

Request for Bids

Wrightsboro United Methodist Church is receiving bids for our weekly cleaning services. Attached is a detailed list of the services that are to be performed.

We prefer that the cleaning take place on Friday or Saturday, with flexibility to work around special church events on those days.

The church will provide all necessary cleaning supplies and equipment.

The deadline for submitting bids is June 28 at 1:00 pm. Bids may be submitted by mail, hand delivery to the church, or by email. Addresses are as follows:

Mail or hand delivery: Wrightsboro United Methodist Church
 3300 N. Kerr Ave.
 Wilmington, NC 28405

Email: Stacy@wrightsboroumc.org

If you have any questions or would like to inspect the facilities, please contact Tom Carver, Maintenance Facilitator, at 910-264-8012.

Cleaning Schedule for Main Building

Weekly:

- All bathrooms: Clean and sanitize all toilets and sinks; restock paper hand towels and toilet paper; clean mirrors; take out trash and replace liners; mop floors.
- Empty all trash cans throughout entire building and replace liners if needed.
- Vacuum rug in Pastor's office.
- Wipe clean and sanitize water fountains, coffee corner area, welcome center, chairs and door knobs.
- Clean glass entry doors.
- Mop and vacuum floors in lobby, offices and hallway.
- Sanctuary: Vacuum main aisles weekly; vacuum between pews and mop stage as needed.

Bi-weekly:

- Dust bookcases in Welcome Center and all offices.
- Vacuum carpet; dust blinds and wipe down all window sills and baseboards in nursery and classrooms.
- Vacuum the Sound Room and office upstairs, and the stairway.
- Vacuum the entire sanctuary; dry dust piano (no cleaners or wax); mop stage; wipe down window sills, chair rails & baseboards.

Cleaning Schedule for Fellowship Hall

Weekly:

- Bathroom: Clean and sanitize toilet and sink; restock paper hand towels and toilet paper; clean mirror; mop floor.
- Empty all trash cans throughout entire building and replace liners if needed.
- Vacuum floor.
- Mop kitchen floor; wipe down and sanitize all counters.
- Clean glass entry doors.

- Wipe clean and sanitize coffee area and door knobs.

Bi-weekly:

- Dust all blinds and wipe down all window sills and baseboards.

Cleaning Schedule for Education Building

Weekly:

- All bathrooms: Clean and sanitize all toilets and sinks; restock paper hand towels and toilet paper; clean mirrors; take out trash and replace liners; mop floors.
- Empty all trash cans throughout entire building and replace liners if needed.
- Dry mop all floors, and spot clean as needed.

Bi-Weekly:

- Dust all blinds and wipe down all window sills and baseboards.

Note: No cleaning is needed in the area housing the Food Pantry.