



*ATTACHMENT SECTION C
BUILDING DEMOGRAPHICS/ SCOPE OF WORK/
CALENDAR/ ENROLLMENT
DISTRICT WIDE
CUSTODIAL CLEANING SERVICES
PROJECT NUMBER 26.001*

***Battle Creek Public Schools
Facilities and Operations
315 W. Goodale Ave
Battle Creek, MI 49037***

JANUARY 12, 2026



BATTLE CREEK PUBLIC SCHOOLS

ATTACHMENT C1- DEFINITION OF CLEAN

It is the intent of Battle Creek Public Schools to provide direction and expectations for the Custodial Cleaning Service to perform a professional, thorough and efficient methodology for cleaning the district's facilities. It is understood that there is more than one possible way to properly clean a given area of any school facility. Therefore, Battle Creek Public Schools "Definition of Clean" is determined by a simple yet comprehensive procedure or protocol Defining Clean. The following Decisions, Actions and Selections are established for guidance when addressing professional custodial activities, which will ensure the room, space, area, furniture, surface or equipment, is properly and efficiently cleaned.

- Cleaning a given room, area, piece of furniture, equipment, surface or materials should be accurately identified by the Custodial staff and a determination made as to the most time and cost effective processes or protocols are required for professional results.
- Then the proper Cleaning, Disinfecting, Sanitizing, Stripping and Finishing product(s) or chemical(s) should be selected to effectively meet the complete cleaning task(s).
- There must be the proper selection of cleaning tools, materials, supplies and equipment needed to effectively administer and utilize the custodial products / chemicals to properly meet the manufacturer's use directions and specifications.
- The application and use of products and procedures must always protect employees, students, staff, public, facilities and environment. This is critical in the process of Cleaning, Disinfecting, Sanitizing, Stripping and Finishing school facilities. Not only are worn surfaces, dust and dirt targets for proper cleaning, but the important concept of properly cleaning for the un-seen is extremely critical. Everything from Viruses to Bacteria to Mold spores must be properly addressed when cleaning the school facilities.

It will be critically important that the Contactor of choice familiarizes themselves and their staff for the proper selection and use of chemicals provided by the school district for cleaning the complex areas of their facilities. It is strongly recommended that special cleaning products, disinfectants or sanitizers are able to meet the manufacturer's performance claims and have been UL Tested, EPA Certified and USDA Approved for meeting the special cleaning needs of the school district.



EVERY STUDENT
EVERY DREAM
EVERY DAY

BATTLE CREEK PUBLIC SCHOOLS

ATTACHMENT C2- BUILDING DEMOGRAPHICS SNAPSHOT **BIDDER IS RESPONSIBLE FOR VERIFYING ALL GIVEN INFORMATION**

 Demographics Snapshot										
Building	Total Square Footage	Flooring						Number of Kindergarten/ Early Childhood/ Special Education Rooms	Restrooms In Rooms (Elementary Level)	Acreage
		Carpeted Area	Wood Flooring	Ceramic Tile	Vinyl Flooring/ Tile	Terazzo Flooring	Other			
Administration	33,962	18,294	0	444	15,224	0	0	0	0	1.5
Ann J Kellogg	72,131	20,663	6,037	10,765	26,462	3,138	5,066	0	35	5.4
Central Field House	56,618	297	11,332	920	5,847	6,258	31,964	0	0	1.4
Central High School	409,279	72,130	18,780	31,230	271,898	15,241	0	0	0	4.2
CW Post	16,159	100	0	0	1,226	0	14,833	0	0	15
Dudley	26,279	0	331	323	24,940	0	685	17	19	21.3
Facilities	34,794	2,367	0	156	556	0	31,716	0	0	7
Fremont International Academy	33,543	1,822	4,826	1,561	17,771	4,411	3,152	2	6	
LaMora Park	27,126	192	429	330	25,101	320	754	3	21	11
Math and Science Center Distribution	27,722	1,843	0	0	0	0	25,879	0	0	6.856
Math and Science Center	72,063	13,112	0	0	0	0	58,951	0	0	
Miller Stone	23,370	6,979	0	557	15,809	0	25	0	0	2
Northwestern MS	107,590	11,000	8,724	5,000	50,000	20,366	12,500	2	6	49.5
Outdoor Education Center	42,408	NA	NA	NA	NA	NA	NA	0	NA	14
Post-Franklin	35,394	2,774	0	1,006	27,160	0	4,454	4	13	4.5
Springfield MS	75,000	6,918	6,976	1,254	41,662	14,926	3,264	0	0	44.1
Valley View	61,150	14,645	0	2,227	34,973	4,996	4,309	5	31	8
Verona	38,852	400	4,197	800	29,454	1,735	2,266	0	10	4.4
WK Kellogg Auditorium	26,512	7,735	3,124	600	11,603	0	3,450	0	0	2.6
WK Kellogg MS	80,842	400	4,080	10,048	44,090	6,190	16,035	0	0	
Totals	1,300,793							33		202.756



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BATTLE CREEK PUBLIC SCHOOLS

ATTACHMENT C3- SCOPE OF WORK - CUSTODIAL FREQUENCIES

DAY CUSTODIAN TASKS

I. Entries/ Common Areas/ Hallways/ Stairwells/ Gyms/ Elevators								
Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly
Snow Removal - Remove from all entrances and Designated Walkways	Snow season-as needed. See Attachment D for Responsibilities							
Cobwebs - Remove from all areas	x							
Doors, Walls, and Jams - Clean (Dust, Dirt, and Mark Free)	x							
Hard Surface Flooring (including stairs) - Sweep or Dust Mop or Vacuum	x							
Hard Surface Flooring - Damp Mop	x							
Waste Receptacles - Clean outsides and interior	x							
Waste Receptacles - Empty Trash and Replenish Liners	x							
Door Glass - Clean (Hand and Finger Print Free)	x							
Carpet and Mating - Vacuum (extract as needed)	x							
Drinking Fountains - Clean, Sanitize, and Polish	x							
Elevators - Polish Stainless (Cab Interior and Exterior)	x							
Raise and Lower Flags at Each Location	x							

II. Cafeteria/Multi-Purpose/Vending/Lounge Areas

Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly
Cobwebs - Remove from all areas							x	
Waste Receptacles-Clean outsides and interior								x
Doors, Walls, and Jams - Clean (Dust, Dirt, and Mark Free) *Including Food and Drink*	x							x
Hard Surface Flooring (including stairs) - Sweep or Dust Mop or Vacuum		x	x	x	x	x		
Hard Surface Flooring - Damp Mop or AutoScrub		x	x	x	x	x		
Waste Receptacles - Empty Trash and Replenish Liners		x	x	x	x	x		
Tables and Chairs- Set up and Take down for various food activities		x	x	x	x	x		
Counters-Clean and Disinfect		x	x	x	x	x		
Drinking Fountains-Clean, Sanitize, and Polish		x	x	x	x	x		
Tier Areas- Swept or Dust Mop or Vacuum and Damp Mop		x	x	x	x	x		
Vending Machines- Clean Exterior	x							
Tables and Chairs- Clean and Sanitize	N/A						Food Service Provider	
Refrigerators and Food Service Equipment-Clean Exterior	N/A						Food Service Provider	

III. Restrooms

Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly
Cobwebs - Remove from all areas	x							
Doors, Walls, and Jams - Clean (Dust, Dirt, and Mark Free)	x							
Paper Product Dispensers- Inspect, Replenish as needed	x							
Hand Soap Dispensers- Inspect, Replenish as needed	x							
Floors - Sweep	x							
Waste Receptacles - Empty Trash (including person hygiene dispensers) and Replenish Liners	x							
Toilets, Basins and Urinals- Clean and Disinfect	x							
Chrome work- Clean, Disinfect, and Polish	x							
Personal Hygiene Dispensers- Spot Clean and Disinfect	x							
Partition Sides-Clean and Disinfect	x							
Sinks and Counters- Clean and Disinfect	x							
Mirrors-Clean	x							
Stainless Steel- Clean and Polish (Dispensers, Trash, etc.)	x							
Floors - Damp Mop As Needed	x							
Main office restrooms - Full clean							x	
Drinking Fountains-Clean, Sanitize, and Polish and report any leaks or malfunctioning to BCPS for repair	x						x	

IV. Miscellaneous

Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly
General custodial requests- Repair items as needed/ requested	x							
Misc. Task - Assist School Administration Staff as necessary (event set up and take downs and clean up, etc.); put away custodial supply shipments and deliveries. Availability for calls for assistance.	x							
Utility/ Storage Areas- Neat, Clean, and Organized	x							
Alarms- Activate/ Deactivate when needed	x							
Lights - Shut Off & Turn On as Required	x							
Graffiti Removal	x							
Doors - Secure as Directed	x							
BioHazard Cleanup	x							
Light Maintenance Requests- Light bulb change, ceiling tile replacement, soap/paper dispenser replacement.	x							
Outside Trash Pick Up and Garbage Cans		x	x	x	x	x		
Observed Irregularities: Unlocked Doors, Defective Plumbing, Electrical Issues, Etc.- Report only	x							
Test chemical balance in pool and report any irregularities (Northwestern and Central HS Locations) Contractor responsible for operators to obtain and maintain CPO/ AFO Certification		x	x	x	x	x		
Clean and maintain pool interior as well as pool deck and surrounding areas		x	x	x	x	x		

AFTERNOON/EVENING CUSTODIAN TASKS

I. Entries/ Common Areas/ Hallways/ Stairwells/ Gyms/ Elevators											
Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly	Winter Break	Spring Break	Summer Break
Cobwebs - Remove from all areas							X				
Touch Points- Clean and Disinfect (light switches, door handles/push bars/plates, etc.)		X	X	X	X	X					
Waste Receptacles - Clean outsides and interior								X			
Waste Receptacles - Empty Trash and Replenish Liners		X	X	X	X	X					
Doors, Walls, and Jams - Clean (Dust, Dirt, and Mark Free)								X			
Furniture - Clean and/ or Vacuum								X			
Waste Receptacles - Empty Trash		X	X	X	X	X					
Door/ Entrance Window Glass- Clean (Hand and Finger Print Free)		X	X	X	X	X					
Hard Surface Flooring - Sweep or Dust Mop or Vacuum		X	X	X	X	X					
Hard Surface Flooring - Spot Damp Mop		X	X	X	X	X					
Hard Surface Flooring - Complete Damp Mop							X				
Mop All Edges and Coves							X				
Interior Partition and Sidelight Glass - Clean		X	X	X	X	X					
Drinking Fountains-Clean, Sanitize, and Polish		X	X	X	X	X					
Run Automatic Scrubbers in Hallways		X	X	X	X	X					
Run Automatic Scrubbers in Gyms		X	X	X	X	X					
Carpet and Matting- Complete Vacuum (extract as needed)		X	X	X	X	X					
Carpet - Remove Carpet Spots/ Stains	X								X	X	X
Carpet - Clean and Sanitize Completely											X
Dusting - Low Horizontal Surfaces Below 6'							X				
Remove Graffiti		X	X	X	X	X					
Scrub and Recoat Tile/ Terrazzo Apply 4 coats of approved finish as directed											X

Dusting - Low Horizontal Surfaces Below 6'							X				
Vending Machines - Clean Exterior							X				
Scrub and Recoat Tile/ Terrazzo Apply 4 coats of approved finish as directed											X
Completely Strip Tile/ Terazzo Apply 2 coats of approved sealer Apply 6 coats approved finish as directed. 33% of building, rotating through all areas every three years											X
Check and Replace Soap/ Hand Sanitizer/ Paper Towels		X	X	X	X	X					
Carpet- Remove Carpet Spots/ Stains	X								X	X	X
Carpet- Clean and Sanitize Completely											X
Wash Interior Windows											X
Wash All Furniture											X
Wash Walls and Dust Window Treatments											X
Remove Gum From Tables											X
Wash Light Shields, Inside and Out											X

III. Restrooms and Locker Rooms

Task	As Needed	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly	Monthly	Winter Break	Spring Break	Summer Break
Cobwebs - Remove from all areas							X				
Deodorizers- Check and Replenish when empty								X			
Paper Product Dispensers - Clean, Inspect, Replenish as needed		X	X	X	X	X					
Hand Soap Dispensers- Clean, Inspect, Replenish as needed		X	X	X	X	X					
Hand Sanitizer Dispensers- Clean, Inspect, Replenish as needed		X	X	X	X	X					
Waste/ Feminine Receptacles - Empty Trash (including person hygiene dispensers)		X	X	X	X	X					
Personal Hygiene Dispensers- Clean and Disinfect		X	X	X	X	X					

BATTLE CREEK PUBLIC SCHOOLS

ATTACHMENT C4- 12 MONTH ADMINISTRATIVE PROFESSIONALS WORK CALENDAR

2025-2026 12 Month Admin/Professional Work Calendar

Month	M	T	W	TH	F	# of Days	Holidays	Cumulative Days
July	-	1	2	3	H	3	1	4
	7	8	9	10	11	5	0	9
	14	15	16	17	18	5	0	14
	21	22	23	24	25	5	0	19
23	28	29	30	31		4	0	23
								23
August					1	1	0	24
	4	5	6	7	8	5	0	29
	11	12	13	14	15	5	0	34
	18	19	20	21	22	5	0	39
21	25	26	27	28	29	5	0	44
								44
September	H	2	3	4	5	4	1	49
	8	9	10	11	12	5	0	54
	15	16	17	18	19	5	0	59
	22	23	24	25	26	5	0	64
22	29	30				2	0	66
								66
October			1	2	3	3	0	69
	6	7	8	9	10	5	0	74
	13	14	15	16	17	5	0	79
	20	21	22	23	24	5	0	84
23	27	28	29	30	31	5	0	89
								89
November								89
	3	4	5	6	7	5	0	94
	10	11	12	13	14	5	0	99
	17	18	19	20	21	5	0	104
20	24	25	26	H	H	3	2	109
								109
December	1	2	3	4	5	5	0	114
	8	9	10	11	12	5	0	119
	15	16	17	18	19	5	0	124
	22	23	H	H	H	2	3	129
23	H	H	H			0	3	132
								132
January				H	2	1	1	134
	5	6	7	8	9	5	0	139
	12	13	14	15	16	5	0	144
	19	20	21	22	23	5	0	149

22	26	27	28	29	30	5	0	154
								154
February	2	3	4	5	6	5	0	159
	9	10	11	12	13	5	0	164
	16	17	18	19	20	5	0	169
	23	24	25	26	27	5	0	174
20								174
								174
March	2	3	4	5	6	5	0	179
	9	10	11	12	13	5	0	184
	16	17	18	19	20	5	0	189
	23	24	25	26	27	5	0	194
22	30	31				2	0	196
								196
April			1	2	H	2	1	199
	6	7	8	9	10	5	0	204
	13	14	15	16	17	5	0	209
	20	21	22	23	24	5	0	214
22	27	28	29	30		4	0	218
								218
May					1	1	0	219
	4	5	6	7	8	5	0	224
	11	12	13	14	15	5	0	229
	18	19	20	21	22	5	0	234
21	H	26	27	28	29	4	1	239
								239
June	1	2	3	4	5	5	0	244
	8	9	10	11	12	5	0	249
	15	16	17	18	H	4	1	254
	22	23	24	25	26	5	0	259
22	29	30				2	0	261
Totals						247	14	261

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BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT C5 - BCPS HEADCOUNT ENROLLMENT AS OF 9/17/2025

BATTLE CREEK PUBLIC SCHOOLS															
HEADCOUNT ENROLLMENT															
11/17/2025															
SCHOOL	Pre	Kdg	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	TOTAL
Ann J Kellogg*					86	82	75								243
Dudley****	141														141
Fremont Internatl Acad		51	51	48	54	50	74								328
LaMora Park		39	45	46											130
Northwestern Academy		49	44	46											
Post-Franklin		53	62	69											184
Valley View		53	70	59	64	71	56								373
Verona					74	84	64								222
Elementary Total	141	245	272	268	278	287	269	0							1760
Northwestern Academy								102	98	96					296
Springfield Middle								116	92	126					334
BC STEM Innovation Ctr								55	60	46					161
Middle School Total								273	250	268					791
WK Kellogg Prep HS*											3	39	45	37	124
Central High School***											213	238	225	206	882
9-12 Grade Total								0	0	216	277	270	243	1006	
TOTAL	141	245	272	268	278	287	269	273	250	268	216	277	270	243	3557
Math/Science**											111	104	82	60	357
Total Ancillary Prgs								0	0	111	104	82	60	357	
GRAND TOTAL	141	245	272	268	278	287	269	273	250	268	327	381	352	303	3914
<i>Traditional</i>															
* Some students are partial FTE															
** All students are partial FTE - .50 or less															
***Partial FTE students shared with MSC, St. Phil virtual															
****This building is an Early Learning Center (Approximately 125 count 0-4 yrs)															