



Request to Increase Monthly Billing Amount

DELAWARE DIVISION OF FACILITIES MANAGEMENT

A. LOCATION

Delaware State Fire School
"New Castle Fire Training Center"
2311 McArthur Dr.
New Castle, DE 19720

B. DAYS OF SERVICE

Days of service are 3 days per week. Services are not rendered on observed state holidays.

C. SCOPE OF WORK

Offices

- Collect all trash and recycling, keep trash separated from recycling, dispose in specified location (Daily)
- Damp wipe/dust all window sills (2x's per week)
- Dust furniture (2x's per week)
- Damp wipe/dust chair rails (2x's per week)
- Damp wipe/dust all counter tops, desks if cleared
- Vacuum all carpeted area, including under desks (2x's per week)
- Hi/Lo Dusting (Monthly: 1st week of every month) to include fire alarms, door casings, corners and baseboards

Common Areas I: (Includes hallways, open space & courtrooms)

- Dust all surfaces including window sills, counter tops, filing cabinets, desks if cleared (3x's per week)
- Vacuum all carpeted area (3x's per week)
- Dust/Damp mop floors (2x's per week)
- Hi/Lo Dusting (Monthly: 1st week of every month)

Common Areas II: (Includes entrances, lobby's, restrooms, lunchroom, conference rooms)

- Empty trash cans and recyclables daily and change liners (daily)
- Vacuum/mop entrance areas and entrance mats (daily)
- Dust mop or sweep hard surface floor areas (daily)
- Clean all door glass (daily)
- Dust/Vacuum conference rooms (daily)
- Clean counters, tables, and sinks (not dishes), in break room (daily)
- Dust mop, damp mop/vacuum break rooms (daily)
- Wipe down, vacuum/dust mop/damp mop elevators (daily)

Restrooms - Daily

- Clean and sanitize all sinks, under sinks
- Clean and sanitize all toilets inside and outside (use pumice stone as needed)
- Clean and sanitize all urinals inside and outside (use pumice stone as needed)
- Clean mirrors, and bathroom fixtures
- Sweep and mope floors
- Empty trash, replace liners
- Replace toilet paper, seat covers and soap
- Damp wipe/ clean partition walls, locks and handles (monthly)
- Damp wipe/dust tops of partitions (weekly)
- Damp wipe/clean wall behind toilet
- Damp wipe/sanitize hand rails

D. Determination of the Request for an Increase in the Monthly Billing

New Castle County Fire School

The current monthly billing for the New Castle County Fire School located at 2311 McArthur Dr., New Castle, DE 19720 is \$560.56 per month based on 3 days of service for a building size of 4,500 sq. ft. The price per square foot is \$1.49.

A.N.D is proposing to increase the monthly billing for the facility due to a recent expansion of the school's training space, which added 2,354 sq. ft.¹ to the facility, keeping the price per square foot the same. A.N.D. would like to request the monthly billing amount be increased to \$851.04², which is an increase of \$290.48 per month. Doug Minner has given verbal approval for the increase in the monthly billing.

¹ The measurement of the additional space was done by Facilities Management.

² This amount was determined by multiplying the current square footage price of \$1.49 per by the new square footage total of 6,854 sq. ft., then dividing by 12.

E. Proposed Increase to the Monthly Billing Amount

Building	Cleanable Space	Frequency of Services	Proposed Price Monthly	Proposed Price Yearly
NCC Fire School	6,854	3 days / week	\$851.04	\$10,212.48

Total Cleanable Square Footage: 6,854 sq ft