JANITORIAL SPECIFICATIONS

LEASE NO.
Address
City, State
County

Occupied by:
Total SF Occupied:
Exclusive Restroom – (Yes) – How Many?

Provide necessary labor, equipment and supplies required to perform janitorial and cleaning services in accordance with the following frequency schedules:

FREQUENCY OF WORK TO BE ACCOMPLISHED

During Normal Office Hours (8:00 a.m.-4:00 p.m.) on Monday, Wednesday, and Friday.

Three days per week

- Trash Removal. Empty all trash/waste baskets from all offices, common areas and restrooms and remove all trash from the facility. Replace liner in each trash receptacle. Removal includes any accumulated full bags that are no longer in the waste baskets.
- Vacuum all carpets, rugs/mats, and hard surfaced floors, upholstered furniture, windowsills, restroom facilities, entryways common area, and storage closets to remove all dust, cobwebs, and visible particles, including edges of carpets and baseboards, and spot clean stain as needed with chemical cleaner
- Damp mops all ceramic, tile, or vinyl tiles areas with an appropriate chemical cleaner. All non-carpeted floors shall be cleaned and maintained.
- Disinfect all restroom fixtures with environmentally friendly antibacterial chemical disinfectant cleaner and disinfect all floors, toilets, and sinks so no encrustation or water rings are present. Furnish restroom supplies as required.
- Miscellaneous cleaning to include removal of fingerprints or smears on glass entrance doors and interior glass in between window cleanings and surfaces that are highly noticeable including furniture and doors.
- Drinking Fountain. Clean and disinfect all porcelain and polished metal surfaces, including the cabinet, percolator orifices and drains. The drinking fountain shall be free from stains, spots, smudges, scale, and obvious soil.

Monthly

- Dust all surfaces, including chairs, desks, cabinets, furniture, windowsills, blinds, to include mini-blinds baseboards, woodwork, heating, ventilation, and air conditioning (HVAC) vents, light fixture lens, or any surface where dust may collect and is visible.
- Clean glass surfaces, including all interior and exterior window surfaces (weather permitting 38 degrees and above) must be cleaned inside and out with an appropriate cleaner leaving no streaks, working around window clings that may be present.
- Wash trash receptacles.
- Descale toilet bowls and urinals.
- Provide and maintain walk-off mats.

Quarterly

- Clean HVAC intakes.

Semi-Annually

- Twice per year (April and October) or as scheduled in advance. Must be performed after normal working hours based on local time. Professional carpet cleaners who use hot-water extraction and are rated and certified by the Institute of Inspection Cleaning and Restoration Certification (IRCRC) with the "master Cleaner" certification/designation shall be used. Spot cleaner should be applied prior to general cleaning.

Annually (October)

- Globes, reflectors, covers, diffusers, and plastic side panels shall be removed and washed. After cleaning and reassembling, light fixtures shall be free of bugs, dirt, dust, grease, and other foreign matter.

As Needed

- Replace all burned out and blinking light bulbs, fluorescent tubes, as needed and required.
- Clean entrance and exterior walks of building; remove snow and ice immediately in front of main and rear entrances/exits (6' x 6')
- Furnish toilet supplies, such as toilet tissue, soap, and hand towels
- Provide and install trash bags.