



# EMMANUEL

## BAPTIST CHURCH

### Custodial Requirements and Contract

#### 1. **Front Porch**

- a. Porch and steps are to be swept each week.
- b. Front doors wiped clean as needed or at least every other week.

#### 2. **Sanctuary Building**

- a. Foyer swept, mopped, and dusted including windowsills each week. Foyer table and items on the table straightened. Trash emptied and disposed of each week. Steps leading to balcony area to be swept.
- b. Women's and Men's restrooms in the foyer is to be swept and mopped each week. Toilets and sinks cleaned each week. Tissue, paper towels, deodorizers, and soap replaced as needed. Trash emptied and disposed of each week. Walls around sinks, urinals, and toilets to be wiped each week.
- c. Sanctuary, pulpit area, choir, and side halls are to be vacuumed each week.
- d. All trash on seats, pews, and hymn book racks including left bulletins should be collected and discarded.
- e. Piano and pulpit furniture dusted each week. Windowsills wiped clean each week.
- f. Hymn books and Bibles straightened each week.
- g. Water fountains in the side hallways wiped clean each week.
- h. Baptistry, baptistry steps, and rooms cleaned as needed.
- i. Women's and Men's restrooms in the side hallways are to be cleaned to the specifications listed in #2b.
- j. Hallway between sanctuary and Children's Worship area to be swiffered each week. Steps in this area should be swept each week.

### **3. Children's Worship Building**

- a. The Children's Worship Fellowship/common area is to be swiffered each week.
- b. Tables and chairs are to be wiped/cleaned and straightened each week.
- c. All classrooms in this area are to be swiffered each week.
- d. Trash emptied and disposed of each week.
- e. Windowsills wiped at least once a month.
- f. Floor mopped every other week.

### **4. Office/Sunday School Building**

- a. All offices, halls, and used classrooms are to be swiffered each week and mopped every other week.
- b. Trash is to be emptied and disposed of each week.
- c. Any unused classes are to be checked periodically and cleaned if necessary.
- d. Tables and chairs are to be cleaned and straightened each week.
- e. Windowsills are to be wiped every other week.
- f. Women's and Men's restrooms are to be cleaned according to specifications stated in item #2b
- g. Doors are to be cleaned as needed or at least once a month.
- h. Hall connecting this building with fellowship Hall to be vacuumed as needed and glass door windexed/cleaned as needed.

### **5. Nursery and Toddler Rooms**

- a. Floors to be swiffered weekly and mopped every other week.
- b. The bathroom in the toddler's room is to be cleaned each week according to the specifications stated in item #2b
- c. Toys and supplies are to be put in their proper places each week.
- d. Trash will be emptied and disposed of each week.

### **6. Fellowship Hall Building**

- a. Carpet in this building is to be vacuumed each week.
- b. Tile floors are to be swept and mopped each week or as needed.
- c. Restrooms in this building are to be cleaned each week according to the specifications listed in item #2b.
- d. Table and chairs are to be cleaned and straightened each week or as needed.
- e. Glass doors are to be cleaned each week or as needed.
- f. Trash is to be emptied and disposed of each week or as needed.
- g. Kitchen counters and sink cleaned weekly.

### **7. Educational Building**

- a. Classrooms that are used will be vacuumed each week.
- b. Trash is to be emptied and disposed of each week.
- c. Windowsills and AC units wiped at least once a month.
- d. Hallways are to be swept each week.
- e. Hallways are to be mopped every other week.

- f. Girls, Boys, and adult bathrooms are to be cleaned each week according to specifications stated in item #2b.
- g. Unused classrooms are to be checked periodically and cleaned as needed.

**8. Miscellaneous**

- a. Custodian is to give a list of needed supplies to the church secretary. This includes all cleaning supplies and replacement supplies such as tissue, paper towels, air fresheners, etc.
- b. Smoking is not allowed in any of the church buildings.
- c. All trash is to be disposed of in the dumpsters located behind the Fellowship Hall.
- d. This contract may be terminated without notice if contract terms are not completed to the satisfaction of the church (or) the contractor.
- e. Custodian is paid monthly at the end of the month.
- f. This is a contracted position. A 1099 form will be issued in January. No social security taxes or payroll taxes will be withheld or paid by the church. (Must supply SSN (or) Federal ID number.
- g. This contract is valid from September to August of each year. Bid runs 2 years.
- h. If any damages occur (or) issues or concerns communicated, please contact the head of buildings and grounds. (Joey Watkins or Don Buchanan).

Bids are resubmitted bi-annually and a recommendation made by the Building and Grounds Committee and approval give by the church at the annual business meeting. The term is 2 years.

Bid awarded to: \_\_\_\_\_

Date approved by the church: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Buildings & Grounds Chairman

\_\_\_\_\_  
Date



# EMMANUEL BAPTIST CHURCH

## Custodial Services Bid Sheet

I hereby submit a bid of \_\_\_\_\_ per week.

*\*\*Note: Bid is based on a weekly fee; however, payment will be made once per month at the end of the month.\*\**

I have read and agree with the terms and requirements as outlined in the Custodial Requirements and Contract.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number (or) Federal ID Number : \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

Please list a minimum of 3 references and detail any additional ideas on the following page.

Please complete this Custodial Bid form, detach and place in a sealed envelope. Give sealed envelope to the Chairman of Building and Grounds (Joey Watkins) or Pastor David. No bids will be considered by the Building and Grounds Committee that are not placed in a sealed envelope.

**References**

1. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

Additional ideas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_