

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-198

FR: Office of the Superintendent

SUBJECT: Approval of Districtwide
Custodial Services
Contract for Fiscal Year
2026-2027; NANA
Management Services
LLC

ABSTRACT:

Board approval is required for all purchases over \$50,000.

ISSUE:

At issue is the approval of a one-year renewal to the Districtwide Custodial Services contract between NWABSD and NANA Management LLC (NMS) for the Fiscal Year 2026-2027, not to exceed \$2,742,159.

BACKGROUND AND/OR PERTINENT INFORMATION:

The School District went out to Request for Proposals for Custodial Service Management for FY27 with the option to renew the contract for up to four (4) years through FY31. NANA Management Services, LLC was the single proposer that the district had and is offering competitive prices for their services despite the increase noted below.

Requested FY26 amount \$2,659,904

Requested FY27 amount \$2,742,159 (3% increase)

FUNDING SOURCE:

General Operating Fund

ALTERNATIVES:

1. Approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, not to exceed \$2,742,159, as presented;
2. Disapprove the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The Administration recommends the Board approve the Custodial Services Contract between NWABSD and NANA Management Services LLC for Fiscal Year 2026-2027, not to exceed \$2,742,159, as presented.



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

CUSTODIAL SERVICES

PROPOSAL | MARCH 2026



PROPOSED BY

BIDDER

NANA Management Services (NMS)
4041 B Street
Anchorage, Alaska 99503
907-265-3600
www.nmsusa.com

CONTACT

Clinton Lasley
Vice President of Operations
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Scott Austin
Director of Operations
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Natalie Dickey
Director of Administrative Services
Northwest Arctic Borough School District
PO Box 51
Kotzebue, Alaska 99752



March 20, 2026

Dear Ms. Dickey and Evaluation Committee,

For more than 15 years, NMS has proudly partnered with the Northwest Arctic Borough District, delivering custodial services that ensure safe, clean, and welcoming environments for staff and students. Our combination of experienced people, proven systems, and comprehensive training makes us uniquely qualified to continue managing your schools—no other provider offers this depth of expertise and continuity.

We understand that providing consistent services in Alaska's remote areas presents unique challenges. Limited access and logistical complexity require careful planning, adaptability, and a dedicated workforce. NMS has successfully met these challenges for decades, ensuring uninterrupted, high-quality service regardless of location.

Our commitments to the District include:

- **Quality Performance.** Protecting your assets through properly maintained facilities that last longer and deliver long-term cost savings.
- **Best Value.** High-quality services at a fair price require expertise, not just low bids. NMS focuses on the full package—efficient, effective, and economical—without compromising quality.
- **Investment in People.** Our employees are our most valuable resource. Through strong recruitment, ongoing training, and competitive benefits, we maintain low turnover and deliver consistent, reliable service.
- **Commitment to Safety.** Safety protocols recognized by the National Safety Council reflect our dedication to protecting people and property.
- **Exceptional Customer Service.** We treat your schools like our own. Our client-centered approach allows us to adapt quickly to changing needs, providing responsive, reliable service every day.

NMS accepts all terms and conditions of the RFP and is prepared to provide all services described in the RFP. We are committed to working closely with the District to find solutions for new criterion around equipment, snow removal, and additional employee hiring requirements.

With a proven track record, operational capacity and ability to serve Alaska's most challenging locations, NMS is the trusted partner to keep your schools clean, safe, and welcoming. We look forward to continuing this partnership.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Clinton Lasley'.

Clinton Lasley
Vice President
907-273-1731
clinton.lasley@nmsusa.com

A handwritten signature in blue ink, appearing to read 'Scott Austin'.

Scott Austin
Director of Operations
907-229-7216
scott.austin@nmsusa.com



QUALIFICATIONS

QUALIFICATIONS

We offer continuity of leadership, established systems, and a workforce ready to operate, eliminating transition risk while allowing the District to benefit from ongoing program improvements rather than a program restart.

For more than 50 years, NMS has partnered with Alaska's schools, businesses, government agencies, healthcare facilities, and Tribal organizations to deliver award-winning support services. Our operations began with food and security services on the North Slope during construction of the Trans-Alaska Pipeline. Today we deliver a portfolio of services that include custodial, food and facilities management, security, and remote camps' support.

As an Alaska Native-owned company and certified Minority Business Enterprise, we are uniquely positioned to support schools and businesses across Alaska. Our family of companies includes ownership by both NANA and Sodexo, allowing us to offer global solutions that are competitive and technologically focused while operating with the touch and expertise of a local operator.

Our Commitments

We strive to improve the quality of life for both the families who work for us and the clients we serve by embracing practices that protect people, property, and the environment. Our approach is built on three core pillars:

- **Safety First.** Safety is foundational to our success and integrated into every aspect of our operations. Strong leadership, clear accountability, and organization-wide commitment ensure safe workplaces, consistent performance, and reliable service delivery.
- **People-Centered Operations.** People are our priority. We foster an environment where individuals are treated with dignity and respect, recruit highly qualified employees, and provide comprehensive training, support, and benefits that enable our teams to perform at their best.
- **Sustainability-Focused Practices.** We integrate environmental stewardship into our decision-making and daily processes at every opportunity. As a Green Star-certified company, NMS is committed to responsible resource use, environmentally preferable products, and sustainable service delivery.

Experience

We are proud to have been on this contract for more than 15 years and look forward to continuing our partnership into the future. We understand the project and scope better than anyone because we're already on site and ready to continue delivering exceptionally clean, safe, and welcoming school environments throughout the District.

Our services have been in place at some of Alaska's largest organizations since the early 1980s. We serve tens of thousands of customers daily in schools, college campuses, healthcare facilities, manufacturing centers, government buildings, and remote sites—including some of the most rural and logistically challenging areas of the state. Operating in these locations requires careful planning, adaptability, and commitment, and NMS has consistently met these challenges to ensure uninterrupted, high-quality service. With more than 2,000 employees, including 600 janitorial team members across 60+ sites statewide, NMS brings unmatched operational capacity and stability.

References

Nome School District

Custodial and Food Services since 2015

PO Box 131, Nome, AK 99762

Jamie Burgess, Superintendent, 907-443-2231

Sitka School District

Custodial Services since 1998

300 Kostrometinoff Street, Sitka, AK 99835

Deirdre Jensen, Superintendent, 907-747-8622

Maniilaq Association

Custodial and Food Services since 2010

436 Fifth Avenue, Kotzebue, AK 99752

Kandy Barlow, Vice President of Services, 907-412-7385

Alaska Pacific University

Custodial and Food Services since 2019

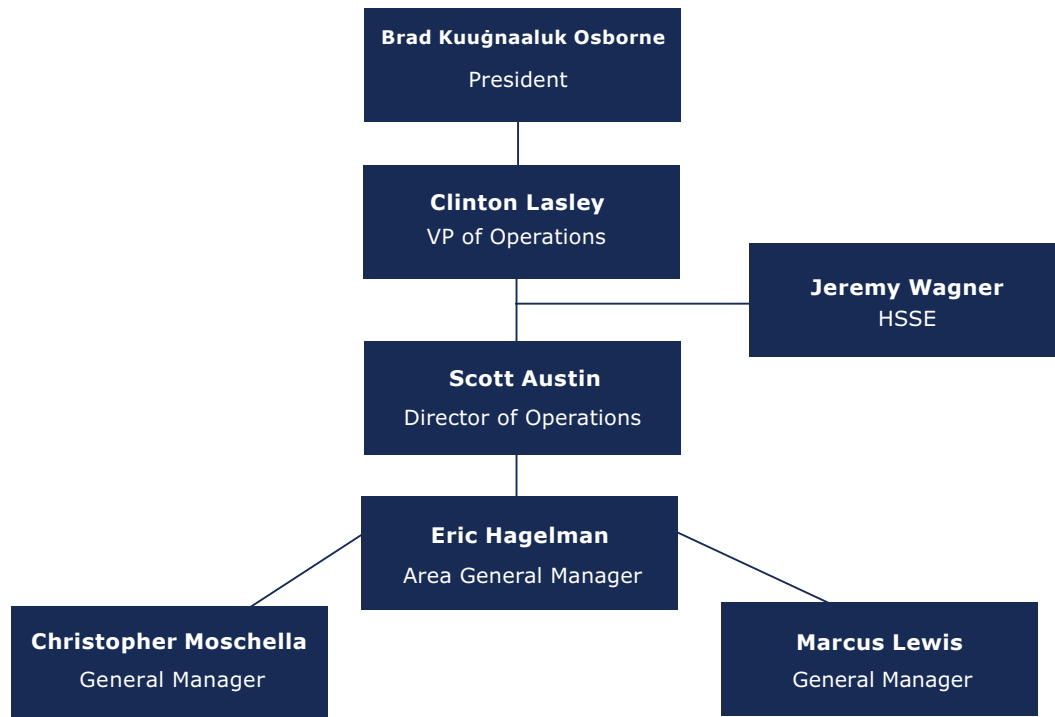
4101 University Drive, Anchorage, AK 99508

Brian McDermott, Director of Auxiliary Services, 907-564-8323

NMS has never lost an account due to performance nor failed to perform any contract requirements with any clients. We are unable to provide a list of accounts including dollar amounts due to contract disclosure agreements.



Our Team



Brad Kuuḡnaaluk Osborne, President

Brad Kuuḡnaaluk Osborne is a NANA shareholder with family from Kotzebue. Brad has held management positions in accounting, IT, finance and strategy, as well as vice president of operations. Among his various roles and responsibilities, he has led the team that implemented a companywide enterprise resource planning system, served as president of NANA Oil Field Services, and acted as the senior advisor to the chief operations officer.



Clinton Lasley, VP of Operations, Food & Facilities Management

Clinton Lasley brings more than 30 years of leadership experience to NMS, including managing complex, multimillion-dollar operations throughout Alaska and the Lower 48. In his current role, he provides strategic oversight for a wide range of services across healthcare, education, transportation, senior living, corporate, and remote sectors. Alaska born and raised, Clinton's leadership of the Tribal Child Welfare Compact, representing 170 Alaska Native Tribes, highlights his commitment to culturally responsive partnerships and community-centered service.



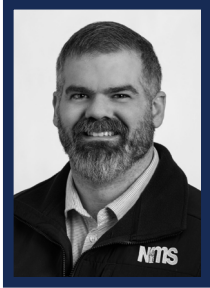
Jeremy Wagner, Senior Director of Health, Safety, Security and Environment (HSSE)

Jeremy Wagner has been with NMS for 25 years. He started as a maintenance lead on the North Slope where he developed a passion for training and workplace safety. Jeremy holds an Occupational Hygiene and Safety Technician certification from the Board of Certified Safety Professionals. He currently oversees health, safety, security, environmental quality and training.



Scott Austin, Director of Operations

Scott Austin brings over 30 years of custodial leadership experience across Alaska, with a proven ability to run high-performing operations in even the most challenging environments. His expertise in team development, process optimization, and client engagement provides strategic and operational insight critical for managing our custodial programs. Scott currently oversees more than three million square feet of contracted space, holds CIMS/CESE certification, and has participated in over 13 Joint Commission Surveys and 8 CMS Surveys, consistently upholding the highest ISSA and IEHA standards.



Eric Hagelman, Area General Manager

Eric Hagelman brings extensive experience managing custodial and environmental services operations, with a strong track record in project planning, execution, and team leadership. He has expertise in environmental services policies, and a proven history of successfully passing audits by the Joint Commission, CMS, and other regulatory organizations. Eric's focus on identifying efficiencies, addressing performance gaps, and maintaining clear communication strengthens client relationships and drives long-term contract success.



Marcus Lewis, General Manager

Marcus Lewis brings more than a decade of experience in the custodial industry, including three years as a General Manager with NMS. Marcus oversees account management, supports business development, and leads training in safety practices, product use, and equipment techniques to ensure teams consistently meet high performance and quality standards.

Christopher Moschella, General Manager

Christopher Moschella has more than ten years of experience in the custodial services industry, including eight years as General Manager. He began his career as a Lead Janitor and advanced quickly into supervisory and management roles due to his strong operational knowledge and proven leadership ability. Chris is known for his practical, solutions-oriented approach, consistently finding effective ways to address challenges while maintaining full compliance with established procedures and standards.



CUSTODIAL PROGRAM



NMS CUSTODIAL SOLUTIONS

The benefits of our solutions are clear—highly skilled workers, enhanced cleaning protocols, the latest technology and products, systems that meet health requirements, and a safer, cleaner space for students.

Continuing with NMS ensures your schools benefit from our best-in-class Appearance Care Program, fostering a safe, healthy, and productive environment. We provide the right staffing, equipment, and products to meet agreed-upon service levels and the statement of work. Our approach evaluates the needs of all facilities, chemicals, cleaning equipment, procedures, and training programs—improving indoor environmental quality while controlling operating costs.

Improvements

At NMS, we continuously seek ways to enhance service and exceed expectations. Recent improvements and initiatives demonstrate our commitment to keeping your facilities clean, safe, and well-managed, including:

- **Strengthened Leadership.** Promoted our Assistant General Manager to General Manager and implemented a rotating General Manager schedule. This ensures the District always has immediate leadership for quick decision-making, reducing operational delays and improving responsiveness to facility needs.
- **Proactive Equipment Support.** Assumed responsibility for vacuum equipment repairs during the current contract. By maintaining equipment in-house, we minimize downtime and ensure consistent cleaning performance.
- **Supply Readiness.** Actively maintain spare parts and batteries for cleaning equipment, ensuring administrators and staff have the tools they need when they need them.
- **Enhanced Inspections.** Trial in Kotzebue to deliver more frequent inspections, starting at 3x per year and increasing to 4x, rather than only at the start and end of the school year. This approach helps identify issues early, maintain high cleanliness standards, and support a safe learning environment.

Routine and Enhanced Cleaning

Custodial staff report to supervisors and are thoroughly trained in all aspects of routine cleaning to allow for cross-shift utilization of labor. Our standard procedures include easy-to-follow instructions related to how to clean all areas in the scope of work for each facility. Sample categories include general and surface cleaning, specialty cleaning, floor maintenance, walls to eight feet, high dusting, restrooms, and terminal cleaning.

Our Enhanced Infection Control program is a comprehensive approach to pathogen reduction that achieves an increased level of cleanliness and safety, ensuring that surfaces not only look clean but are hygienically clean. Benefits include a safer environment for students, staff, and visitors; increased visibility and assurance of cleanliness; advanced infection control protocols; and access to the latest disinfecting technology, PPE, and products when needed.

Additional benefits include:

- **Optimized labor utilization.** Precise work loading, scheduling, planning, and technology ensure the right staff are in the right place at the right time.
- **Stable, skilled workforce.** Recruitment, market-competitive pay, training, and motivation programs keep experienced custodians engaged and committed.
- **Cost efficiency.** Leveraging our purchasing power to obtain high-quality materials, supplies, and equipment at competitive rates.
- **Environmentally friendly practices.** Eco-conscious cleaning enhances comfort, health, and productivity.
- **Performance metrics.** Industry-standard measures drive safety, quality, and productivity.
- **Operational focus.** Less involvement in custodial matters allows your team to concentrate on the District's core mission.



Equipment and Supplies

NMS has the resources and expertise to select and use the highest-quality products in the industry. Our partnership with Sodexo ensures access to competitive pricing, reducing overall costs for the District. We follow strict procedures for handling, storing, and using all chemicals, prioritizing both sanitation and safety.

We can furnish, maintain, and manage all equipment and supplies required to fulfill the scope of work. In partnership with the District, we are committed to finding solutions for equipment replacement, repair and maintenance to ensure continuous, reliable operation. All supplies and equipment are properly labeled, stored, and maintained, supporting safe, efficient, and high-quality custodial operations.

Staffing Plans

NMS provides a structured and scalable staffing plan to ensure consistent, high-quality custodial services across all District facilities. Our approach is designed to maintain cleanliness, safety, and operational efficiency at all times.

Our staffing plans focus on the following:

- **Right People in the Right Roles.** Staff are assigned based on qualifications, experience, and training to match facility needs, including specialized tasks when required.
- **Flexible Coverage.** Staffing levels are adjusted proactively to address seasonal demands, enrollment changes, and special events, ensuring uninterrupted service
- **Contingency Planning.** Cross-trained employees, a pool of on-call staff, and proactive scheduling minimize the impact of absences or turnover.
- **Clear Oversight.** Supervisors and managers provide direct oversight, performance coaching, and accountability while maintaining open communication with District administrators.
- **Performance Monitoring.** Staffing assignments are regularly reviewed and optimized to balance workloads, improve efficiency, and uphold high service standards.

Staffing Improvements

We implemented a 3x3 rotation for managers, ensuring at least one manager is always on site. This provides continuous supervision of custodial staff, enhances accountability, and allows managers to take time off without disrupting operations.

The District now has direct, on-site access to management for immediate communication and issue resolution, including emergency support when needed. This scheduling change improves coverage, operational efficiency, and overall responsiveness.

NWABSD — CUSTODIAL STAFFING SCHEDULE

Building / Position	Hourly	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Ambler								
Custodian	\$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$21.76	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Buckland								
Custodian	\$23.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$21.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	\$21.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Deering								
Custodian	\$28.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Kiana								
Custodian	\$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kivalina								
Custodian	\$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kobuk								
Custodian	\$28.06	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Noatak								
Custodian	\$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	\$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Noorvik								
Custodian	\$20.73	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$31.28	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Selawik								
Custodian	\$20.79	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	\$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Shungnak								
Custodian	\$20.09	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.79	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Kotz MS/HS								
Custodian	\$20.13	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$19.50	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.13	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	\$19.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	\$20.09	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Custodian	\$20.19	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
District Office								
Custodian	\$20.25	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	3:30pm-11:30pm
ATC / Dorm								
Custodian	\$20.25	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF	OFF
Custodian	\$20.73	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF
Custodian	\$19.50	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	3:30pm-11:30pm	OFF	OFF	3:30pm-11:30pm
Management (Salary)								
Manager	\$43.11	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary
Manager	\$46.10	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary	Varies / Salary

Schedule Legend

Day Shift (8am-4pm)	Evening Shift (3:30pm-11:30pm)	OFF	Varies / Salary
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ATTACHMENT E

TOTAL NUMBER OF CUSTODIANS REQUIRED

These numbers are based on current/past custodial usage and the District's opinion of the **minimum** number of custodians required for adequate services to District buildings at the time of the RFP. It is the Contractors responsibility to determine the actual number of custodians required to satisfy this Contract.

Full Time Equivalency (FTE) for the purpose of this Contract is 7.50 hours per day/37.5 hours per week. (For example, 1.0 FTE works 37.5 hours per week. 0.5 FTE works 25 hours per week)

School	Monday - Friday Type	FTE	Contractor Weekly Cost Estimate
Ambler	1 day & 1 evening custodian	2	\$1,851 -
Buckland	1 day & 2 evening custodians	3	\$2,997 -
Deering	1 day/evening combo	1	\$1,204 -
Diana	1 day & 1 evening custodian	2	\$1,887 -
Kivalina	1 day & 1 evening custodian	2	\$1,804 -
Kobuk	1 custodian	1	\$815 -
Noatak	1 day & 2 evening custodians	3	\$2,847 -
Noorvik	2 evening custodian	2	\$2,591 -
Selawik	1 day & 2 evening custodians	3	\$2,933 -
Shungnak	1 day & 1 evening custodian	2	\$1,783 -
JNES/KMHS	FOREMAN	X	\$0 -
JNES/KMHS	3 day & 3 evening custodians	7 X	\$8,155 -
District Office/Maint	1 evening	1	\$1,271 -
ATC/Dorm(s)	1 day custodian	1	\$898 -
ATC/Dorm	1 day/evening combo	1	\$1,034 -
Total Minimum number of custodians		31.00 FTE	
Minimum number of custodial hours per week		1162.5	\$32,070 -



Authorized Signature

3/20/26

Date



MANAGEMENT SERVICES

MANAGEMENT SERVICES

By investing in our people, we ensure a skilled, engaged workforce that consistently delivers exceptional results.

Our management approach reflects our mission: to provide management and support services at a level of quality, value, safety, and expertise beyond our clients' expectations. This approach is built on five core areas:

- Strong leadership
- Recruiting top talent
- Continuous improvement and training
- Performance measurement and reporting
- Communication and partnership mindset

Recruitment and Hiring

NMS has a dedicated recruiting team that identifies, attracts, and hires qualified candidates for every position, ensuring operations remain fully staffed. All employees undergo background checks, drug testing, and health screenings prior to assignment to ensure they meet strict safety and security standards. These requirements help maintain a safe, professional environment for students, staff, and visitors while reducing operational risk for the District. If required, we will work with the District to coordinate fingerprinting and health screenings for employees already located in the region.

Beyond hiring, NMS invests in comprehensive employee programs designed to attract, develop, and retain top talent. These programs include structured recruitment, orientation, training, professional development, performance management, career planning, succession planning, and retention initiatives. Engaged employees deliver stronger performance, greater continuity, and a consistently high level of service.

Employees are supported through comprehensive health and welfare programs, including the Federal Employee Health Benefits (FEHB) program and additional benefits provided through our parent company, NANA. These offerings include health and dental coverage, paid time off, retirement, disability, life insurance, and crisis care programs that support employee well-being and long-term stability.

We believe in a culture where our people come first. We've been able to keep our talent and maintain the highest retention rates in the industry because of our strong benefits and recognition programs, and competitive pay scale. Our programs increase engagement and overall satisfaction, which means our partners receive top-level service.

Training and Development

Our comprehensive training and development programs ensure District facilities remain clean, safe, and efficiently maintained every day. NMS equips every employee to deliver high-quality custodial services while reducing turnover, absenteeism, and workplace incidents.

Standard Training covers responsibilities, environmental impacts, safety regulations, chemical handling, equipment care, cleaning techniques, and ergonomics. Progress and competency are tracked to ensure all employees meet performance standards.

Standard Training covers responsibilities, environmental impacts, safety regulations, chemical handling, equipment care, cleaning techniques, and ergonomics. Progress and competency are tracked to ensure all employees meet performance standards.

Operational Training includes new employee orientation, seven days of hands-on training covering 40+ tasks, and customer service instruction. Follow-up assessments and cross-training ensure flexibility and efficiency.

Ongoing Training features weekly “Method of the Week” sessions and annual in-service weeks reinforce proper cleaning methods, infection prevention, and collaboration, aligning staff with District goals.

Additional Programs cover initiatives such as the Better Tomorrow Program, Physical Safety Training, and TOPS (Tracking customer service, technical skills, and life skills) reinforce compliance, safety, and continuous improvement, with clear competency standards for accountability.

<h2 style="text-align: center;">TOPS</h2> <h3 style="text-align: center;">Training Our People = Success</h3>		
Customer Service	Life Skills	Custodial Best Practices
<ul style="list-style-type: none"> ○ Focus on Service Spirit ○ Who Are Our Customers? ○ Learning and Meeting Your Customers' Needs ○ Moments of Truth ○ Great Customer Service ○ A Picture is Worth a Thousand Words ○ Verbal & Non-Verbal Communication ○ Service Recovery ○ Managing to Successful Customer Interactions ○ Delivering Service as a Team 	<ul style="list-style-type: none"> ○ Succeeding at Work ○ Preventing Sexual Harassment ○ EEO guidelines ○ Drug and Alcohol Dangers in the Workplace ○ Quality of Life - What It Means for Our Customers ○ Business Integrity: Legal and Ethical Compliance ○ HIPAA and Privacy Rules ○ Disaster and Fire Safety 	<ul style="list-style-type: none"> ○ Chemical Hazard Communication ○ Chemical MSDS sheets ○ Hazardous Waste ○ Blood and bodily fluids cleaning ○ Bloodborne pathogens ○ Infectious waste handling ○ Waste Handling and Disposal ○ Germicide Usage & criticality ○ 7-Step Cleaning ○ Proper Lifting Techniques

QUALITY ASSURANCE

Our Appearance Care Program supports safe, healthy, and productive environments. Through effective staffing, equipment, and product selection, we consistently meet or exceed required service levels while improving indoor environmental quality, occupant comfort, and operational efficiency.

Our approach focuses on:

- **Tailored Facility Solutions.** Evaluating each facility's needs—including chemicals, equipment, procedures, and training—to improve cleaning effectiveness and indoor environmental quality.
- **Operational Excellence.** Maintaining optimized staffing, environmentally responsible practices, and performance-driven results that support safety, quality, and productivity.
- **Cost Efficiency and Resource Management.** Leveraging our purchasing power to secure high-quality supplies and equipment at competitive prices while reducing administrative burden.

Performance Tracking and Inspections

We continuously evaluate and implement best practices to ensure consistent, high-quality service. Performance is monitored through a structured management process that includes training verification, routine inspections, corrective action tracking, and management review. Daily and weekly inspections help identify irregularities, prevent facility or equipment issues, and maintain consistent service quality. Urgent corrective actions are addressed immediately, with results documented and shared with District management through regular meetings and reports.

Reporting and KPIs

NMS will meet all reporting requirements outlined by the District and applicable federal and state agencies, including work schedules, checklists, timesheets, personnel reports, and in-service training documentation.

To measure service performance, we track key performance indicators (KPIs), including:

- **Customer satisfaction with cleaning quality**
- **Responsiveness to service requests**
- **Number of complaints received**
- **Total cleaning calls and requests completed**
- **Completion of special cleaning projects**

Continuous Improvement

Janitorial staff report to trained supervisors and receive instruction in all aspects of routine and enhanced cleaning, enabling flexible cross-shift support when needed. Our team collaborates with District staff to implement effective cleaning strategies for each facility. Standard procedures provide clear guidance across all service areas, including general cleaning, floor care, high dusting, restrooms, specialty cleaning, and terminal cleaning. Managers conduct regular walkthroughs, check in with remote teams bi-weekly, administer monthly performance surveys, and provide annual training to support continuous improvement.

Communication

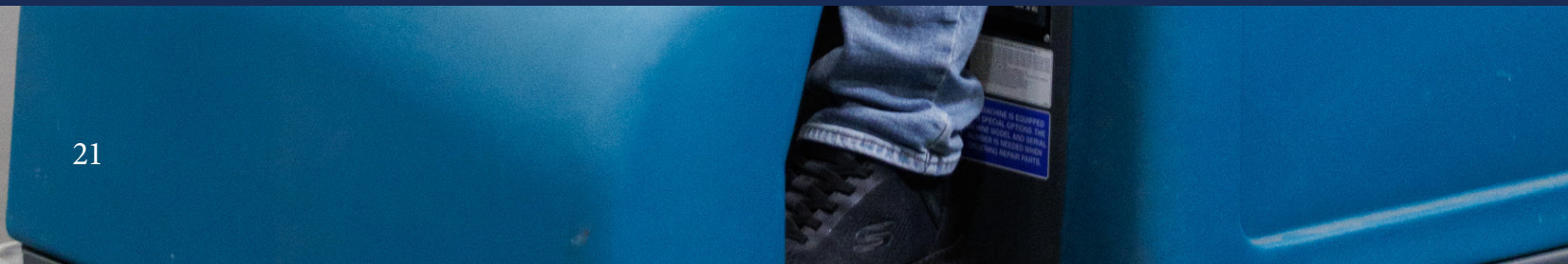
Delivering reliable custodial services begins with a clear understanding of District priorities and site-specific needs. We maintain ongoing communication with District leadership, school administrators, and site contacts to ensure services support safe, clean, and welcoming learning environments. Our management team works closely with school staff to align operations with academic schedules, events, and facility needs. Employees receive continuous training and clear performance expectations. Site meetings, feedback, and satisfaction surveys allow us to identify concerns quickly and implement improvements with minimal disruption.

Reasons to Choose NMS

Continuing our partnership ensures that the Northwest Arctic Borough School District's facilities remain clean, safe, and fully operational for students, staff, and the community. With decades of experience serving Alaska's schools—including over 14 years in the Northwest Arctic Borough—our teams understand the region's unique challenges and deliver consistent, high-quality custodial service. This ongoing relationship provides trained, reliable staff, responsive management, and proactive safety and maintenance practices, giving the District confidence in a healthy, well-maintained, and welcoming learning environment.



PRICING



PROPOSAL FORM

CUSTODIAL SERVICES ANNUAL FEE AMOUNT

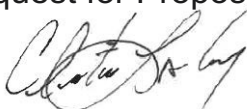
The proposer must complete this form and the cost justification form and return it with the proposal package.

Enter the total annual amount of the fee proposed for custodial services for any or all of the buildings listed below:

Ambler	\$ 151,144	-
Buckland	\$ 247,176	-
Deering	\$ 91,826	-
Kiana	\$ 165,262	-
Kivalina	\$ 138,801	-
Kobuk	\$ 60,186	-
Noatak	\$ 237,332	-
Noorvik	\$ 246,268	-
Selawik	\$ 257,118	-
Shungnak	\$ 138,481	-
JNES/KMHS	\$ 718,428	-
District & Maintenance Offices	\$ 111,176	-
ATC & Dormitory	\$ 191,125	-
TOTAL FEE PROPOSAL	\$ 2,754,321	-
Extra Curricular Activities - hourly cleaning fee	Per Hour : \$ 55.00	
Emergency Cleaning - hourly cleaning fee	Per Hour : \$ 55.00	

Attach proposal BOND here

I agree by the submittal of this proposal that if awarded a contract pursuant to the Request for Proposals, I will comply with all the terms and conditions contained in the Request for Proposals, including any addenda thereto.



Authorized Signature

3/20/26

Date

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
 Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint **Jamie Armfield**

Surety Bond Number: Bid Bond
 Obligee: Northwest Arctic Borough School District

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on this 1st day of November, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary



Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY
 County of Hunterdon

ss.

On this 1st day of November, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR
 NOTARY PUBLIC OF NEW JERSEY
 No. 2316685
 Commission Expires July 16, 2024

Katherine J. Adelaar
 Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this March 8, 2021.



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
 Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 111 Veterans Boulevard Suite 1300 Metairie LA 70005	CONTACT NAME: William D. Hughs PHONE (A/C, No, Ext): 504-888-1100 E-MAIL ADDRESS: William_Hughs@ajg.com		FAX (A/C, No): 504-888-1299
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED NANA Management Services, LLC 800 E. Dimond Blvd., Suite 3-450 Anchorage, AK 99515	INSURER A : Evanston Insurance Company		35378
	INSURER B : Zurich American Insurance Company		16535
	INSURER C : American Zurich Insurance Company		40142
	INSURER D : Navigators Specialty Insurance Company		36056
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** 91876928 **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	MKLV5ENV105151	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Shared General Agg \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAP915646011	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	LA25EXC727259IC	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		Y	WC011482011	6/1/2025	6/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER incl's Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab Claims Made		Y	MKLV5ENV105151	6/1/2025	6/1/2026	Prof Liab Each/Aggr \$1,000,000 Self Insd Retention \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Policy includes Blanket Additional Insured-Owners, Lessees or Contractors -Scheduled Person or Organization as required by written contract Form# CG 20 10 04 13; Additional Insured-Owners, Lessees or Contractors-Completed Operations as required by written contract Form# CG 20 37 04 13; Waiver of Transfer of Rights of Recovery Against Others to Us, as required by written contract Form # CG 24 04 05 09; Professional Liability-Waiver of Transfer of Rights of Recovery Against Others to Us (Written Contract Limitation)-Alaska Native Corporation as required by written contract Form# MEEI 2524-A 11 17 and Automatic Primary and Non-Contributory Insurance Alaska Native Corporation as required by written contract Form# MEEI 2274-A 01/22; Notice of Cancellation when required by written contact - Alaska Native Corporation Form # MEEI 2220-A 11/17, all pursuant to and subject to the policies terms, definitions, conditions and exclusions. See Attached...

CERTIFICATE HOLDER **CANCELLATION**

NANA Management Services, LLC 800 E. Dimond Blvd., Ste. 3-450 Anchorage AK 99515 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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FEE COST JUSTIFICATION FORM Ambler SCHOOL CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total	
Management Salary	\$ 8,939	-
Day Custodial Salary	\$ 29,981	-
Night Custodial Salary	\$ 33,456	-
Employer Medicare & SS	\$ 8,685	-
Other Benefits	\$ 15,199	-
Total Employee Costs	\$ 96,260	-
Custodial Supplies	\$ 15,676	-
Other Supplies	\$ 0	-
Insurance	\$ 40	-
Bonding	\$ 0	-
Taxes and Licenses	\$ 0	-
Building rental, utilities, maintenance, etc.	\$ 5,276	-
Other - Specify Travel	\$ 4,626	-
Other - Specify Depreciation	\$ 1,711	-
Other - Specify Training & Development	\$ 1,550	-
Other-Expense Overhead Support	\$ 6,290	-
Profit	\$ 19,714	-
Total All Costs	\$ 151,144	-

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM

Buckland SCHOOL CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$15,625 -
Day Custodial Salary	\$ 35,455 -
Night Custodial Salary	\$ 66,113 -
Employer Medicare & SS	\$ 14,063 -
Other Benefits	\$24,610 -
Total Employee Costs	\$155,865 -
Custodial Supplies	\$ 27,402 -
Other Supplies	\$ 0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$ 9,233 -
Other - Specify Travel	\$ 8,086 -
Other - Specify Depreciation	\$ 2,992 -
Other - Specify Training & Development	\$ 2,709 -
Other Expense Overhead Support	\$8,619
Profit	\$ 32,240 -
Total All Costs	\$ 247,176 -

The total should agree with the total submitted on the proposal form.



3/20/26

Authorized Signature

Date

FEE COST JUSTIFICATION FORM

Deering School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total	
Management Salary	\$ 3,925	-
Day Custodial Salary	\$21,571	-
Night Custodial Salary	\$21,571	-
Employer Medicare & SS	\$ 5,648	-
Other Benefits	\$ 9,884	-
Total Employee Costs	\$62,600	-
Custodial Supplies	\$6,884	-
Other Supplies	\$ 0	-
Insurance	\$ 40	-
Bonding	\$ 0	-
Taxes and Licenses	\$ 0	-
Building rental, utilities, maintenance, etc.	\$2,317	-
Other - Specify Travel	\$ 2,031	-
Other - Specify Depreciation	\$ 752	-
Other - Specify Training & Development	\$681	-
Other Expense Overhead Support	\$4,543	-
Profit	\$11,977	-
Total All Costs	\$91,826	-

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM Kiana School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$11,846 -
Day Custodial Salary	\$29,981 -
Night Custodial Salary	\$ 31,965 -
Employer Medicare & SS	\$8,855 -
Other Benefits	\$15,496 -
Total Employee Costs	\$ 98,143 -
Custodial Supplies	\$ 20,775 -
Other Supplies	\$ 0 -
Insurance	\$40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$ 6,992 -
Other - Specify Travel	\$ 6,130 -
Other - Specify Depreciation	\$2,268 -
Other - Specify Training & Development	\$ 2,054 -
Other Expense Overhead Support	\$7,302
Profit	\$ 21,556 -
Total All Costs	\$165,262 -

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date 3/20/26

FEE COST JUSTIFICATION FORM

Kivalina School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 6,617 -
Day Custodial Salary	\$ 31,965 -
Night Custodial Salary	\$ 31,965 -
Employer Medicare & SS	\$ 8,466 -
Other Benefits	\$ 14,815 -
Total Employee Costs	\$ 93,826 -
Custodial Supplies	\$ 11,605 -
Other Supplies	\$ 0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$ 3,906 -
Other - Specify	\$ 3,424 -
Other - Specify	\$ 1,267 -
Other - Specify	\$ 1,147 -
Other Expense	\$ 5,481 -
Profit	\$ 18,104 -
Total All Costs	\$ 138,801 -

The total should agree with the total submitted on the proposal form.



3/20/26

Authorized Signature

Date

FEE COST JUSTIFICATION FORM Kobuk School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 1,885 -
Day Custodial Salary	\$ 29,981 -
Night Custodial Salary	\$ 0 -
Employer Medicare & SS	\$ 3,824 -
Other Benefits	\$ 6,692 -
Total Employee Costs	\$42,382 -
Custodial Supplies	\$ 3,306 -
Other Supplies	\$ 0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$1,113 -
Other - Specify Travel	\$ 975 -
Other - Specify Depreciation	\$ 361 -
Other - Specify Training & Development	\$ 327 -
Other Expense Overhead Support	\$3,832
Profit	\$ 7,850 -
Total All Costs	\$ 60,186 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM Noatak School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total	
Management Salary	\$ 15,418	-
Day Custodial Salary	\$ 31,965	-
Night Custodial Salary	\$ 63,929	-
Employer Medicare & SS	\$ 13,357	-
Other Benefits	\$ 23,375	-
Total Employee Costs	\$ 148,044	-
Custodial Supplies	\$ 27,039	-
Other Supplies	\$ 0	-
Insurance	\$ 40	-
Bonding	\$ 0	-
Taxes and Licenses	\$ 0	-
Building rental, utilities, maintenance, etc.	\$ 9,100	-
Other - Specify Travel	\$ 7,979	-
Other - Specify Depreciation	\$ 2,952	-
Other - Specify Training & Development	\$ 2,673	-
Other Expense Overhead Support	\$ 8,547	-
Profit	\$ 30,956	-
Total All Costs	\$ 237,332	-

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date

3/20/26

FEE COST JUSTIFICATION FORM Noorvik School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 21,321 -
Day Custodial Salary	\$ 48,093 -
Night Custodial Salary	\$ 31,872 -
Employer Medicare & SS	\$ 12,154 -
Other Benefits	\$ 21,270 -
Total Employee Costs	\$ 134,711 -
Custodial Supplies	\$ 37,393 -
Other Supplies	\$ \$0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$12,585 -
Other - Specify Travel	\$ 11,034 -
Other - Specify Depreciation	\$4,082 -
Other - Specify Training & Development	\$ 3,697 -
Other Expense Overhead Support	\$10,604 -
Profit	\$ 32,122 -
Total All Costs	\$ 246,268 -

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM

Selawik School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total	
Management Salary	\$18,975	-
Day Custodial Salary	\$ 31,965	-
Night Custodial Salary	\$ 63,745	-
Employer Medicare & SS	\$ 13,762	-
Other Benefits	\$24,084	-
Total Employee Costs	\$ 152,531	-
Custodial Supplies	\$33,279	-
Other Supplies	\$ 0	-
Insurance	\$40	-
Bonding	\$ 0	-
Taxes and Licenses	\$ 0	-
Building rental, utilities, maintenance, etc.	\$ 11,200	-
Other - Specify Travel	\$9,820	-
Other - Specify Depreciation	\$ 3,633	-
Other - Specify Training & Development	\$ 3,290	-
Other Expense Overhead Support	\$9,786	-
Profit	\$33,537	-
Total All Costs	\$ 257,118	-

The total should agree with the total submitted on the proposal form.



Authorized Signature

3/20/26

Date

FEE COST JUSTIFICATION FORM

Shungnak School CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 6,852 -
Day Custodial Salary	\$31,427 -
Night Custodial Salary	\$31,427 -
Employer Medicare & SS	\$ 8,365 -
Other Benefits	\$ 14,638 -
Total Employee Costs	\$ 92,708 -
Custodial Supplies	\$ 12,017 -
Other Supplies	\$ 0 -
Insurance	\$40 -
Bonding	\$0 -
Taxes and Licenses	\$0 -
Building rental, utilities, maintenance, etc.	\$ 4,044 -
Other - Specify Travel	\$ 3,546 -
Other - Specify Depreciation	\$ 1,312 -
Other - Specify Training & Development	\$1,188 -
Other Expense Overhead Support	\$5,563
Profit	\$ 18,063 -
Total All Costs	\$138,481 -

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date

3/20/26

FEE COST JUSTIFICATION FORM
June Nelson Elementary School Kotzebue Middle/High School
CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total	
Management Salary	\$55,226	-
Day Custodial Salary	\$ 77,279	-
Night Custodial Salary	\$ 186,351	-
Employer Medicare & SS	\$ 38,263	-
Other Benefits	\$ 66,960	-
Total Employee Costs	\$424,079	-
Custodial Supplies	\$ 96,856	-
Other Supplies	\$ 0	-
Insurance	\$40	-
Bonding	\$ 0	-
Taxes and Licenses	\$ 0	-
Building rental, utilities, maintenance, etc.	\$ 32,598	-
Other - Specify	\$ 28,581	-
Other - Specify	\$10,574	-
Other - Specify	\$ 9,575	-
Other Expense	\$22,416	
Profit	\$ 93,708	-
Total All Costs	\$ 718,428	-

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date 3/20/26

FEE COST JUSTIFICATION FORM

Kotzebue District & Maintenance Offices CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 7,654 -
Day Custodial Salary	\$ 0 -
Night Custodial Salary	\$ 42,042 -
Employer Medicare & SS	\$ 5,964 -
Other Benefits	\$ 10,436 -
Total Employee Costs	\$ 66,096 -
Custodial Supplies	\$ 13,424 -
Other Supplies	\$ 0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$ 4,518 -
Other - Specify Travel	\$ 3,961 -
Other - Specify Depreciation	\$ 1,466 -
Other - Specify Training & Development	\$ 1,327 -
Other Expense Overhead Support	\$ 5,842 -
Profit	\$ 14,501 -
Total All Costs	\$ 111,176 -

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date 3/20/26

FEE COST JUSTIFICATION FORM

Alaska Technical Center and Dormitory CUSTODIAL SERVICES

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

Cost Explanation	Annual Total
Management Salary	\$ 0 -
Day Custodial Salary	\$ 71,360 -
Night Custodial Salary	\$ 0 -
Employer Medicare & SS	\$10,587 -
Other Benefits	\$ 18,528 -
Total Employee Costs	\$100,475 -
Custodial Supplies	\$ 29,585 -
Other Supplies	\$ 0 -
Insurance	\$ 40 -
Bonding	\$ 0 -
Taxes and Licenses	\$ 0 -
Building rental, utilities, maintenance, etc.	\$9,957 -
Other - Specify Travel	\$ 8,730 -
Other - Specify Depreciation	\$ 3,230 -
Other - Specify Training & Development	\$2,925 -
Other Expense Overhead Support	\$9,053
Profit	\$ 27,130 -
Total All Costs	\$ 191,125 -

The total should agree with the total submitted on the proposal form.

Authorized Signature



Date 3/20/26



ATTACHMENTS



ATTACHMENT A

PROPOSAL REQUIREMENTS AND SUBMITTAL CHECKLIST

	INFORMATION	YES	NO
1	Business information provided (name, address, license, authorized agent)?	X	
2	Proposal bond provided as required?	X	
3	Non-discrimination statement accepted?	X	
4	Custodial Services RFP, addendum and all attachments included?	X	
5	Has the contractor failed within the last three (3) years at any point to render substantial performance of a contract with any client? If so, has explanation for failure been provided?		X
6	Does the Proposal materially conform to the RFP specifications?	X	
7	Are there any material alterations to the Proposal?		X
8	Are there any erasures that have not been initialed by the Proposer?		X
9	Has a statement that the Proposal includes all terms and conditions of the invitation been included?	X	
10	Are the type of security being proposed and the company issuing such security been included as required?	X	
11	Is a copy of the monthly custodial service report (billing invoice) to be rendered to the District each month included?	X	
12	Did the contractor show evidence of financial stability by providing copies of the last three (3) annual financial statements as prepared and certified by an independent Certified Public Accountant, or an affidavit describing in detail those assets that could be applied to satisfy obligations under this contract including all encumbrances to said assets? (Note: Personal property used as an asset must be accompanied by an independent appraisal.)	X	
13	Did the Contractor provide a list of all college, school district, hospital, municipal, and commercial accounts including the dollar amount of the contract and square footage serviced?		NA
14	Was a list of accounts lost during the last three (3) years and reasons for the loss; statement as to whether servicing any of the lost accounts again; for each account, whether recovered or not, the name, title, and phone number of client liaison officer provided?		NA
15	Did the Contractor provide an analysis of improvements the Contractor would recommend for the custodial services program? (optional)	X	
16	Was a thorough analysis of on-site labor to include the following provided: 1. list of job titles, including all management positions, hourly wage/salaried employees 2. proposed distribution of these positions 3. hourly wage/salary range for all positions 4. total annual personnel services budget (include all expenses)	X	
17	Was the completed proposal including all terms, conditions and attachment returned as part of submittal and signed as required?	X	

ATTACHMENT F
CERTIFICATION STATEMENT

I, the undersigned, having carefully examined the General Information, Terms and conditions, specifications and all related material and information provided by the Northwest Arctic Borough School District in connection with its Request for Proposals for Custodial Services dated February 23, 2026 and any addenda thereto and having inspected the actual physical facilities, hereby agree to furnish custodial services as specified to the Northwest Arctic Borough School District. I acknowledge receipt of the Request for Proposals referenced above and the following addenda thereto, if any:

Copies of these documents have been submitted with my proposal.

I further agree that this offer to supply custodial services will remain in effect at the fee quoted for a period of not less than ninety (90) calendar days from the date of the proposal opening, I understand and agree that this offer may not be withdrawn or modified during that time. I understand that contingent proposals cannot be accepted and represent that the fee quoted is not contingent.

If this offer or portion thereof is accepted by the Northwest Arctic Borough School Board and an award is made thereon, I agree to enter into a contract with the Northwest Arctic Borough School District to furnish custodial services as specified for the fee quoted.

I hereby certify that this proposal is genuine, that I have not colluded with any other proposer or any person, and that I am authorized to bind the firm identified below to this agreement and to any resulting contract for Custodial Services.



March 20, 2026

Authorized Signature

Date

Clinton Lasley

Vice President

Printed Name

Title

NANA Management Services (NMS)

Name of Firm

4041 B Street, Anchorage, AK 99503

Address

907-273-1731

Contract Phone Number

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

NANA MANAGEMENT SERVICES, LLC

800 E DIMOND BLVD STE 3-450, ANCHORAGE, AK 99515

owned by

NANA MANAGEMENT SERVICES, LLC

is licensed by the department to conduct business for the period

November 12, 2024 to December 31, 2026
for the following line(s) of business:

56 - Administrative, Support, Waste Management and Remediation Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Julie Sande
Commissioner

THIS CERTIFIES THAT

NANA Management Services, LLC



* Nationally certified by the: **NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561210; 561320; 561611; 561612; 561720; 561730; 721110; 722310; 722320

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

05/31/2025

Issued Date

05/31/2026

Expiration Date

NW01217

Certificate Number

**Ying McGuire
NMSDC CEO and President**

Karla Malacon, President and CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Certified Environmental Services Executive

Eric Hagelman



This certificate is awarded as evidence of completion of the educational requirements as stipulated by the Association on February 25, 2022

This certificate will expire May 31, 2022 or if at any time evidence of current membership status has expired.

Michael Patterson, MESRE, Executive Director

February 27, 2022

Date



Uniting facility managers, worldwide...

Certified Environmental Services Executive

Scotty Austin



This certificate is awarded as evidence of completion of the educational requirements as stipulated by the Association on

June 1, 2025

This certificate will expire May 31, 2026 or if at any time evidence of current membership status has expired.

Michael Patterson, MESRE, Executive Director

June 1, 2025

Date



Uniting facility managers, worldwide...



Scotty Austin

has successfully completed Cleaning Management Institute's
Expert Cleaning Technician Certification

covering expert level procedures in custodial/environmental service operations set forth by Cleaning Management Institute and has therefore earned 25 continuing education units. This certification meets the requirements set forth by Cleaning Management Institute: minimum 20 hours of classroom time; required performance based measurements; verified CMI curriculum at a CMI Verified Training Center; and has completed all components of CMI Masters level program.

This certification expires two years from January 5, 2026


John H. Barrett ISSA Executive Director


Brant Inzero Chief Global Education Officer



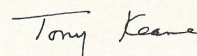
Facility Management Professional

Scotty Austin, FMP

*Having presented evidence of knowledge through
the satisfactory completion of coursework
is hereby awarded the
designation of Facility Management Professional.*

Issued on August 6, 2014




Tony Keane, CAE
President and Chief Executive Officer





Sold To: NWAB SCH DIST- JANITORIAL
ATTN: ACCOUNTS PAYABLE
PO BOX 51
KOTZEBUE, AK 99752 US

Ship To:

Contact:
Tax ID: 92-0065346

Currency: USD

Contract: NWABSD Janitorial

Order Date	Sales Representative	Terms	Delivery Terms	Ship Via	Customer Purchase Order		
01/05/26		NET 30			DECEMBER 2025		
Line	Item / Description	Rev	U/M	Invoice Quantity	Net Unit Price	Extended Price	
17	JANITORIAL SERVICE NOORVIK HOURS NOT WORKED DECEMBER 2025		MON	78.5	-28.60	-2,245.10	
18	JANITORIAL SERVICE SELAWIK DECEMBER 2025		MON	1	22,881.53	22,881.53	
19	JANITORIAL SERVICE SELAWIK HOURS NOT WORKED DECEMBER 2025		MON	80.75	-28.60	-2,309.45	
20	JANITORIAL SERVICE SHUNGNAK DECEMBER 2025		MON	1	14,710.77	14,710.77	
21	JANITORIAL SERVICE SHUNGNAK HOURS NOT WORKED DECEMBER 2025		MON	152	-28.60	-4,347.20	
22	JANITORIAL SERVICE DO MAINT		MON	1	10,793.22	10,793.22	



Sold To: NWAB SCH DIST- JANITORIAL
ATTN: ACCOUNTS PAYABLE
PO BOX 51
KOTZEBUE, AK 99752 US

Ship To:

Contact:
Tax ID: 92-0065346

Currency: USD

Contract: NWABSD Janitorial

Order Date	Sales Representative	Terms	Delivery Terms	Ship Via	Customer Purchase Order		
01/05/26		NET 30			DECEMBER 2025		
Line	Item / Description	Rev	U/M	Invoice Quantity	Net Unit Price	Extended Price	
23	DECEMBER 2025 JANITORIAL SERVICE STAR DORM DECEMBER 2025		MON	1	6,851.53	6,851.53	
24	JANITORIAL SERVICE ATC DORM DECEMBER 2025		MON	1	11,794.60	11,794.60	
					Total Tax/VAT	Subtotal:	236,460.91
							0.00
						Total Amount:	236,460.91
Remit To:							
NANA Management Services, LLC DEPT: 1206 P O BOX 35146 SEATTLE, WA 98124 US							

NWABSD

Invoice

Date 12/28/2025

Amount \$ 265,990.41

Total	\$	236,460.91	Hours	Credit
				\$ 28.60
Ambler	\$	15,585.08	125.5	\$ 3,589.30
Buckland	\$	23,127.93	15	\$ 429.00
Deering	\$	12,060.50	0	\$ -
Kiana	\$	14,980.80	174.5	\$ 4,990.70
Kivalina	\$	17,117.94	105.5	\$ 3,017.30
Kobuk	\$	8,836.25	142.5	\$ 4,075.50
JNES/KMHS	\$	63,911.09	24.5	\$ 700.70
Noatak	\$	21,499.97	133.75	\$ 3,825.25
Noorvik	\$	21,839.20	78.5	\$ 2,245.10
Selawik	\$	22,881.53	80.75	\$ 2,309.45
Shungnak	\$	14,710.77	152	\$ 4,347.20
DO/Maint	\$	10,793.22	0	\$ -
STAR Dorm	\$	6,851.53	0	\$ -
ATC/Dorm	\$	11,794.60	0	\$ -
	\$	265,990.41	1032.5	\$ 29,529.50

Timesheet Report

Nov 30, 2025 to Dec 7, 2025

306010 - NWABSD JNT - 177.3006.0001.JNT.01.01

Timesheet Date	Employee Name	Village	Title Description	Straight Time Hours	Overtime Hours	Overall Hours	Hours worked	Employees per contract/village	Labor hours to be credited/debited
12/07/2025	ATKINS, MEKHI J	Ambler	M Janitor	6.50	0.00	6.50			37.5
	CLEVELAND, TIMOTHY D	Ambler	M Janitor	30.00	0.00	30.00			37.5
				36.50	0.00	36.50	36.50	75.00	38.50
	GREGG, FLETCHER F	Buckland	M Janitor	37.00	0.00	37.00			37.5
	LUTHER, FRANK D	Buckland	M Janitor	37.50	0.00	37.50			37.5
	SHELDON, NANCY	Buckland	M Janitor	38.00	0.00	38.00			37.5
				112.50	0.00	112.50	112.50	112.50	0.00
	KARL, EVAN S	Deering	M Janitor	37.50	0.00	37.50			37.5
				37.50	0.00	37.50	37.50	37.50	0.00
	CAPELLE, ELIJAH S	Kiana	M Janitor	28.50	0.00	28.50			37.5
	GOODEN, HAROLD	Kiana	M Janitor	45.50	0.00	45.50			37.5
	GOODEN, JOSHUA A	Kiana	M Janitor	1.00	0.00	1.00			
				75.00	0.00	75.00	75.00	75.00	0.00
	CARTER, IRENE M	Kivalina	M Janitor	25.50	0.00	25.50			37.5
	CASTRO, RUDYLIN A	Kivalina	M Janitor	26.00	0.00	26.00			37.5
	SAHIBOL, GLENN D	Kivalina	M Janitor	8.00	0.00	8.00			
				59.50	0.00	59.50	59.50	75.00	15.50
	VACANT	Kobuk	M Janitor	0.00	0.00	0.00			37.5
				0.00	0.00	0.00	0.00	37.50	37.50
	ARMSTRONG, ZECHARIAH E	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	COPPOCK, CHASE R	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	EDDIE, HUNTER C	Kotzebue	M Janitor	0.00	0.00	0.00			37.5
	EDDIE, VERICK G	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	EVANS, MICHE D	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	HENRY, PATRICK W	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	PETE, ELVINA L	Kotzebue	M Janitor	33.50	0.00	33.50			37.5
	ROBINSON, COREY D	Kotzebue	M Janitor	37.50	0.00	37.50			37.5
	SHINDLER, SOLOMON H	Kotzebue	M Janitor	26.50	0.00	26.50			37.5
	SOURS, CARL A	Kotzebue	M Janitor	30.00	0.00	30.00			18.75
	THOMPSON, CHRISTOPHER K	Kotzebue	M Janitor	7.50	0.00	7.50			
	TICKET, TIMOTHY L	Kotzebue	M Janitor	30.50	2.00	32.50			
				353.00	2.00	355.00	355.00	356.25	1.25
	AREY, JOSEPH N	Noatak	M Janitor	14.00	0.00	14.00			37.5
	HUNNICUTT, TRAVIS P	Noatak	M Janitor	16.00	0.00	16.00			37.5
	MCKENZIE, ISALIAH D	Noatak	M Janitor	37.50	0.00	37.50			37.5
				67.50	0.00	67.50	67.50	112.50	45.00
	PATTERSON, MURPHY R	Noorvik	M Janitorial Supervisor	37.50	0.00	37.50			37.5
	PATTERSON, WILLIAM B	Noorvik	M Janitor	34.00	0.00	34.00			37.5
				71.50	0.00	71.50	71.50	75.00	3.50
	BOOTH, DAISY S	Selawik	M Janitor	31.00	7.50	38.50			37.5
	CLARK, CHARLENE M	Selawik	M Food Service Worker	39.50	0.00	39.50			37.5
	CLARK, LOUISE A	Selawik	M Food Service Worker	18.50	0.00	18.50			37.5
	COFFIN, THELMA E	Selawik	M Cook III	1.00	1.00	2.00			
				90.00	8.50	98.50	98.50	112.50	14.00
	CUSTER, TENNILE	Shungnak	M Janitor	36.50	0.00	36.50			37.5
LEE, HEATHER M	Shungnak	M Janitor	37.50	0.00	37.50			37.5	
			74.00	0.00	73.00	73.00	75.00	2.00	
12/07/2025			977.00	10.50	986.50	986.50	1,143.75	157.25	

NWABSD — DAY CUSTODIAN DAILY CHECKLIST

Building: _____	Date: _____	Custodian: _____
Supervisor: _____		

Opening, Exterior & Snow	Lunchroom, Interior & Restrooms	General Duties & End of Shift
Building Opening & Security	Lunchroom / Cafeteria Duties	General Duties
<input type="checkbox"/> Unlock building and turn on required lights <input type="checkbox"/> Inspect interior of building for vandalism or damage <input type="checkbox"/> Inspect exterior of building for vandalism or damage <input type="checkbox"/> Report vandalism, damages, or repair needs to Principal or Supervisor <input type="checkbox"/> Ensure boiler room doors remain locked when not in use <input type="checkbox"/> Ensure supply closets remain locked when not in use <input type="checkbox"/> Ensure all Fire Marshal-designated doors remain locked	<input type="checkbox"/> Assist with lunchroom setup <input type="checkbox"/> Clean and sanitize tables before lunch <input type="checkbox"/> Monitor and maintain table cleanliness during lunch <input type="checkbox"/> Clean and sanitize tables after lunch <input type="checkbox"/> Return tables and chairs to proper locations <input type="checkbox"/> Mop or vacuum floors after lunch periods <input type="checkbox"/> Remove lunch trash and replace liners	<input type="checkbox"/> Respond to custodial requests from Principal or Maintenance Director <input type="checkbox"/> Submit maintenance requests to Supervisor and Principal <input type="checkbox"/> Ensure overall cleanliness and safety of building <input type="checkbox"/> Address immediate custodial needs as they arise
Exterior Maintenance	Interior Cleaning & Maintenance	End of Shift Review
<input type="checkbox"/> Clean sidewalks, entryways, and building perimeter (all sides) <input type="checkbox"/> Pick up trash and debris from parking lots <input type="checkbox"/> Pick up trash and debris from playground areas <input type="checkbox"/> Pick up trash and debris from entrances and common exterior areas	<input type="checkbox"/> Remove fingerprints and smudges from doors <input type="checkbox"/> Clean fingerprints and smudges from windows <input type="checkbox"/> Remove marks from walls <input type="checkbox"/> Remove graffiti as needed <input type="checkbox"/> Perform minor vandalism repairs as needed <input type="checkbox"/> Perform emergency cleaning or repairs as needed	<input type="checkbox"/> All assigned duties completed <input type="checkbox"/> Maintenance issues reported <input type="checkbox"/> Supplies checked and restocked as needed <input type="checkbox"/> Building secure and safe
Snow & Ice Removal (as needed)	Restroom Maintenance	
<input type="checkbox"/> Shovel snow from sidewalks and entryways <input type="checkbox"/> Clear steps and handicap ramps <input type="checkbox"/> Apply de-icer to prevent slipping hazards <input type="checkbox"/> Ensure snow removal completed prior to school start time	<input type="checkbox"/> Clean and sanitize sinks <input type="checkbox"/> Clean and polish mirrors <input type="checkbox"/> Clean and sanitize fixtures <input type="checkbox"/> Restock toilet paper <input type="checkbox"/> Restock paper towels <input type="checkbox"/> Restock soap dispensers <input type="checkbox"/> Monitor restroom cleanliness throughout shift	

Custodian Signature: _____	Supervisor Signature: _____	Comments / Issues: _____
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NWABSD — EVENING CUSTODIAN DAILY CHECKLIST

Building: _____	Date: _____	Custodian: _____
Supervisor: _____		

Floors, Gym & Restrooms	Dispensers, Trash, Entry & Spot Cleaning	Closet, Security, General & End of Shift
Carpet Care	Dispenser Maintenance	Custodial Closet Maintenance
<input type="checkbox"/> Vacuum all classroom carpets <input type="checkbox"/> Vacuum hallway carpets <input type="checkbox"/> Vacuum office carpets <input type="checkbox"/> Vacuum teacher work areas <input type="checkbox"/> Vacuum multipurpose rooms <input type="checkbox"/> Vacuum teacher lounge areas <input type="checkbox"/> Ensure all carpeted areas are clean and free of debris	<input type="checkbox"/> Check and refill paper towel dispensers <input type="checkbox"/> Check and refill soap dispensers <input type="checkbox"/> Clean dispensers	<input type="checkbox"/> Clean custodial closet <input type="checkbox"/> Organize equipment and supplies <input type="checkbox"/> Ensure supplies are properly stored
Hard Floor Care	Trash Removal	Security & Safety
<input type="checkbox"/> Dust mop hallways <input type="checkbox"/> Dust mop classrooms <input type="checkbox"/> Dust mop multipurpose rooms <input type="checkbox"/> Dust mop offices <input type="checkbox"/> Dust mop teacher work areas <input type="checkbox"/> Dust mop teacher lounge areas <input type="checkbox"/> Spot clean hard floors as needed	<input type="checkbox"/> Empty trash from classrooms <input type="checkbox"/> Empty trash from offices <input type="checkbox"/> Empty trash from restrooms <input type="checkbox"/> Empty trash from common areas <input type="checkbox"/> Replace liners in all receptacles <input type="checkbox"/> Dispose of trash in designated dumpster/compactor	<input type="checkbox"/> Ensure boiler room doors are locked <input type="checkbox"/> Ensure supply closet doors are locked <input type="checkbox"/> Ensure Fire Marshal-designated doors remain locked <input type="checkbox"/> Check and secure all exterior doors <input type="checkbox"/> Check and secure all windows <input type="checkbox"/> Turn off all building lights
Gymnasium Cleaning	Entry Areas	General Duties
<input type="checkbox"/> Dust mop gymnasium floors (wood and synthetic) <input type="checkbox"/> Ensure gym floors are free of dirt, dust, and debris	<input type="checkbox"/> Clean entry doors (glass and frames) <input type="checkbox"/> Clean entry floors <input type="checkbox"/> Remove dirt and debris from entryways	<input type="checkbox"/> Complete custodial requests from Principal or Maintenance Director <input type="checkbox"/> Report maintenance issues to Supervisor <input type="checkbox"/> Ensure building cleanliness standards are met
Restroom, Locker Room & Shower Cleaning	Spot Cleaning	End of Shift Verification
<input type="checkbox"/> Clean and disinfect sinks <input type="checkbox"/> Clean and disinfect counters <input type="checkbox"/> Clean and disinfect toilets <input type="checkbox"/> Clean and disinfect urinals <input type="checkbox"/> Clean and disinfect partitions and walls <input type="checkbox"/> Clean and polish mirrors <input type="checkbox"/> Clean and disinfect floors <input type="checkbox"/> Clean and disinfect all other restroom surfaces <input type="checkbox"/> Replace urinal deodorizers as needed <input type="checkbox"/> Replace toilet deodorizers as needed	<input type="checkbox"/> Remove marks from walls <input type="checkbox"/> Clean lockers as needed <input type="checkbox"/> Remove gum from floors and surfaces <input type="checkbox"/> Spot clean floors, walls, and ceilings <input type="checkbox"/> Clean rubber base and trim <input type="checkbox"/> Remove stains and spills	<input type="checkbox"/> All assigned duties completed <input type="checkbox"/> Building secured properly <input type="checkbox"/> Equipment cleaned and stored <input type="checkbox"/> Supplies checked and restocked
Drinking Fountains	Vent Maintenance (As Needed / Monthly Minimum)	
<input type="checkbox"/> Clean and disinfect all drinking fountains	<input type="checkbox"/> Inspect vents for dust buildup <input type="checkbox"/> Vacuum vents as needed	

Custodian Signature: _____	Supervisor Signature: _____	Comments / Maintenance Issues: _____
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NWABSD — EVENING CUSTODIAN WEEKLY DUTIES CHECKLIST

Building: _____	Week Of: _____	Custodian: _____
Supervisor: _____		

Floors, Boards & Surfaces	Bleachers, Restrooms & Security	Contacts & Notes
Whiteboard & Chalkboard Trays	Bleachers	Issues & Contacts
<input type="checkbox"/> Vacuum trays twice a week	<input type="checkbox"/> Set up bleachers as needed <input type="checkbox"/> Sweep bleachers thoroughly <input type="checkbox"/> Clean bleacher surfaces <input type="checkbox"/> Damp mop bleachers (treat as hard floor surfaces)	<p>For any issues in the buildings, please reach out to the managers:</p> <p>Marcus or Christopher ☎ 907-412-2154</p> <p>For further assistance, contact the Director of Operations:</p> <p>Scotty Austin ☎ 907-229-7216</p>
Hard Floor Surfaces	Restrooms & Locker Rooms	
<input type="checkbox"/> Damp mop all hard floor surfaces twice a week	<input type="checkbox"/> Disinfect with a quaternary disinfectant cleaner <input type="checkbox"/> Apply disinfectant to floors <input type="checkbox"/> Apply disinfectant to walls <input type="checkbox"/> Apply disinfectant to benches <input type="checkbox"/> Apply disinfectant to sinks <input type="checkbox"/> Apply disinfectant to toilets <input type="checkbox"/> Apply disinfectant to fixtures <input type="checkbox"/> Apply disinfectant under sinks and toilets	
Gymnasiums	Security Check	
<input type="checkbox"/> Damp mop gym floors twice a week <input type="checkbox"/> Damp mop synthetic sports floors twice a week	<input type="checkbox"/> Check that all exterior doors are locked and secured <input type="checkbox"/> Check that all boiler room doors are locked and secured <input type="checkbox"/> Check that all supply closets are locked and secured <input type="checkbox"/> Ensure Fire Marshal-designated doors remain locked at all times	
Shelves & Window Ledges		
<input type="checkbox"/> Dust shelves twice a week <input type="checkbox"/> Dust window ledges twice a week		

Custodian Signature: _____	Supervisor Signature: _____	Comments / Issues: _____
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NWABSD — QUARTERLY & SEMI-ANNUAL CUSTODIAL DUTIES CHECKLIST

QUARTERLY DUTIES

Building: _____	Completion Date: _____
Custodian: _____	Supervisor: _____
Quarter: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4	
Carpet Cleaning — High Traffic Areas (Every 3 Months)	Quarterly Completion Verification
<input type="checkbox"/> Identify high traffic carpet areas (hallways, entries, common areas) <input type="checkbox"/> Move light furniture as needed <input type="checkbox"/> Thoroughly vacuum carpet areas <input type="checkbox"/> Shampoo carpets using approved equipment and products <input type="checkbox"/> Allow carpets to fully dry <input type="checkbox"/> Replace furniture after carpet is dry <input type="checkbox"/> Inspect carpet for cleanliness and completion	<input type="checkbox"/> All required carpet cleaning completed <input type="checkbox"/> Equipment cleaned and stored properly <input type="checkbox"/> Issues reported to Supervisor <input type="checkbox"/> Areas restored to original condition
Custodian Signature: _____	Supervisor Signature: _____
Comments: _____	

SEMI-ANNUAL DUTIES

Building: _____	Completion Date: _____	Custodian: _____
Supervisor: _____	Completion Period: <input type="checkbox"/> Before School Year Start <input type="checkbox"/> Winter Break	
Floor Care — Tile and Vinyl Floors	Wood Floor Care	Carpet Cleaning — All Carpeted Areas
<input type="checkbox"/> Move furniture from floor areas <input type="checkbox"/> Strip existing wax/seal from tile and vinyl floors <input type="checkbox"/> Clean floors thoroughly <input type="checkbox"/> Apply approved wax or seal <input type="checkbox"/> Allow proper drying and curing time <input type="checkbox"/> Replace furniture after floors are complete	<input type="checkbox"/> Clean wood floors using approved methods <input type="checkbox"/> Follow Maintenance Director-approved procedures <input type="checkbox"/> Inspect wood floors for cleanliness and condition	<input type="checkbox"/> Move all furniture (desks, chairs, cabinets, tables, shelves) <input type="checkbox"/> Thoroughly vacuum all carpet areas <input type="checkbox"/> Shampoo carpets using approved equipment and products <input type="checkbox"/> Allow carpets to fully dry <input type="checkbox"/> Replace all furniture after carpets are dry <input type="checkbox"/> Inspect carpets for cleanliness
Window Cleaning	Classroom Equipment Cleaning	Chemical & Product Compliance
<input type="checkbox"/> Clean interior windows <input type="checkbox"/> Clean exterior windows <input type="checkbox"/> Clean window frames and sills	<input type="checkbox"/> Clean and wash whiteboards <input type="checkbox"/> Clean and wash chalkboards <input type="checkbox"/> Clean student desks <input type="checkbox"/> Clean student chairs	<input type="checkbox"/> Verify all cleaning products are Maintenance Director approved <input type="checkbox"/> Ensure proper use of approved cleaning equipment
Semi-Annual Completion Verification		
<input type="checkbox"/> All assigned duties completed <input type="checkbox"/> Furniture returned to proper locations	<input type="checkbox"/> Equipment cleaned and stored <input type="checkbox"/> Maintenance issues reported	
Custodian Signature: _____	Supervisor Signature: _____	Comments / Notes: _____

NMS
nmsusa.com