



## WMATA Railcar Fleet Interior Cleaning Service

The following questions have been submitted and require your response.

1. The RWP Training was mentioned as a requirement for employees servicing this contract, once the contract is awarded, how long before that training is offered and is this training a program that must be completed annually? Will there be other required trainings needed to service this contract?

The schedule will be determined after contract award. Training courses are offered periodically throughout the year. As rules change, there is always the potential to have additional training requirements during the term of the contract.

2. Is was mentioned that WMATA would be retaining some of its current employees who provide the cleaning services; how will it be differentiated what WMATA cleans/is responsible for and what the contractor is responsible for?

The contractor will be responsible for the deep cleaning performed after each PI (periodic inspection). The Authority employees will be used to support other cleaning programs.

3. Under Scope of Work Deliverables it states that the successful contractor will have "45 days after Notice of Award", 60 days was mentioned at the meeting, please clarify.

The Contractor will have 45 days after Notice of Award and prior to the Notice to Proceed for mobilization to fulfill staffing, background checks and training requirements.

4. Price Schedule Sheet has an estimated quantity of 1220 monthly interior cleaning rail cars, there was discussion that this would be corrected.

Please see REVISED Price Schedule attached to Amendment 1. The REVISED Price Schedule must be submitted with the bid.

5. Under the Scope of Work – Performance & Acceptance Criteria, there is mention of a "Rail Car Interior Checklist (Exhibit 3). That attachment did not come through with the IFB.

There was a second attachment that was sent out with the IFB. The checklist is included in that PDF. The attachment is included with this amendment.

6. Is a discount payment possible ie; 2% net 10 or 15 days net 30 days?

Solicitation Instructions, #9c, Preparation of Bids (Page 12) states: "Discounts for prompt payment will not be considered in the evaluation of bids. However, any offered discount will be included within the award of the Contract and the Authority will apply it, if payment is made within the discount period referenced in the bid." WMATA endeavors to make payments within 30 days.

7. What is the minimum wage rate for cleaners?

Please see Chapter IX, Additional Covenants/Legal Requirements, #12, Living Wage (Page 68).

8. Is there a specific discounted rate amount WMATA is looking for in the Options package per additional year?

Determining the cost for Option Years is the responsibility of the contractor/bidder.

9. At the time of writing, I tried to submit the bid on the WMATA Supplier portal but could not find the IFB link. I am having difficulties on locating where to submit the bid.

Your bid must be received with all required submittals as stated in the IFB, no later than **2:00 PM, June 13, 2018, at WMATA, Office of Procurement and Materials, 600 Fifth Street, NW, Room 3C-02, Washington, DC 20001-2651. Electronic submittals are not acceptable at this time.**

10. Request for mobilization cost as a bid line item.

Upon award, WMATA will assess the need for mobilization cost. WMATA's policies limit contractual requirements for advance payments. However, your bid should include all cost required for your firm to successfully perform all aspects of the contract requirements.

**PRICE SCHEDULE CONTINUATION SHEET**

**REVISED**

**PRICE SCHEDULE SHEET**

**Quantities listed below are estimates based on prior year's history.** Contractor will be advised as to actual quantities and shall only receive payment for actual cars cleaned. Contractor is expected to provide all labor necessary to complete the tasks, and all cleaning supplies and equipment.

**Base Year**

Description	Unit Price (Per Railcar)	Monthly Cost (Est. 456 Rail Cars p/mo)	Annual Cost
1. Monthly Interior Cleaning Rail Cars	\$	\$ X 12 mos.	\$
2. Monthly Flu Disinfecting Oct. 1 – April 30	\$	\$ X 7 mos.	\$
<b>Total Cost Base Year</b>			<b>\$</b>

**Option Year One (1)**

Description	Unit Price (Per Railcar)	Monthly Cost (Est. 456 Rail Cars p/mo)	Annual Cost
1. Monthly Interior Cleaning Rail Cars	\$	\$ X 12 mos.	\$
2. Monthly Flu Disinfecting Oct. 1 – April 30	\$	\$ X 7 mos.	\$
<b>Total Cost Option Year One</b>			<b>\$</b>

PRICE SCHEDULE CONTINUATION SHEET

**REVISED**

PRICE SCHEDULE SHEET

**Quantities listed below are estimates based on prior year's history.** Contractor will be advised as to actual quantities and shall only receive payment for actual cars cleaned. Contractor is expected to provide all labor necessary to complete the tasks, and all cleaning supplies and equipment.

**Option Year Two (2)**

Description	Unit Price (Per Railcar)	Monthly Cost (Est. 456 Rail Cars p/mo)	Annual Cost
1. Monthly Interior Cleaning Rail Cars	\$	\$ X 12 mos.	\$
2. Monthly Flu Disinfecting Oct. 1 – April 30	\$	\$ X 7 mos.	\$
<b>Total Cost Option Year Two</b>			<b>\$</b>

**Option Year Three (3)**

Description	Unit Price (Per Railcar)	Monthly Cost (Est. 456 Rail Cars p/mo)	Annual Cost
1. Monthly Interior Cleaning Rail Cars	\$	\$ X 12 mos.	\$
2. Monthly Flu Disinfecting Oct. 1 – April 30	\$	\$ X 7 mos.	\$
<b>Total Cost Option Year Three</b>			<b>\$</b>

**PRICE SCHEDULE CONTINUATION SHEET**

**REVISED**

**PRICE SCHEDULE SHEET**

**Quantities listed below are estimates based on prior year's history.** Contractor will be advised as to actual quantities and shall only receive payment for actual cars cleaned. Contractor is expected to provide all labor necessary to complete the tasks, and all cleaning supplies and equipment.

**Option Year Four (4)**

<b>Description</b>	<b>Unit Price (Per Railcar)</b>	<b>Monthly Cost (Est. 456 Rail Cars p/mo)</b>	<b>Annual Cost</b>
1. Monthly Interior Cleaning Rail Cars	\$	\$ X 12 mos.	\$
2. Monthly Flu Disinfecting Oct. 1 – April 30	\$	\$ X 7 mos.	\$
<b>Total Cost Option Year Four</b>			<b>\$</b>

**PRICE SCHEDULE**

Base Year Total	\$ _____
Option Year One	\$ _____
Option Year Two	\$ _____
Option Year Three	\$ _____
Option Year Four	\$ _____
Total Base and Options	\$ _____

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



## **Scope of Work, ICE, SEP**

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Washington  
Metropolitan  
Area  
Transit  
Authority

**Project Title:**

**Rail Car Interior Cleaning**

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## **Introduction**

The Washington Metropolitan Area Transit Authority is seeking services of a qualified contractor to provide cleaning services for WMATA's railcar fleets. The goal is to have rail cars cleaned to a level of quality which is compliant with this Scope of Work and sufficient for vehicles to return to revenue service.

## **Current Scope of Work**

The contractor shall be responsible for providing cleaning services for approximately 1220 rail cars. This number is subject to change at any time. Maximo, an in-house software, is used by WMATA to provide a list of rail cars that require cleaning at each Car Maintenance (CMNT) division on a daily basis. The vendor will clean these rail cars based on work orders generated by Maximo. The fleets' exposed interior surfaces shall be completely clean, sanitized and removal of foreign substances such as, gum, graffiti and any type of dirt. The contractor will also be required to sanitize and disinfect the interior of all rail cars on a weekly basis during the flu season from October 1st - April 30th.

The number of rail cars to be cleaned at each location will vary based on the number of rail cars assigned to that division. WMATA reserves the right to increase/decrease or otherwise modify the number of vehicles in the fleet as well as the designated days and hours for performance of cleaning service during the contract period with no penalty.

Please see fleet profile for the current rail car configuration which shows fleet type and quantities of the rail cars at each division.

## **Deliverables**

Rail car cleaning services for this contract shall include all necessary labor, materials, equipment and supervision to perform the required tasks. The contractor shall also supply safety vests and personal protective equipment (PPE) to its staff. Cleaning materials must be approved by WMATA's Environmental Management and Industrial Hygiene (EMIH) Department before they are used to fulfill this contract. The successful contractor will have 45 days after the Notice of Award for mobilization to fulfill the staffing, background checks and training requirements of the SOW.

## **Cleaning responsibilities will consist of:**

1. Cleaning customer accidents (i.e. vomit, excrement, spillage, blood, etc.) and sanitize areas with approved cleaning products. Personnel performing this responsibility shall be trained in handling Bloodborne Pathogens and follow the decontamination procedure outlined in CMNT SOP 1.03, 1.09 and SAFE Bloodborne Pathogens Exposure Control Program. These areas must be cleaned, disinfected and deodorized. Any equipment such as brooms or dustpans used to clean these fluids must also be cleaned, disinfected and deodorized.
2. Remove gum, glue, stickers, graffiti and tape from all surfaces using an approved cleaning product. Surfaces include vinyl and carpet floors, ceilings, side panels, seats, doors, windows, handrails and stanchions.
3. Remove and clean debris or any foreign substances from seats. Clean under, sides and between seats. Lightly spray with an approved sanitized cleaner and damp wipe all seats.

4. **Operator Compartment: sweep/vacuum inside the operator cab area including under the operator's seat where applicable. Seat shall be moved forward and backward while cleaning to ensure debris is removed from behind and beneath the seat. Clean the operator's visor, windshield, side window, window frame, tracks (where applicable), vents, console and Plexiglas partitions, with approved cleaning products. After cleaning, buff dry and leave no residue on any of the surfaces cleaned. Clean the cab ceiling, overhead vents, heater vents and wipe vents with a damp cloth containing approved cleaning solution. (DO NOT USE DAMP CLOTH ON TOUCH SCREEN MONITORS. CLEAN TOUCH SCREEN MONITORS WITH APPROVED MONITOR SAFE CLOTH.)**
5. **Remove all debris from under the seat, on the seat, sides of the seat and between cushions, floor vents and bulkhead door ledges. Sweep/vacuum and mop the entire interior of the non-carpeted 6000 and 7000 series cars. When moping non-carpeted floors, ensure that the water is disposed of every time it gets dirty and use clean water for mop rinsing. No residue or smears should be visible after each mop.**
6. **Vacuum, sweep and shampoo the carpeted railcars will be done to all railcars initially. (2000, 3000 & 5000 series). After the initial shampooing of carpeted floors, shampooing will occur approximately every 60 days unless there has been a "customer accident". (i.e. vomit, excrement, spillage, bold, etc.) To the extent possible, all liquids must be extracted from the carpet to promote drying. No residue or streaks should be visible after each shampoo.**

**Vacuum/sweep the interior of the 2000, 3000 and 5000 series railcars that have carpet to ensure that all areas are clean. Remove gum and any other foreign substances. Clean seat shrouds using approved pads to remove scuff marks, dirt and graffiti from all railcars. Clean and rinse with clean rags. All seat cushions and backs must be cleaned but not saturated with cleaning solutions. Any stain on seat cushions or backs must be removed. Clean and rinse with clean rags.**

7. **Clean the entire windshield frame and glass using approved cleaner to ensure that grease spots and smudges are removed. Clean the entire partition frame and glass using approved cleaner to ensure that grease spots and smudges are removed.**
8. **Clean head and side liners with an approved brush to remove dust and other residues.**
9. **Scrub door frames and leafs in a horizontal direction with the direction of the grain using a clean rag and approved cleaner. Door frames and leafs must be free of grease stains, bugs residue and other substances that have accumulated on the surfaces.**
10. **For the control panel, clean exterior with a clean lint free cloth dampened with approved cleaning product, wipe with a dampened clean lint free cloth, then dry with a clean dry lint free cloth. No spray liquid is permitted for this process.**
11. **Clean electronic signs using a lint free cloth dampened with approved cleaning product and dry leaving no smears.**

12. Clean air conditioning intake panel and vents. Approved cleaning products should be used and unit should be dry after cleaning. There shall be no smears or residue.
13. Clean and sanitize access doors. Clean the doors thoroughly using an approved glass cleaner on all interior glass areas. Use approved cleaning products to clean the remainder of the door panels.
14. Windows should be cleaned inside and outside with approved glass cleaner. No smears, streaks, smudges or residue should be visible after the windows have been cleaned.
15. Clean all doors and end door windows inside and outside with approved glass cleaner. No smears, streaks, smudges or residue should be visible after the windows have been cleaned.
16. Clean ceiling, lights, stanchions, windscreens, handrails, window ledges and tracks (where applicable). Clean thoroughly with the approved cleaning products and dry leaving no residue.
17. All interior next station and map signs shall be cleaned using a dry microfiber cloth.
18. All passenger video camera enclosures shall be cleaned using a dry microfiber cloth.
19. No equipment shall remain on the train after cleaning service has been completed.
20. Verify that all equipment used to service the train is clean and all equipment reservoirs are emptied.

## **Flu Disinfecting**

**Monthly disinfection during the periods of October 1<sup>st</sup> - April 30<sup>th</sup>.**

1. The contractor is responsible for all necessary labor, equipment, and disinfectant.
2. The contractor shall provide for review, approval and filing of all descriptive literature and Safety Data Sheets (SDS) for disinfectant under consideration for this contract. Disinfectant must be approved by WMATA's Safety Department prior to use.
3. Disinfecting shall include lightly misting the entire rail car interior and directly misting hand contacts surfaces, handrails, and seat backs.
4. The contractor shall submit a "Flu Disinfecting Check-off sheet" (Exhibit 1) to each division supervisor at the end of each shift for each rail car sanitized. This sheet is to be signed by a WMATA Superintendent/Supervisor on shift confirming that the work was performed correctly.

## **Cleaning Supplies/Chemicals**

1. WMATA and the successful contractor will agree upon cleaning products that will be used to perform this service. The contractor shall provide for review and approval all descriptive literature and Safety Data Sheets (SDS) for the cleaning products under consideration for this contract. All cleaning products must be approved by WMATA's Safety Department prior to use.
2. The contractor shall furnish all cleaning products and equipment specific to each application.
3. The contractor shall use environmentally friendly, non-toxic, biodegradable and materials that are not deemed hazardous to the environment.
4. Only non-abrasive and non-acidic material will be used to avoid damage to metal fixtures.
5. Only environmentally safe graffiti removers are to be used under this contract. Graffiti cleaning chemicals shall be used per as prescribed by the manufacturer and in accordance with label restrictions.
6. Copies of Safety Data Sheets (SDS) are to be kept at each site for each product and shall be accessible to WMATA and contractor staff.
7. The contractor will submit to the Contracting Officer a list of cleaning supplies that will be used to fulfill the requirements of this contract. The list should be submitted using Exhibit 2. Included with Exhibit 2 is the list of WMATA approved cleaning materials/solutions.

## **Training Requirements**

All contractors personnel employed on this contract must be trained and certified in OSHA Right to Know, Safety Data Sheets (SDS), Hazard Communication, Blood Borne Pathogens and Personal Protective Equipment. The Contractor shall maintain onsite copies of certificates of completion for all personnel working on this contract, as well as ensure re-certifications are completed when due. The contractor shall provide copies of the certificates to the COTR.

***Contractor's personnel must successfully complete WMATA's Roadway Worker Protection (RWP) Level 1 training prior to issuance of the Notice to Proceed.***

## **Performance and Acceptance Criteria**

- All rail cars are to be cleaned based on the work orders generated by Maximo.
- The contractor shall coordinate with each division Superintendent to ensure that all rail cars are cleaned scheduled.

- Sanitize and disinfect all rail cars every week during the Flu Season (October 1<sup>st</sup> through April 30<sup>th</sup>).
- The contractor shall coordinate with each division superintendent to ensure that all rail cars receive the flu disinfectant service weekly during the flu season.
- The contractor shall have a supervisor present at each locations during designated cleaning times while work is being performed. The supervisor will be responsible for quality assurance, enforcing safety, personnel supervision and ensuring there is an adequate supply of materials and equipment on hand.
- Contractor supervisors must begin each work shift with a meeting to discuss the following: safety contact, use of personal protective equipment (PPE), WMATA rules and policies, productivity and quality issues.
- All cleaning supplies and material shall be provided by the contractor. The Contractor shall is responsible for the storage of cleaning material and supplies. WMATA may be able to provide storage area for the vendor's equipment at some locations.
- WMATA has included a list of cleaning products that have been approved by WMATA's Safety Department. A GHS compliant SDS must be submitted for approval by WMATA's Safety Department if the vendor uses products from the attached list or if the vendor intends to use a product that is not on the attached list.
- All surfaces should be dry on each railcar within one hour following the end of each cleaning shift.
- There shall be no residue or smears on any surfaces including floors and ceilings after a rail car has been cleaned.
- The contractor shall at all times keep the premises free from accumulation of waste or rubbish caused by the work performed.
- All trash and other waste generated during cleaning should be disposed of into containers supplied by WMATA. ALL disposals will be in accordance with County, State and Federal laws and regulations.
- All liquid solutions will disposed into the slop sink.
- At the end of each shift, the contractor must complete the attached "Rail Car Interior Checklist" (Exhibit 3) for each rail car cleaned. Car Maintenance Superintendent/Supervisor on shift shall sign this checklist if the rail car has been cleaned to the required standards.
- Car Maintenance Supervisor/Superintendent has the right to decline signing off on any rail car that has not been cleaned to a satisfactory level. The rail car shall be cleaned again in this instance.
- The contractors' employees shall conform to WMATA policies, rules and regulations while on WMATA's property.
- The contractors' employees must wear safety vests and have their contractor badges visible at all times while on WMATA's property.
- Contractor employees working on this contract shall successfully undergo a background check and upon completion will be issued a WMATA contractor ID card.
- Contractor employees must successfully complete Level 1 Roadway Worker Protection (RWP) training provided by WMATA.

**Location of Work and Constraints**

Rail cars are located at rail divisions in Maryland, Virginia, and Washington, D.C. Rail cars will be cleaned onsite. Below are the locations of Rail Car divisions. Operating hours are 9 PM to 6 AM Monday night thru Friday night (inclusive3 of lunch breaks). WMATA reserves the right to increase or decrease the number of locations and/or railcars. WMATA reserves the right to request cleaning services on Saturday and/or Sunday if the need arises. At a minimum, the monthly railcar cleaning will be approximately 456 railcars per month.

**Rail Cars Available for Cleaning**

Location	Weekly Cleaning	Monthly Cleaning
Alexandria, 3201 Eisenhower Avenue, Alexandria, VA 22314	20	80
Greenbelt, 5801 Sunnyside Avenue, College Park, MD 20740	26	104
New Carrollton, 4300 Garden City Drive, Hyattsville, MD 20785	18	72
Shady Grove, 15903 Somerville Drive, Rockville, MD 20855	30	120
West Falls Church, 7251 Idylwood Road, Falls Church, VA 22043	20	80
<b>Total</b>	<b>114</b>	<b>456</b>

**Fleet Location**

Location	Fleet	Quantity
Alexandria	2K	76
	3K	18
	7K	88
	8K	6
Greenbelt	6K	184
	7K	12
New Carrollton	5K	192
	7K	50
Shady Grove	3K	132
	7K	170
West Falls	3K	132
	7K	72
<b>Total</b>	<b>Total</b>	<b>1132</b>

**CHECK LIST FOR FLU SPRAY – Exhibit 1**

<b>Railcar Number</b>		<b>Location</b>		<b>Date</b>	
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**Cleaners Name(s)** \_\_\_\_\_

<b>Action</b>	<b>Action Completed – YES</b>	<b>Action complete - NO</b>
Mist all hand rails		
Mist seats		
Mist Operators area		

\_\_\_\_\_  
Print Name

**WMATA Supervisor:** \_\_\_\_\_ **Contractor Supervisor:** \_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

## Exhibit 2 Cleaning Materials/Solutions

Stock Number	SDS #	Status	Trade Name	Manufacturer
Non-Stock	14271	AP	Accel TB (US)	Virox Technologies Inc.
067-00-0038	15144	AP	AJAX CLEANER POWDER-OXYGEN BLEACH	Colgate-Palmolive Company
067-00-0745	15247	AP	Austin's A-1 Bleach	James Austin Company
R79-30-0093	15942	AP	Clorox Disinfecting Wipes - Citrus Blend	The Clorox Company
R79-30-0093	15642	AP	CT808, CT808Z	Advantus Corporation
067-00-0745	15248	AP	Elite Professional Bleach	James Austin Company
Non-Stock	15299	AP	GenEon Sanitizer / Disinfectant	GenEon Technologies, Inc.
Non-Stock	15393	AP	Lysol Brand II Kills 99.9% of Viruses & Bacteria** All Purpose Purpose Cleaner Complete Clean Lemon Breeze Scent	Reckitt Benckiser LLC
Non-Stock	15347	C	Original Pine-Sol Multi-Surface Cleaner	The Clorox Company
Non-Stock	15945	AP	Oxivir Tb (US)	Diversey, Inc.
Non-Stock	15946	AP	Oxivir Tb Wipes AHP Based Disinfectant	Diversey, Inc.



Non-Stock	15387	AP	Professional Lysol Brand III Kills 99.9% of Viruses & Bacteria Disinfectant Spray, All Scents	Reckitt Benckiser LLC
067-00-0745	15263	AP	Pure Bright Germicidal Ultra Bleach	Kik International LLC
Non-Stock	14740	AP	SNAP Enviro Care Neutral Disinfectant	Rochester Midland Corporation

#### Floor Cleaners

Stock Number	SDS #	Status	Trade Name	Manufacturer
067-00-0082	14196	AP	Cleaner and Conditioner	Ultra Chem Labs Corp
067-00-0829	14030	AP	SUPER SHINE-ALL	Hillyard Industries
067-00-0830	14553	AP	Split Non-Detergent Cleaner	Flat Rock Solutions, LLC
067-00-0831	14328	AP	NATURAL SHINE	Rochester Midland Corporation
Non-Stock	15914	C	Zep Green-Link Floor Polish	Zep Inc.
Non-Stock	16032	AP	BZ7599 ZC NEUTRL FL	Zep, Inc.

#### Wipes

Stock Number	SDS #	Status	Trade Name	Manufacturer
R79-20-0043	14201	AP	EZ HAND WIPES	State Industrial Products
067-00-0741	14299	AP	VioNex Towelettes	Metrex Research
067-00-0792	14404	AP	Graffiti Away Towels	Tri-Chem
R79-20-0043	14448	AP	TOOLBOX Scrubbing Wipes	Sellars Absorbent Materials, Inc.
Unknown	15139	AP	SoyGreen Graffiti & Hand Wipes	Soy Technologies, LLC
R79-30-0150	15189	AP	GRAFFITI FREE GENIE-Hand Wipes	Getex Corporation
Non-Stock	15946	AP	Oxivir Tb Wipes AHP Based Disinfectant	Diversey, Inc.

#### Window Cleaners

Stock Number	SDS #	Status	Trade Name	Manufacturer
067-00-0054	15244	AP	Window Shine	Starco Chemical
067-00-0054	15897	AP	RTU Glass Cleaner	Wepak Corporation
Non-Stock	15305	AP	MADICO 30-1-1	Montgomery Manufacturing Co.

**Graffiti Removers**

<b>Stock Number</b>	<b>SDS #</b>	<b>Status</b>	<b>Trade Name</b>	<b>Manufacturer</b>
Unknown	14562	AP	Motsenbocker's Lift O	Motsenbockers Lift Off Inc
Non-Stock	14626	AP	Motsenbocker's Lift O	Motsenbocker's Lift Off, Inc.
Unknown	14632	AP	SoyGreen Ultimate Gr	Soy Technologies, LLC
Unknown	15139	AP	SoyGreen Graffiti & H	Soy Technologies, LLC
Unknown	15140	AP	SoyGreen Graffiti Rem	Soy Technologies, LLC
R79-30-0150	15189	AP	GRAFFITI FREE GENIE-	Getex Corporation



### Exhibit 3

### Railcar Interior Cleaning Checklist

Instructions: This form is to be completed for every railcar cleaned. For Action Completed, please indicate "yes" or "no". For "no" responses, Additional Action Required category must be completed in detail.

Railcar No. \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Areas to be Cleaned	Action Completed	Additional Action Required
Clean customer accidents (i.e. vomit, excrement, spillage, blood, etc.) and sanitize area with approved cleaning products. Personnel performing this task shall be certified.		
Remove gum, glue, stickers, graffiti and tape from all surfaces using an effective approved cleaning product. Surfaces include floors, ceilings, side panels, seats, doors, windows, handrails and stanchions.		
Remove & clean debris or any foreign substances from seats. Lightly spray with the approved sanitized cleaner and damp wipe all seats.		
Control Panel: Clean exterior with clean lint free cloth dampened with approved cleaning product, dry with a clean lint free cloth. No spray liquid is permitted for this process.		
Operator Compartment: sweep/vacuum/mop inside the enclosure including under the driver's seat where applicable. Seat shall be moved forward and back whilst cleaning to ensure debris is removed from behind and beneath the seat. Clean driver's safety shield, dash board, visor, windshield, side window, window framing, track (where applicable), Plexiglas partitions, telephone, with various appropriate approved cleaning products. After cleaning, buff dry and leave no residue.		
Operator Area: Drivers safety shield, windshield and window shall be cleaned to a glare free standard.		
Remove all debris, sweep/vacuum/shampoo the entire interior of the railcar. No residue or smears should be visible after each cleaning.		
Clean and sanitize access doors. Clean the doors thoroughly using an approved glass cleaner on all interior glass areas.		

Areas to be Cleaned	Action Completed	Additional Action Required
Clean ceiling, lights, stanchions, windscreens, handrails, window ledges and tracks (where applicable) leaving no residue.		
Clean all interior next station and map signs and passenger video camera enclosures with a dry microfiber cloth.		

Cleaners Name(s): \_\_\_\_\_  
Print Name

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Name

WMATA Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_

Print Name

Contractor Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_

Print Name