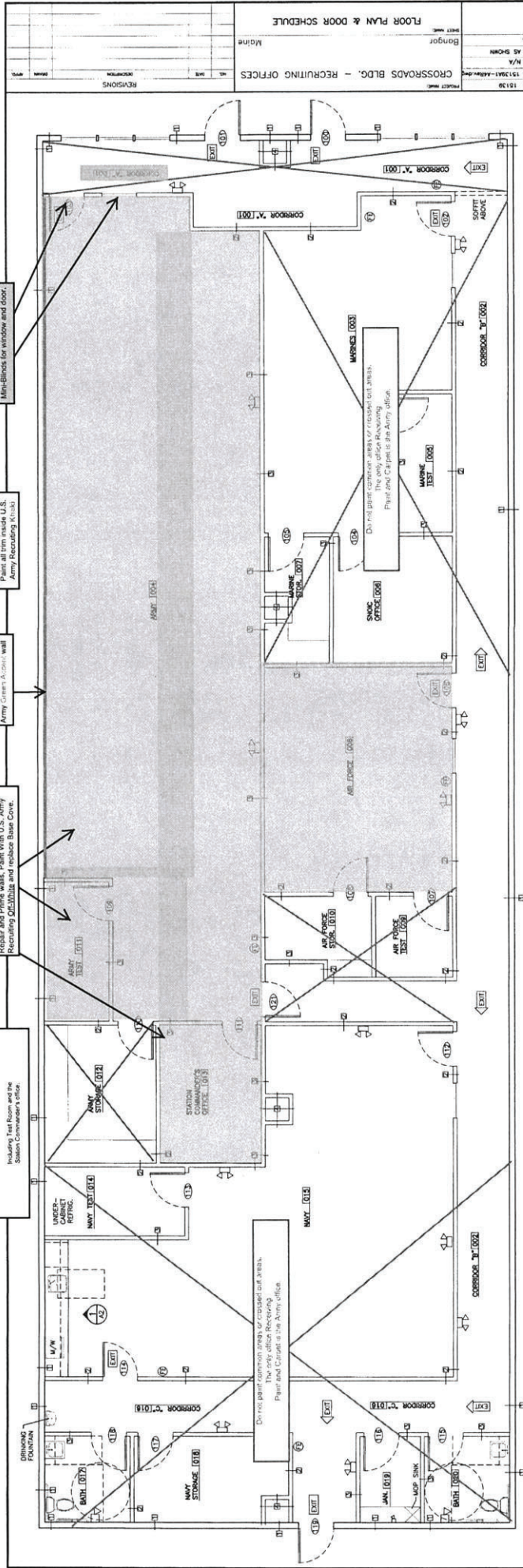




Plymouth Engineering, Inc.
 1701 State St. #200
 Bangor, ME 04401
 Phone: (207) 897-2100
 Fax: (207) 897-2100
 www.plymouthengineering.com

CROSSROADS BLDG. - RECRUITING OFFICES
 PROJECT NO. 15128
 PROJECT NAME
 ARCHITECT: Bangor & Veley
 DATE: October 7, 2015
 DRAWING NO. AS SHOWN
 REVISIONS: N/A
 PROJECT LOCATION: MAINE
 SHEET NO. 15128-01

A1



FLOOR PLAN
 SCALE: 1/4"=1'-0"
 TOTAL AREA: 4,780 sq. ft.
 NOTE:
 1. SEE ROOM SCHEDULE ON A2
 2. SEE DOOR SCHEDULE ON A2

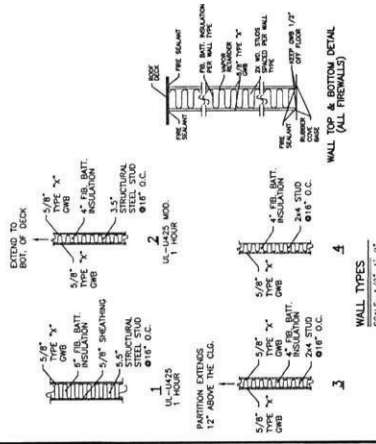
GENERAL NOTES

- CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS. REPORT ANY DISCREPANCIES TO STRUCTURAL ENGINEER BEFORE PROCEEDING WITH WORK.
- CONSTRUCTION SHALL FOLLOW THE "2009" INTERNATIONAL BUILDING CODE.
- REVISIONS, SYSTEMS AND COMPONENTS DESIGN SHALL FOLLOW THE "2009" INTERNATIONAL BUILDING CODE.
- COORDINATE WITH OWNER FOR SIZE AND LOCATION OF OPENINGS IN STRUCTURE. NOT SHOWN ON STRUCTURES AND UTILITY LINES FROM ALL DAMAGE TYPES.
- CONTRACTOR IS RESPONSIBLE FOR ADEQUATE BRACING OF STRUCTURAL MEMBERS, WALLS, AND NON STRUCTURAL ITEMS DURING CONSTRUCTION.
- ALL STRUCTURAL MEMBERS SHALL BE DESIGNED FOR DEAD, WIND, SUPERIMPOSED DEAD LOADS, CONCENTRATED LOADS SHOWN ON PLANS, AND THE LIVE LOADS.
- ALL REFERENCED STANDARDS REFER TO LATEST EDITION.
- GENERAL CONTRACTOR TO COORDINATE ALL FLOOR PENETRATIONS WITH APPROPRIATE TRADES.

AREA CHART	
ARMY	1,570 sq. ft.
MARINES	598 sq. ft.
AIR FORCE	552 sq. ft.
NAVY	968 sq. ft.
CIRCULATION	1,048 sq. ft.

LEGEND

- EXIT OR EXIT LIGHT
- DOOR NUMBER
- WALL TYPE
- FIRE EXTINGUISHER
- EMERGENCY LIGHTS
- SMOKE DETECTOR
- ROOM NUMBER
- VCT VINYL COMPOSITION TILE
- RFP FIBERGLASS REINFORCED PLASTIC
- ACT ACoustical TILE



Dates of service and/or attempted service

Address of station cleaned

Month and year of service

As required tasks should only be documented when completed. Most importantly relampings which carry a separate charge

Comment section may be utilized by recruiter or janitorial if needed

Weekly sign offs recommended

Recruiter signature required prior to submission with invoice. Unless unable to access for full month and unable to obtain discussed with Real Estate POC

Monthly tasks should be completed once a month. If unable to complete in first week for any reason, totals column may be utilized to document.

When these tasks are complete date of completion should be entered

SCAN & EMAIL Checklist at end of each month to the following POCs: _____

COE POC, Phone Number, and assigned territory _____

JANITORIAL SERVICES CHECKLIST FOR FACILITIES 3000 SF

Address _____ Recruiting Station ID: _____

MONTH/YEAR	CALENDAR DATE S:	DATES OF SERVICE AND/OR ATTEMPTED SERVICE												NOTATE "RATING" AND ANY COMMENTS ON THE QUALITY OF THE WORK BELOW.						
		M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL		M	T	W	T	F	TOTAL
SERVICES TO BE PROVIDED:	FREQUENCY REQUIRED																			
TRASH REMOVAL & CHANGE LINERS *	3X - Week																			
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																				
DAMP MOP ALL HARD SURFACE FLOORS																				
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **																				
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY																				
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMEARS	As Required																			
FURNISH RESTROOM SUPPLIES																				
SPOT CLEAN CARPETS	1x - Month																			
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (RELAMPING)																				
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT	4x - Year	To be accomplished on the first week of the Month												To be accomplished ONCE each quarter in MAR, JUN, SEP and DEC					Insert Date if provided this month	
DAMP DUST ALL SURFACES****																				
WASH ALL TRASH RECEPTACLES	2x - Year																			
DE-SCALE TOILET BOWLS & URINALS																				
CLEAN HVAC RETURN, DIFFUSER & GRILLES	1x - Year	To be accomplished ONCE each year in OCT												To be accomplished TWICE each year in APR & OCT					Insert Date if provided this month	
CHANGE HVAC FILTERS																				
SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***	1x - Year																			
CLEAN LIGHT FIXTURES																				
HIGH DUSTING/CLEANING																				
Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)																				
Military Service Representative Name concurring that ALL required tasks were completed for each week (Please Print)																				
* Change waste basket liners as necessary																				
** No rust encrustation or water rings shall exist																				
*** Steam clean if required to remove																				
**** Damp dust IAW the PWS																				
FORM UPDATED 09-13-2013																				
RATING LEGEND:																				
S - Satisfactory																				
U - Unsatisfactory																				
M - Marginal																				
I - Insufficient (Supplies)																				
RECRUITER IN CHARGE _____																				
RECRUITER TELEPHONE _____																				
SIGNATURE _____																				

Sample of a 2x visit per week location

If a recruiter is a no show after 30 mins. Record on checklist. 2 samples on checklist shown.

If unable to complete monthly tasks first week. Complete next able. Totals column may be utilized.

Record date of task completed if applicable.

SCAN & EMAIL Checklist at end of each month to the following POCs: COE POC, Phone Number, and assigned territory			JANITORIAL SERVICES CHECKLIST FOR FACILITIES 3000+ SF																														
			Address: 123 Lane Springfield, MA												Recruiting Station ID: _____																		
MONTH/YEAR	CALENDAR DATE S:		6/2				6/7				6/9				6/14				6/16				6/21				6/24				NOTATE "RATING" AND ANY COMMENTS ON THE QUALITY OF THE WORK BELOW.		
			M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T		F	TOTAL
SERVICES TO BE PROVIDED:		FREQUENCY REQUIRED																															
TRASH REMOVAL & CHANGE LINERS *		2x - Week	No Access																														
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																																	
DAMP MOP ALL HARD SURFACE FLOORS																																	
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **																																	
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY		As Required	No Access																														
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMEARS																																	
FURNISH RESTROOM SUPPLIES																																	
SPOT CLEAN CARPETS																																	
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (RELAMPING)		1x - Month	To be accomplished on the first week of the Month																														
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT																																	
DAMP DUST ALL SURFACES***																																	
WASH ALL TRASH RECEPTACLES																																	
DESCALE TOILET BOWLS & URINALS																																	
CLEAN HVAC RETURN, DIFFUSER & GRILLES		4x - Year	Insert Date when last provided		6/9				To be accomplished ONCE each quarter in MAR, JUN, SEP and DEC												Insert Date if provided this month												
CHANGE HVAC FILTERS			Insert Date when last provided		6/9				To be accomplished TWICE each year in APR & OCT												Insert Date if provided this month												
SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***		2x - Year	Insert Date when last provided						To be accomplished ONCE each year in OCT												Insert Date if provided this month												
CLEAN LIGHT FIXTURES		1x - Year	Insert Date when last provided						To be accomplished ONCE each year in OCT												Insert Date if provided this month												
HIGH DUSTING/CLEANING																																	
Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)							Cleaner name				Cleaner name				Cleaner name																		
Military Service Representative Name concurring that ALL required tasks were completed for each week (Please Print)							MSR name				MSR name				MSR name																		
* Change waste basket liners as necessary			RATING LEGEND: S - Satisfactory M - Marginal U - Unsatisfactory I - Insufficient (Supplies)																														
** No rust encrustation or water rings shall exist																																	
*** Steam clean if required to remove **** Damp dust IAW the PWS																																	
FORM UPDATED 09-13-2013			RECRUITER IN CHARGE SGT. JOHN SMITH												RECRUITER TELEPHONE 555-555-5555																		
			SIGNATURE SGT. JOHN SMITH																														

As required tasks documented on days completed.

Sample of a 2x visit per week location continued

SCAN & EMAIL Checklist at end of each month to the following POCs: COE POC, Phone Number, and assigned territory			JANITORIAL SERVICES CHECKLIST FOR FACILITIES 3000+ SF																							
			Address: <u>123 Lane Springfield, MA</u> Recruiting Station ID: _____																							
MONTH/YEAR	CALENDAR DATE S:																	NOTATE "RATING" AND ANY COMMENTS ON THE QUALITY OF THE WORK BELOW.								
June 2022	6/28																									
SERVICES TO BE PROVIDED:	FREQUENCY REQUIRED	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	
TRASH REMOVAL & CHANGE LINERS *	2x - Week				✘																					
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE					✘																					
DAMP MOP ALL HARD SURFACE FLOORS					✘																					
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **					✘																					
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIPE DRY					✘																					
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMEARS	As Required				✘																					
FURNISH RESTROOM SUPPLIES																										
SPOT CLEAN CARPETS																										
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (RELAMPING)	1x - Month	To be accomplished on the first week of the Month																								
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT																										
DAMP DUST ALL SURFACES***																										
WASH ALL TRASH RECEPTACLES	4x - Year	To be accomplished ONCE each quarter in MAR, JUN, SEP and DEC																Insert Date if provided this month								
DE-SCALE TOILET BOWLS & URINALS																										
CLEAN HVAC RETURN, DIFFUSER & GRILLES																										
CHANGE HVAC FILTERS	2x - Year	To be accomplished TWICE each year in APR & OCT																Insert Date if provided this month								
SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***																										
CLEAN LIGHT FIXTURES	1x - Year	To be accomplished ONCE each year in OCT																Insert Date if provided this month								
HIGH DUSTING/CLEANING																										
Contractor Representative Name certifying that ALL required tasks were completed for each week (Please Print)		Cleaner name																								
Military Service Representative Name concurring that ALL required tasks were completed for each week (Please Print)		MSR name																								
* Change waste basket liners as necessary		RATING LEGEND: S - Satisfactory M - Marginal ** No rust encrustation or water rings shall exist I - Insufficient (Supplies) *** Steam clean if required to remove **** Damp dust IAW the PWS																RECRUITER IN CHARGE		SGT. JOHN SMITH						
FORM UPDATED 09-13-2013																		RECRUITER TELEPHONE		555-555-5555						
																		SIGNATURE		<i>SGT. JOHN SMITH</i>						