

**Statement of Work (SOW)
For
Custodial Services
at
La Trinidad United Methodist Church
300 San Fernando
San Antonio, Texas 78207
Reference: Request for Quote (RFQ) Number
LTUMC-2024-0002**

1. Position Description-General Description-Custodial Services

1.1. The custodian shall provide services IAW Position Description at La Trinidad United Methodist Church, 300 San Fernando St, San Antonio, TX 78207. The custodian shall use tools, material, products and equipment provided to create a clean, sanitary and healthy environment. The custodian shall provide services to the church area and assorted rooms to include offices, utility rooms, restrooms, gymnasium and building grounds. The custodian shall maintain the building, grounds and equipment in a clean and sanitary condition.

1.2. The custodian shall use basic custodial maintenance skills and experience to make minor repairs in the building, grounds and facility. Basic Custodial tasks to include but are not limited to removing and disposing trash, recycling products, and dusting, sweeping, mopping and other waste products. The custodian shall make minor repairs to items and equipment using appropriate methods. All repairs shall be approved by the SPRC contact or a Pastor.

1.3. The custodian shall report to the SPRC contact or a Pastor for direction on all tasks and issues in question. The custodian shall work independently within established custodial procedures associated with the specific job function. The custodian shall have prior experience in all custodial skills relevant to the job.

1.4. The contractor/provider shall provide two separate prices as identified in paragraph 10.

2. Tasks-The Custodian shall:

2.1. Maintain a clean and sanitary environment throughout the entire church facility to include but not limited to all rooms on all floors and the outside grounds using appropriate custodial methods.

2.2. Vacuum, sweep and mop floors. Sanitize restroom facilities to ensure the building's occupants have a clean environment.

2.3. Collect and dispose of trash and recyclable material and products at least twice a week and place in large city furnished bins/containers. Place trash and recycle bin/containers at appropriate curb prior to pickup days. Trash shall need to be removed and disposed of during church events.

2.4. Clean trash and recycling containers as needed (i.e. wash outside).

- 2.5. Keep supplies in dispensers at full capacity such as paper towels, toilet paper, soap, and sanitizers.
- 2.6. Provide immediate response to maintenance or other crises throughout the facility.
- 2.7. Maintain a complete list of maintenance items completed on a church furnished binder. Report all other major and minor facility maintenance needs in writing to the Senior Pastor.
- 2.8. Water outside plants and vegetation to include trees.
- 2.9. Safely use leaf blower to clear off leaves and other debris ten feet from the outside of the building.
- 2.10. Maintain the outside church fountain by doing routine cleaning and upkeep with church provided supplies.
- 2.11. Weatherize water pipes and set thermostat appropriately per seasonal temperatures.
- 2.12. Keep janitorial, utility, gym storage and outdoor storage areas clean and organized.
- 2.13. Replace batteries in thermostats throughout the building every 6 months or sooner as needed.
- 2.14. Flush toilets, turn on faucets weekly, and reset the floor drains.
- 2.15. Empty trash cans at least twice weekly into trash and recycled bin/containers.
- 2.16. Use power equipment provided to buff and restore floors and shampoo carpets when assigned by the Pastor. The gym floor shall be cleaned and then buffed periodically. The Pastors will provide the custodian advanced notice for the buffing of the gym floor.

3. Security-The Custodian shall:

- 3.1. Prevent unauthorized access or loitering into and around the building. Notify authorities (e.g. police, fire, and/or church staff appropriately) of suspicious activity.
- 3.2. Check and lock doors on the inside and outside of the facility.
- 3.3. Check lights, water and/or gas utilities for off position.
- 3.4. Check thermostats periodically throughout facility for proper setting.

4. Maintenance-The CSP shall:

- 4.1. Maintain maintenance record/log for all items listed on church provided binder to include but not limited to soaps, paper towels, toilet paper, trash bags and batteries and keep up to date.
- 4.2. Maintain general inventory of cleaning supplies on provided binder/inventory sheets and recommend supplies needed from catalog provided. Notify Senior Pastor when supply inventory is low and requiring additional quantities so a purchase order can be made.
- 4.3. Maintain supplies in dispensers to include but not limited to trash bags, paper towels, toilet paper, soap, and sanitizers.
- 4.4. Restock purchased items and update the inventory list (i.e., preferred method is email) as appropriate.

5. Preparation for Church Events and/or On Call Services:

THE CONTRAT SERVICE PROVIDER SHALL SUBMIT A LUMP SUM AMOUNT PER EVENT FOR THESE SERVICES. SEE PARAGRAPH 10.

- 5.1. The CSP shall receive 4 day prior notice of special church functions/events with specific information on each event. Events may be held during the day or night times.
- 5.2. The CSP shall provide services before and after each event.
- 5.3. The CSP shall:
 - 5.3.1. Set up and arrange tables and chairs prior to event and store tables and chairs after event. Set up church sound system in gym, and or other areas as instructed for special events.
 - 5.3.2. Sweep/mop gym floor, kitchen, and restrooms after every event as assigned by Senior Pastor and/or Associate Pastor.
 - 5.3.3. Take out the trash and replace trash bags after every event.
 - 5.3.4. Remove and dispose of any decorations.
 - 5.3.5. Clean the entire kitchen, as needed, to include but not limited to washing dishes, pots and pans, utensils, etc, dispose of all trash left, replace trash bags, put away all utensils, pots and pans, clean the appliances, shelving, countertops and tables. The CSP shall clean the interior of the refrigerator. The CSP shall return the kitchen area to a clean, organized kitchen.
 - 5.3.6. Replenish consumables in the restrooms and kitchen after every event so that it is ready the next day.

5.4. Perform other duties as assigned within the scope of Statement of Work.

6. Qualifications, Requirements and Skills-The Custodian shall:

6.1. Have a High School Diploma or equivalent.

6.2. Able to understand verbal instructions.

6.3. Able to read, understand, follow and enforce safety procedures.

6.4. Able to understand written and verbal communication.

6.5. Have 2-4 years of related experience or 2 years prior job experience that may be applicable.

6.6. Agree to pass a background check and drug screen when required.

6.7. Be able to lift 50 lbs. and manipulate heavy objects.

6.8. Be able to move about the Church grounds without any restrictions

6.9. Be able to operate vacuum cleaners and other related items. Able to safely use cleaning equipment and supplies.

6.10. Have "Safe Sanctuary" training and certification. Complete "Safe Sanctuary" training every 2 years.

6.11. Be knowledgeable of Occupational Safety and Health Administration (OSHA) requirement

7. Physical Demands-The Custodian shall:

7.1. Be able to stand, bend, and kneel for prolonged period of time while performing job duties.

7.2. Be able to lift 50 lbs.

7.3. Be able to move about the Church grounds without any restrictions.

8. Personal Protective Equipment: None, except as provided and required by the church.

9. Schedule of Duty Hours: A maximum number of 15 hours per week, 3 days a week, Tuesday through Saturday, usually evenings and nights.

10. QUOTE: LINE ITEM 0001 – \$ _____

HOURLY RATE

(PARAGRAPHS 1-11 EXCEPT PARAGRAPH 5)

LINE ITEM 0002 - \$ _____ LUMP SUM

(PARAGRAPH 5)

11. I have read, understand and agree to perform the tasks and duties outlined in this position description. I certify that I can perform the duties of this position without accommodation.

Signature

Date

I approve the signed acceptance by the contract service provider to provide the required housekeeping services.

Approved by

Date
