



**REQUEST FOR QUALIFICATION AND PROPOSAL (RFQ/P)  
PROFESSIONAL JANITORIAL SERVICES**

**RFQ/P # 06-2024 -01**

**June 14<sup>th</sup>, 2024**

**NOTICE IS HEREBY GIVEN** that the San Joaquin County Office of Education (“SJCOE”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional janitorial services for the selected site(s):

| See the attachment of the site locations on Transworld Campus |

Respondents to this RFQ/P should mail or deliver one (1) bound copy of the Statement of Qualifications (“SOQ”) and one (1) Fee Proposal in a sealed envelope (together, “Submittal”), as further described herein, labeled, “Submittal for Professional Janitorial Services” to:

**San Joaquin County Office of Education**

**Attention: Tim Sutton**

**Operations and Support Services** |

**2707 Transworld Drive**

**Stockton, CA 95206**

**ALL SUBMITTALS ARE DUE BY** | **2:00 P.M. on Wednesday, 7/10/2024** |. Any Submittal received after that date and time will not be accepted and will be returned unopened.

**FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.**

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P.

If you have any questions regarding this RFQ/P, you shall submit questions in writing to | Katie Dominquez | at | kdominquez@sjcoe.net | before 5:00 p.m. on | 6/28/2024 |. Substantive questions and answers will be provided to all RFQ/P recipients.

The SJCOE reserves the right to waive any informalities or irregularities in received Submittals. Furthermore, the SJCOE reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for one or more of the work items. The SJCOE reserves the right to seek supplementary information from any respondent at any time after submittal and before the award. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The SJCOE reserves the right to modify this RFP at any time in the event it becomes necessary to modify or revise the RFP.

## **INSTRUCTIONS AND CONDITIONS**

### **A. RFQ/P RESPONSE SCHEDULE SUMMARY**

The SJCOE reserves the right to change the dates on the schedule without prior notice.

<b>DATE</b>	<b>EVENT</b>	<b>TIMELINE</b>
06/14/2024	Release of RFQ/P # [ 06-2024 -01 ].	5:00 P.M.
06/25/2024	<b>A Pre-Bid Walkthrough</b>	9:00 A.M.
06/28/2024	Deadline for submission of written questions to SJCOE concerning RFQ/P # [ 06-2024 -01 ].	5:00 P.M.
07/10/2024	<b>Deadline for the Submittals to RFQ/P # [ 06-2024-01.]</b>	<b>2:00 P.M.</b>
<b>TBD</b>	Interviews of short-listed Respondents.	
07/19/2024	Notification to Respondent(s) selected for award.	5:00 P.M.

### **B. SUBMITTAL REQUIREMENTS**

#### **A. Format Requirements**

Respondents to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format with no less than 11-point font size. Submittals shall include the title with boldface headers below, e.g. the first section would be entitled, “Cover Letter”, the second section would be entitled, “Business Information”, etc.

Submittals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide one (1) bound copies of RFQ and one (1) Fee Proposal Form completely filled out and in a sealed envelope.

- The unbound copy shall be marked, “Copy for Reproduction” and shall be formatted as follows:
  - No divider sheet(s) or tab(s).
  - Pages with proprietary information removed.

- A cover sheet listing Respondent's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

**B. Content Requirements**

**1. Cover Letter** (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party of the joint venture.
- Include a brief description of why Respondent is well suited for, and can meet, the SJCOE's needs.
- Clearly identify the individual(s) who are authorized to speak for Respondent during the evaluation process.
- Respondent shall certify that no official or employee of the SJCOE, nor any business entity in which an official of the SJCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the SJCOE.
- Respondent shall certify that no official or employee of Respondent has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *“By virtue of submission of this Submittal, [INSERT RESPONDENT’S NAME] declares that all information provided is true and correct.”*

**2. Business Information**

- Company name
- Address
- Telephone and fax
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number (if applicable)
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating firms, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business

and the date the firm was established under its given name.

- Number of employees (licensed professionals/technical support, etc.).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for Respondent of Small Business or Disabled Veteran Business Enterprise status (if any).

### **3. Janitorial Capabilities / Experience / References**

- Outline the Janitorial capabilities and experience with regards to the requested services. The response should address the following:
  - Experience with similar projects. Provide references.
  - List available equipment.
  - Response time.

### **4. Project Team**

- Outline the Company's personnel who would work with the County. The response should address the following:
  - Extent of principal involvement.
  - Names of key members who will be performing the work on these projects and their responsibilities.
  - Anticipated **number of crew members** for the proposed services.
  - Qualifications and relevant individual experience including sub-consultants.

### **5. Method of Approach**

- Outline the Company's approach to working with other organizations on similar projects.

### **6. Understanding of Requested Services and Local Area Factors**

- Outline the Company's understanding of the requested services and the impact of local area factors on these services. The response should address items such as experience and familiarity with problem areas.

### **7. Fee Proposal**

- A **FEE PROPOSAL FORM** is included in this RFP. Respondents should include monthly fee, describe how many times per week the services will be provided at the location, and the total annual fee.

### **8. Appendix**

- Firm brochure/history/background, reprints, etc.
- Key team member resumes.

- Comments/objections to form of Agreement (if any).

### **C. SCOPE OF SERVICES**

Any firm selected based on this RFQ/P process must be capable of providing full scope of services in accordance with the detailed scope of services set forth in the specifications (see **EXHIBIT I and II of the AGREEMENT**) which, in addition to the RFP and these instructions, are basis for evaluation and will be part of any agreement with the successful respondent. Any deviation from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal. The exact scope of services may be negotiated if a Respondent is selected by the SJCOE.

Each Respondent shall carefully examine each and every term of this RFQ/P and its specifications; and each Respondent shall judge all the circumstances and conditions affecting his/her proposal. Failure on the part of any Respondent to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of this RFQ/P.

### **TERM OF AGREEMENT**

Any Respondent selected based on this RFQ/P process must be able to execute the SJCOE's form of Agreement ("**Agreement**"), which is distributed with this RFQ/P as **AGREEMENT** and incorporated herein by this reference.

The term of this agreement shall be from August 1st, 2024 to June 30th, 2027 unless otherwise noted. The SJCOE may elect to extend the agreement for additional one (1) year periods on a year to year basis, for a maximum of 2 extension years, on the same terms and conditions, upon providing written notice to Contractor not less than thirty (30) days prior to expiration of the Agreement.

### **SELECTION PROCESS**

#### **A. Criteria**

The SJCOE will evaluate all submissions. Each Submittal must be complete. Incomplete Submittals will be considered nonresponsive and grounds for disqualification. The SJCOE retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. The SJCOE will not consider any objections/proposed changes to the Agreement that are raised after the deadline for Submittals. Based upon the information presented in the submissions, the SJCOE may elect to conduct interviews with some or all of the Respondents.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of Respondent with similar services.
- Experience and results of proposed service team.
- References from clients contacted by the SJCOE.
- Technical capabilities and track record of use.

- Sufficient crew size.
- Value of services under proposed fees.
- Overall responsiveness of the Submittal.

**B. Interviews**

The SJCOE, at its sole discretion, may elect to interview selected Respondents. If a Respondent is requested to come for an interview, the key proposed lead staff will be expected to attend the interview. The interview will be an opportunity for the SJCOE to review the Submittal and any other matters the SJCOE deems relevant to its evaluation. Any objections and/or proposed changes to the form of Agreement attached hereto as APPENDIX A shall be stated in writing in the Submittal and may be the subject of inquiry at the interview.

**C. SJCOE Investigations**

The SJCOE may perform investigations of Respondents that extend beyond contacting the references identified in the Submittals. The SJCOE may request a Respondent to submit additional information pertinent to the review process. The SJCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**D. Determination and Award**

An award under this RFP will not be based solely on the lowest price. Proposals will be evaluated by a committee and each Respondent will be scored on a point system based on the set criteria. If an award is made, it will go to the Respondent with the highest score.

Each Respondent will be scored on the following point system, with a maximum of 100 points.

Price	60 points
References	20 points
Overall Qualifications & Experience	15 points
Overall Quality of Offer	5 points

**A Pre-Bid Walkthrough is scheduled for June 25, 2024. Please meet at 9:00 A.M. by the flagpole at Nelson Center, located at 2922 Transworld Drive, Stockton, CA.** Those interested in the additional walkthrough should call [Katie Dominquez at 209.468.9122 ] for the arrangement.

**FINAL DETERMINATION AND AWARD**

Any proposal may be withdrawn at any time prior to the hour fixed for the submission deadline, provided that a request in writing executed by the Respondent, or his/her duly authorized representative, for the withdrawal of such proposal, is filed with The SJCOE Purchasing Department. The submittals shall remain valid for at least sixty (60) days after the submission deadline. No submission may be withdrawn after the submission deadline.

The SJCOE reserves the right to contract with any entity or entities responding to this RFQ/P for all or any portion of the work described herein, to reject any Submittal as non-responsive, and/or not to contract with any Respondent for the services described herein. The SJCOE makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The SJCOE reserves the right to contract with any firm not participating in this process. The SJCOE shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

Award of the contract(s) is at the sole discretion of the SJCOE. The SJCOE may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the SJCOE will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the SJCOE will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

**WE THANK YOU FOR YOUR INTEREST IN THESE EXCITING SERVICES!**



## FEE PROPOSAL FORM

### RFQ/P 06-2024-01: JANITORIAL SERVICES – Transworld Campus

To the Superintendent of the San Joaquin County Office of Education:

The undersigned respondent hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, and permits for providing professional janitorial services at the following **location**:

Building Address on Transworld Drive	Building Name	Description (Describe how many times per week the services will be provided at such location)	Qty (Number of Months)	Monthly Fee	Total
2829	Venture Main	5x a week, August – May per attached Venture Janitorial Specification packet.	10	\$	\$
2857	Venture II	5x a week, August – May per attached Venture Janitorial Specification packet.	10	\$	\$
2720	Venture Excel	5x a week, August – May per attached Venture Janitorial Specification packet.	10	\$	\$
2802	Portables and bathrooms	5x a week, August – May per attached Venture Janitorial Specification packet.	10	\$	\$
2911	CTEC	5x a week, August – May per attached Venture Janitorial Specification packet.	10	\$	\$
2814	Venture Gym	6x a week, Sunday – Friday per attached Venture Janitorial Specification Packet.	12	\$	\$

### Additional Services

Building Address on Transworld Drive	Building Name	Description (Additional services required when school is on break)	Provide fee to shampoo and deep clean the carpets in the entire building:	Provide fee to clean the windows inside and outside for the entire building:
2829	Venture Main	Deep clean floors/windows/carpets	\$	\$
2857	Venture II	Deep clean floors/windows/carpets	\$	\$
2720	Venture Excel	Deep clean floors/windows/carpets	\$	\$
2802	Portables and bathrooms	Deep clean floors/windows/carpets	\$	\$
2911	CTEC	Deep clean floors/windows/carpets	\$	\$
2814	Venture Gym	Deep clean floors/windows/carpets	\$	\$





Building Address on Transworld Drive	Building Name	Description (Describe how many times per week the services will be provided at such location)	Qty (Number of Months)	Monthly Fee	Total
2922	Nelson Center	5x a week, year-round. Per the attached Control book for the building space.	12	\$	\$
2721	TCSJ	5x a week, year-round. Per the attached Control book for the building space.	12	\$	\$
2707	WEC	5x a week, year-round. Per the attached Control book for the building space.	12	\$	\$

**Additional Services**

Building Address on Transworld Drive	Building Name	Description (Additional services needed based on request)	Provide fee to shampoo and deep clean the carpets for the entire building:	Provide fee to clean the windows inside and outside for the entire building:
2922	Nelson Center	Deep clean floors/windows/carpets	\$	\$
2721	TCSJ	Deep clean floors/windows/carpets	\$	\$
2707	WEC	Deep clean floors/windows/carpets	\$	\$

The fee proposal must be submitted on this Proposal Form, completely filled out, placed in a sealed envelope, and delivered with the RFQ packet to the Operations & Support Services Office – Wentworth Education Center (2707 Transworld Drive, Stockton, CA 95206) on the SJCOE campus, before **2:00 p.m. on [July 10], 2024** or it will be disregarded.

\_\_\_\_ Initial - I have signed and will adhere to the SJCOE Conflict of Interest Policy.

Offered by \_\_\_\_\_ of \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ X \_\_\_\_\_

(Signature)

**SPECIFICATIONS**  
**VENTURE ACADEMY CAMPUS TRANSWORLD DRIVE**  
**JANITORIAL SERVICES PACKET**

The following cleaning shall be completed in a competent manner:

**DAILY (on cleaning days)**

**General**

- Gather all waste paper and place for disposal
- Sweep and/or dust mop all floor areas
- Vacuum all carpeted areas
- Clean all drinking fountains/dispensers
- Wipe down desk/tabletops in classrooms, conference rooms & staff lounge area
- Wipe down/disinfect cafeteria tables (venture main location)
- Keep janitor closet clean and orderly
- Leave only designated light(s) on
- Secure doors, window, gates before leaving
- Spot clean carpet as necessary

NOTE: regular carpet spots cleaning of the same area will result in additional charges

**Restrooms**

- Empty all wastepaper receptacles
- Empty sanitary napkin containers and place inserts
- Clean and disinfect wash basins, toilet bowls, and urinals
- Disinfect underside and tops of toilet seats
- Spot clean tile walls and toilet/urinal partitions
- Spot clean walls around wash basins
- Clean floors with a germicidal solution
- Refill soap, towel, tissue, and seat cover dispensers

**WEEKLY** – (following the last workday of the week)

- Dust counters, file cabinets and telephones, bookcase, furniture legs
- Mop floors- (Thursday nights mop cafeteria floor)
- Clean entrance door glass
- Clean all metal and mirrors
- Clean all dispensers

**BIWEEKLY**

- Dust partitions, ledges, baseboards, windowsills & cob webs

**MONTHLY**

- Clean inside windows
- Wax floor
- Perform high dusting, door sashes and tops of partitions
- Dust picture frames, glass – Auditorium railing (seating area 2857 Transworld)
- Dust and vacuum air grills
- Clean inside windows

## Venture Academy Janitorial Requests

2829 Transworld Drive – Venture Main Site

2857 Transworld Drive – Venture II – Elementary, Middle & High School

2720 Transworld Drive – Venture Excel Academy High & Culinary Classroom  
(weight room)

All sites above are 5x a week August – May Basic Cleaning (July summer school services TBD) – per attached Exhibit I & II

- Deep clean floors/ windows/carpets – July & December
- Ventureland Elementary desk/tabletops to be cleaned nightly.

2814a Transworld Drive – Venture Gymnasium – Include services @ weight room  
2720 Transworld Drive.

- Gym 6x week – Sunday – Friday additional Saturday Cleaning as requested (separate pricing)
- Gym floor, locker rooms & hallway cleaned with floor machine 3x week (Mon, Wed & Fri)
- Bleachers (both gyms) to be swept nightly – mopped when required or after game nights.
- Wipe down outside & lid area of garbage cans inside the facility.
- Snack Bar – empty garbage nightly (clean cans as needed)
- 2720 Weight Room – trash removal, weekly sanitizing of gym floor & equipment, sweep concrete area, 3x week vacuum gym floor and clean mirrors – spot clean mirrors as needed.

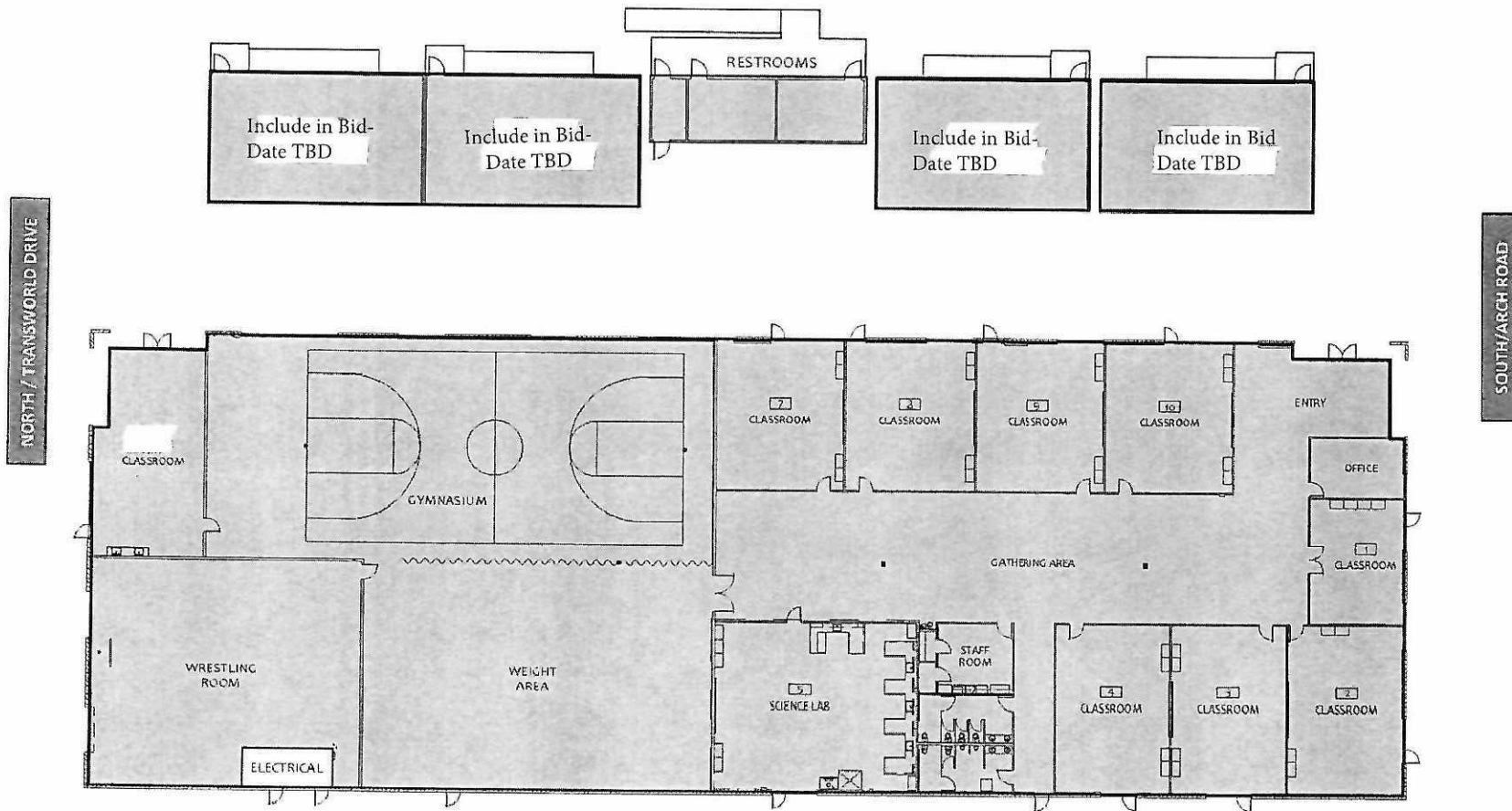
# 2720 Transworld Drive - VAFS Excel Academy

12- classrooms (portables not included)

1-Office

1 -Staff Lounge

2- Restrooms



(4) Portables/Restrooms -cleaning start dates TBD

**July 2024**-weight room – daily cleaning to include sanitize weight equipment nightly, sweep concrete area, vacuum gym floor, clean mirrors & wet mop (MWF), Clerical Office/Staff Lounge/Restrooms – 5x week

**Summer School** – July 1st – 18th, all classrooms (M-F)

**July Deep Clean** – Carpet – Floors – Windows (inside & out)

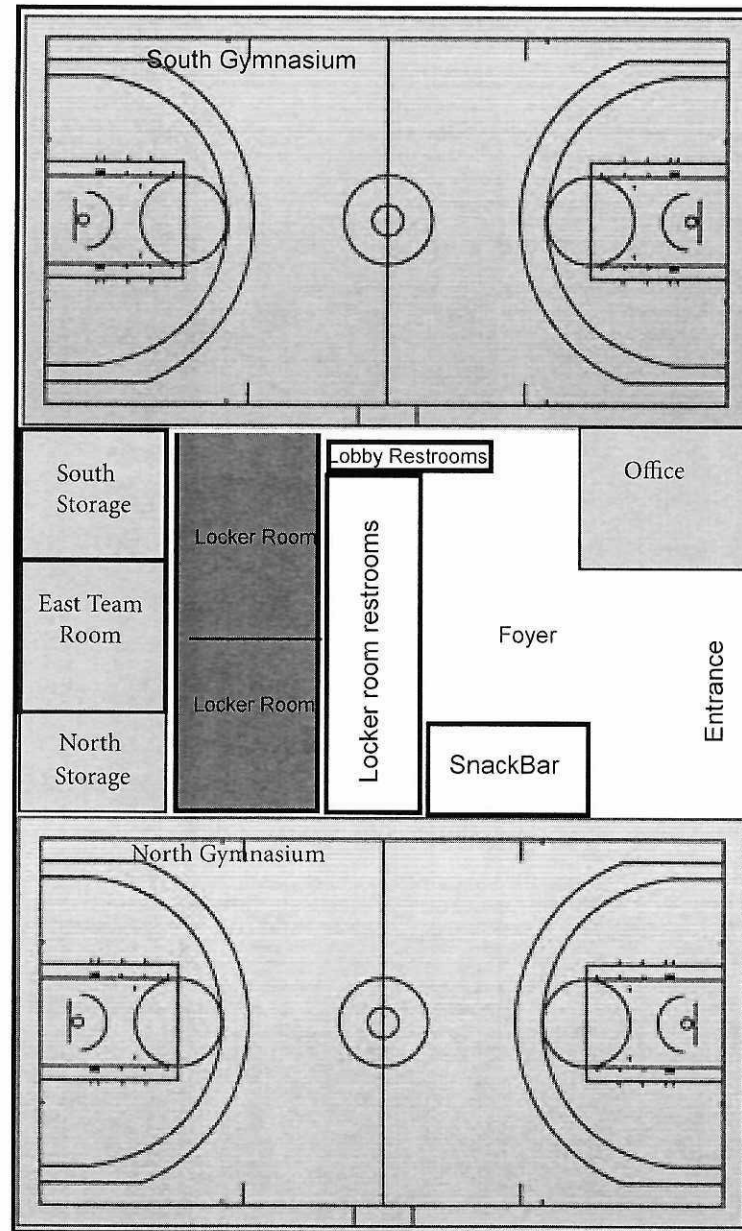
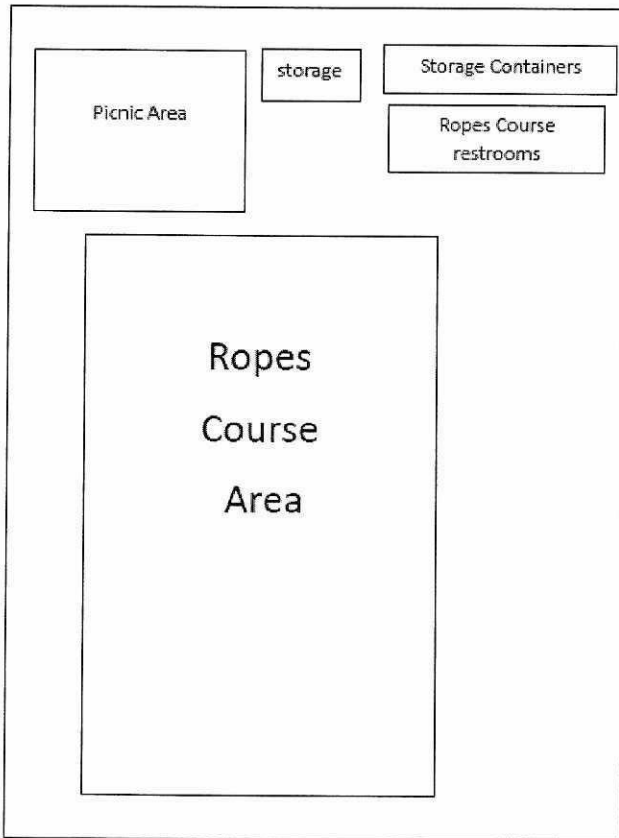
**August - May** Basic Cleaning 5x week (include weight room equipment sanitized nightly, sweep/vacuum floors, mirrors & wet mop MWF)

**December Deep Clean** – Carpet, Floors, Windows (inside)

**June 2025**– Same as July with summer school dates TBD

# Venture Academy Family of Schools

Gymnasium / Ropes Course 2814 Transworld Drive



**July 2024** - daily cleaning 6x week (Sun-Fri) to include cleaning gym/locker room floors with scrubber machine (MWF) bleachers wet mop nightly. Ropes Course area 5x week restrooms & trash.

**July Deep Clean** - Gym floors, locker rooms, hallways, bathrooms, lobby area, snack bar floors, windows inside & outside, deep scrub bleachers.

**August - May** - Same as July with exception to additional Saturday cleaning when requested & bleachers on game nights.

**November Deep Clean** - Same as July

**June 2025** - Same as July



# CARING FOR YOUR CONNOR **ElastiWood Floor**



## IMPORTANT

### NEVER

Allow dirt and grime to accumulate, postponing regular maintenance will make cleaning much more difficult and void your warranty.

### NEVER

Use household cleaning products or procedures.

### NEVER

Use solvents such as xylene, toluene or dust mops treatments.

### NEVER

Allow chairs or tables on floor without protective end caps. Replace damaged or worn ones with new.

### NEVER

Allow tires on floor for any length of time without a protective cover in place.

### NEVER

Attempt to modify or repair your sports floor without first consulting with your floor contractor.

### NEVER

Use a high speed buffer or set your automatic scrubber speed over 150 RPM

### NEVER

Scrub a new floor for the first 2 weeks.

## Please post in office of superintendent, maintenance engineer, or custodian.

The Connor warranty is solely based on strict compliance with the care and maintenance outlined on this card and the general specifications provided at [connorfloor.com](http://connorfloor.com). Should you require further clarification, please call Connor Customer Service at 1-800-833-7144.

## GENERAL CARE

### KEEP GRIT OFF THE FLOOR SURFACE

Protect your floors from grit and dirt by providing top quality floor mats in all doorways, and to be effective, vacuum mats daily.

### SWEEPING THE FLOOR

Sweep your floor daily with a clean dust mop. Floors with heavy use should be dust mopped up to three times a day.

### SPILLS

Wipe or mop spills while wet with cloth or mop and clean water.

### SPORT SHOES

Drastically lower your maintenance time by allowing only white or neutral sole shoes on floor. Black sole shoes will leave marks, as it does on any sport floor, and will increase your maintenance time.

### SCUFF MARKS

Remove aggressive marks (black marks, rubber burns) with a cloth dampened with citrus base cleaner. Typically after several properly performed scrubbing's scuff's will become easier to remove. For removal of small areas of black marks, a tennis ball attached to the end of a broom handle can be used.

## CLEANING EQUIPMENT

### MANUAL

Low speed buffer, mop & bucket, walk behind squeegee type wet vacuum, and scrub pads.

### AUTOMATIC

Automatic scrubber with adjustable head pressure equipped with either scrub pads or horizontal brushes (recommended)

## WEEKLY, BIWEEKLY OR MONTHLY (DEPENDING ON USAGE)

### CLEAN FLOOR

Scrubbing can be done manually or with an automatic scrubber. Always use a high quality neutral low sudsing cleaner such as Profi Floor cleaner/Oil & Grease Remover by Diversey and warm water ([www.diversey.com](http://www.diversey.com)).

- 1) Cleaning one section at a time, apply properly diluted cleaning solution to floor and allow to sit 15-20 minutes, this will help emulsify dirt.
- 2) For light cleaning use a 3M® #5100 Red Pad, for heavy cleaning use a 3M® #5300 Blue Pad, or auto scrub equipped with a horizontal brush.
- 3) Slowly walk machine over section previously soaked with the properly diluted cleaning solution, repeat if necessary.

- 4) Vacuum up dirty solution before drying
- 5) Rinse if needed, before drying, to remove any residual solution. Always rinse every 2nd or 3rd scrubbing to avoid soap buildup.

NOTE: If cleaning solution is not diluted properly, if floor is not rinsed often (even though some cleaners state it is not necessary) or if dirt/grime buildups are not completely removed the floor will be shiny, possibly slippery, and off-colored. If this occurs perform a deep cleaning.

## ANNUALLY OR BIANNUALLY

### DEEP CLEANING

As this is a intense cleaning perform only once or twice per year (or when recommended by dealer) to renew your floors appearance, it will typically remove stubborn marks, residual dirt, and soap buildup. Most facilities schedule this during Christmas and summer holidays. For optimum results utilize a low speed buffer or auto scrubber equipped only with a horizontal brush. In lieu of a red or blue pad utilize a 3M® #7200 Black pad.

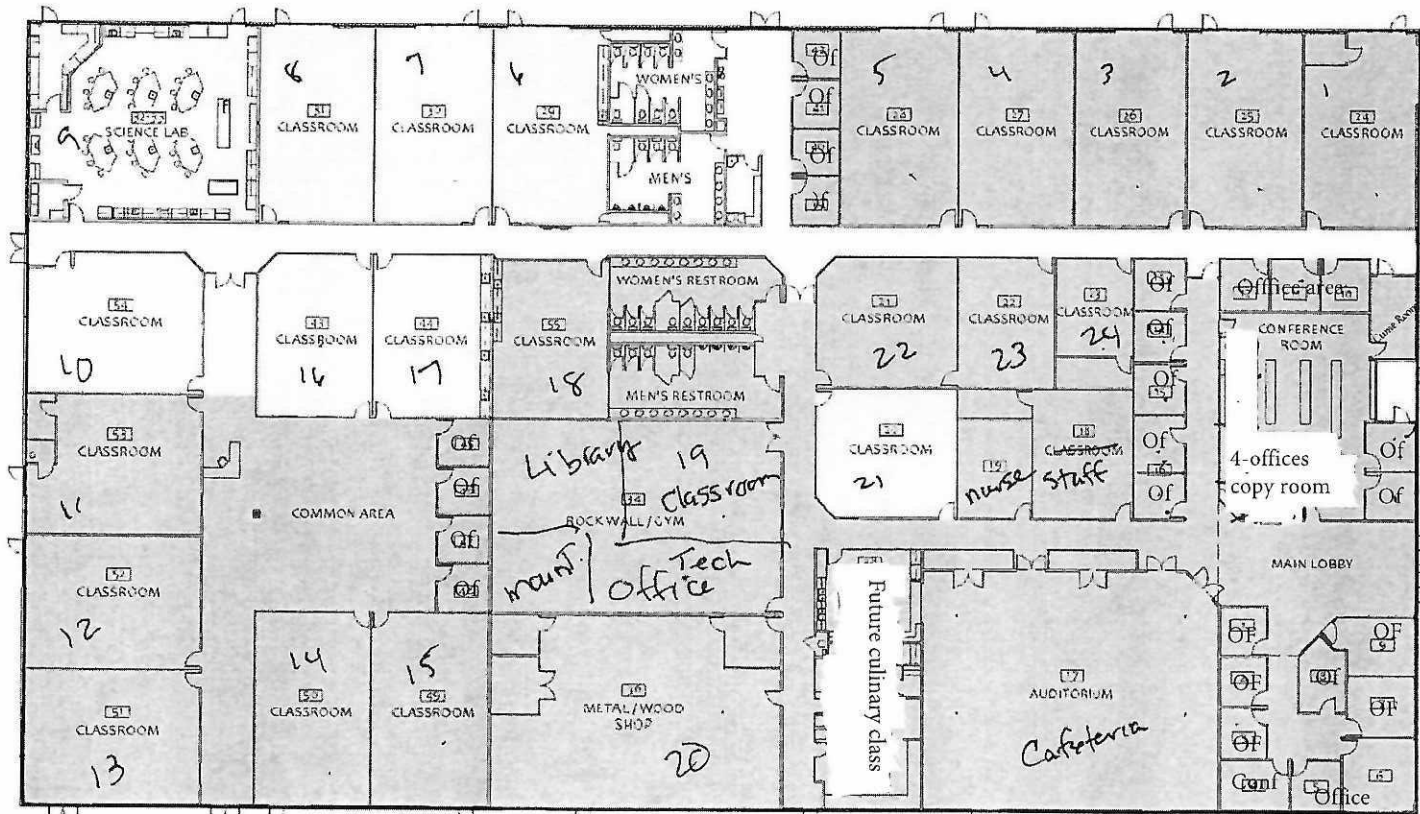
- 1) Cleaning one section at a time, apply properly diluted cleaning solution to floor and allow to sit for 15-20 minutes to emulsify dirt.
- 2) Using a low-speed buffer and a 3M® #7200 black pad or auto scrubber equipped with a horizontal brush, scrub floor.
- 3) After scrubbing once allow solution to sit for 10 minutes, scrub a second time.
- 4) Vacuum to remove dirty solution.
- 5) With red pad and clean water scrub again, rinse entire floor until squeaky clean.

### APPROPRIATE PROTECTION

Significant point loads from bleachers or equipment can possible damage the sports surface. Application of particular loads such as portable basketball goals and equipment storage carts can require additional wheels. Maintenance equipment such as hoists lifts and outriggers can require two layers of thick plywood or sheeting.

# Venture Main 2829 Transworld Drive

- 25- Classrooms
- 36- office/staff lounge/conference
- 1- Cafeteria area
- 4- restrooms



**July 2024** - Office Staff/Admin Offices & restrooms daily cleaning 5x week -add all classrooms last week of July.

**July Deep Clean** - Carpets, Cafeteria Concrete, lobby concrete, bathroom floors, windows inside & outside.

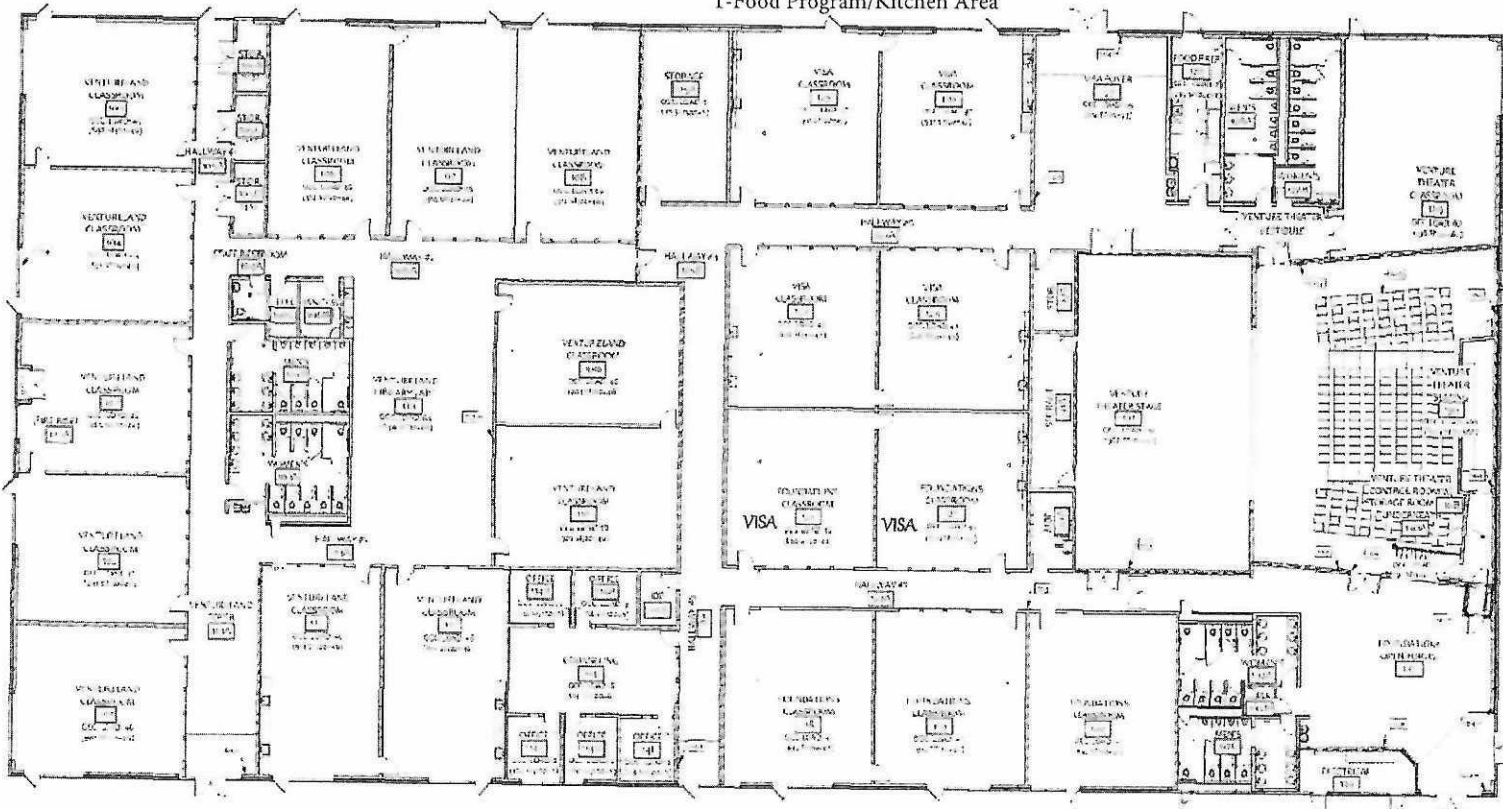
**August - May** - Basic Cleaning 5x week

**December Deep Clean** - Same as July -inside windows only

**June 2025** - Office Staff/Admin offices & restrooms - 2 Classroom dates TBD (appx 10 days cleaning)

# Venture II 2857 Transworld Dirve

23- Classrooms  
3 - receptionist areas  
Counseling Center w/ 6 offices  
6 Restrooms/Public/Student  
1 -Staff Restroom  
1-Food Program/Kitchen Area



July 2024 - Clerical Areas & Staff Restroom. Add all areas last week of July.

July Deep Clean - Carpets, floors & windows inside & out

August - May - All Areas Basic Cleaning - auditorium needs to be cleaned nightly including seating area

December Deep Clean - Same as July

June 2025 - 4 Classrooms & restrooms dates TBD ( appx 10 days)

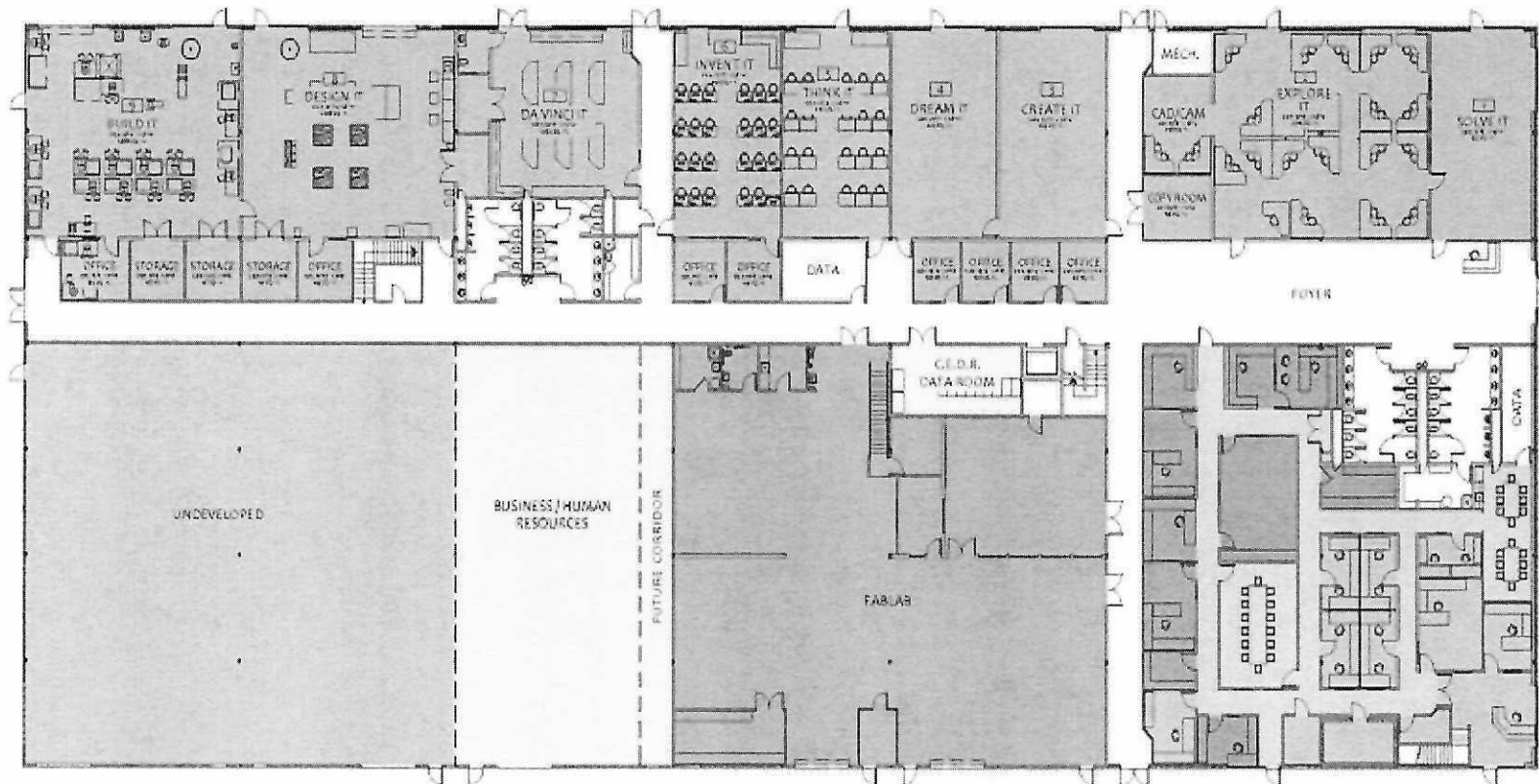


Venture Imagineit 1st Floor 2911 Transworld Drive

Classrooms - 9

6-office (3)/file room, copy room, staff lounge

Restrooms - 4



July 2024 - Clerical Office & Restrooms. all areas to be added last week July.

July Deep Clean - Carpets, floors, windows inside & outside

August - May - Basic Cleaning all areas

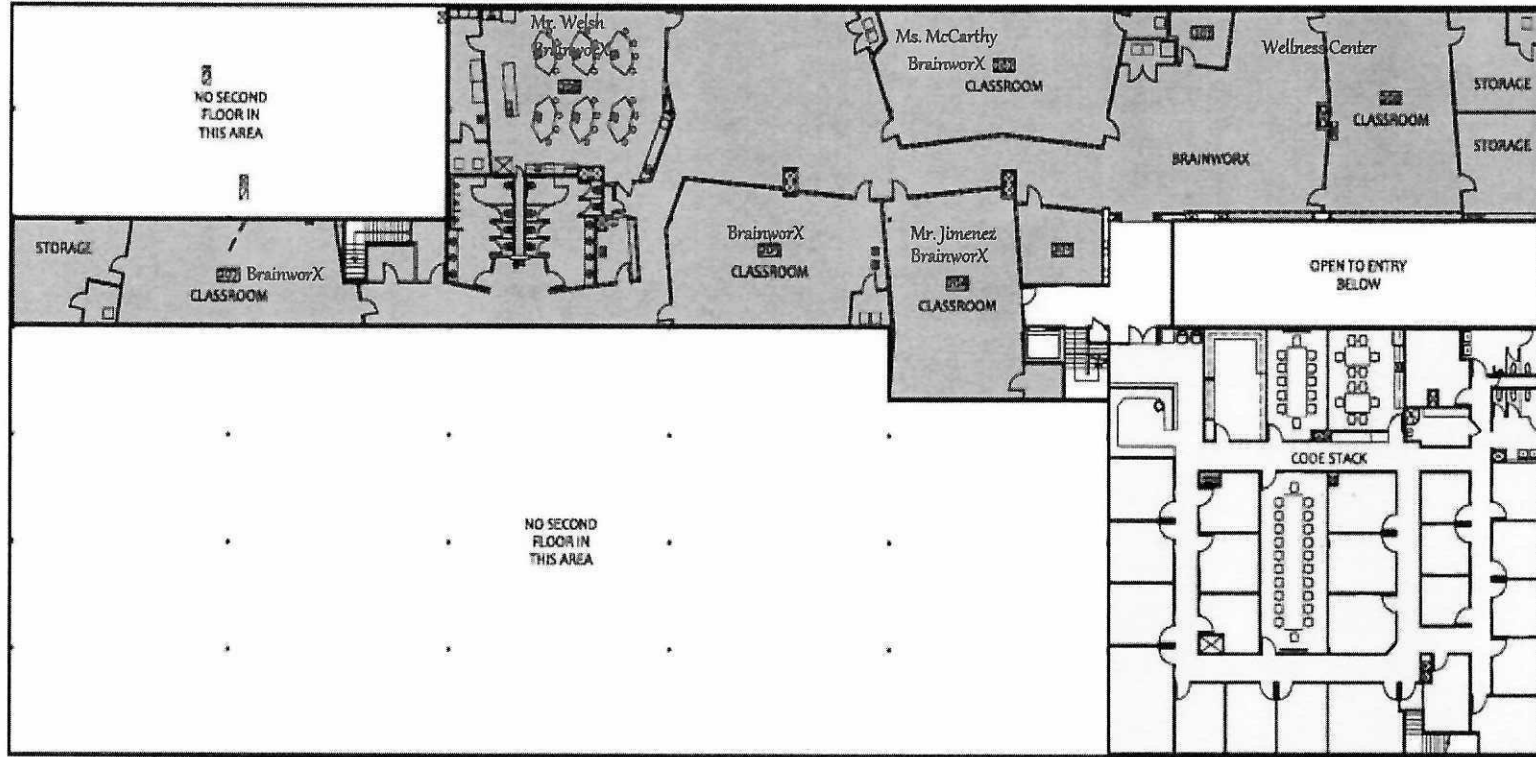
December Deep Clean - same as July

June 2025 - Clerical Office & Restrooms & 3 classrooms dates TBD

(summer school)

Venture Academy Brainworx 2911 Transworld Dr. 2nd Floor

- 5- classrooms
- Wellness Center w/ receptionist area
- 2- offices
- 2- Restrooms



DRAWING: MDL / JMS / MM LAST UPDATE: 28 DEC 20 FILENAME: S.J.C.O.E. ControlGuide\_06\_CTEC\_3

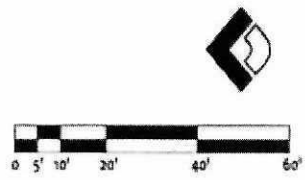
CAREER TECHNICAL EDUCATION CENTER  
SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
2911 TRANSWORLD DRIVE  
STOCKTON, CALIFORNIA

**CAREER TECHNICAL EDUCATION CENTER**  

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**SECOND FLOOR**

LEGEND			
DEPARTMENT	USABLE AREA	ADD-ON FACTOR	NET AREA
BRAINWORX	14,233 SF	9.767%	15,623 SF
CODE STACK	7,359 SF	9.767%	8,078 SF
COMMON AREAS	461 SF	N/A	N/A
<b>TOTAL</b>	<b>22,053 SF</b>		<b>23,701 SF</b>



- July 2024** - all areas 1 day week (F) - all services last week of July
- July Deep Clean** - carpets, floors, window inside & out
- August - May** - basic services
- December Deep Clean** - same as July
- June 2025** - all areas 1 day week (F)

**BUILDING CONTROL GUIDE**

SCALE: 1" = 25'-0"

DATE: 28 DEC 20

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