

# Janitorial Specifications

The Contractor is required to clean the Building to the highest standards of cleanliness. The cleaning specifications provided herein state the minimum acceptable frequency and scope of work to be performed. The Agent's cleaning philosophy is not to use deodorants to mask odors. Clean and disinfected surfaces should not have an odor. Use of fresh smelling fragrances such as citrus or cool blue to enhance the clean appearance of a space is encouraged.

## **1. Day Porter Services (If Applicable):**

The provider shall use day personnel to maintain all common areas to the standards established in this specification by picking up, cleaning, sweeping and limited mopping. Specific duties include, but are not limited to:

Police interior common areas: including all entrances, lobbies, corridors, stairs, elevators, and restrooms.

Refill restroom dispensers.

Remove fingerprints from elevator cabs and entrance doors.

Police outside entryway, sidewalks, parking areas and grounds. Remove and dispose trash around entry doors and sidewalks.

Remove smoking debris from ash urns.

Day personnel hours: Monday- Friday 7:30am- 4:30pm

# Night Services

## **2. COMMON SPACE**

### **A. Daily**

1. Main Lobby Floor: The lobby floors will be swept and then mopped with a micro-fiber mop head to ensure a high luster appearance. The floor should be mopped only with cool, fresh water and a neutralizer. Mop parallel to walls to ensure that the base remains clean. No streaks or deposits shall be visible at the start of the business day.
2. Walk-Off Mats: Clean weather mats with a vacuum and damp wipe vinyl edges to remove all dust when mats are out for inclement weather.
3. Carpets: Vacuum all carpeted areas. Remove stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, etc. which has adhered to the surface. No dust, dirt, stains or debris shall be visible at the start of the business day.

4. Clean all directory, depositories and window frames. No dust, streaks or stains shall be present at the start of the business day.
5. Trash and Cigarette Receptacles: Clean all cigarette urns and trash receptacles. Replace sand as required and/or wash metal urns to remove stains and dust. No stains, dust or fingerprints shall be visible at the start of the business day.
6. Water Fountains: Clean all water fountains with germicidal cleanser and polish. No mineral residue, foreign matter, fingerprints or streaks shall be present at the start of the business day.
7. Spot Clean: Spot clean all doors, door frames, walls and light switches to remove fingerprints, spills and other markings. No fingerprints, spills or markings shall be visible at the start of the business day.
8. Interior Glass: Wash glass on entrance doors and building directories. No fingerprints, streaks or mineral deposits shall be visible at the start of the business day.
9. Hard Surface Flooring: Sweep and dry mop all hard surface flooring. Remove stains and foreign matter such as gum and tar which has adhered to the floor.
10. Clean and polish lobby directory.
11. Clean and polish lobby security desk or podiums, if applicable.
12. Clean and polish all lobby chrome or metal finishes.
13. Clean and polish all entry thresholds.
14. Dust all mullions and sills at all entries.
15. Clean and polish all elevator entrance door thresholds. Remove any debris in the threshold guide tracks to assure proper operation of elevator hoist way and cab doors.
16. Empty all waste receptacles and replace plastic liners where required. Plastic liners are to fit waste receptacles in such a manner as to not overhang the top and to allow trash to drop to the bottom of the receptacle. Plastic liners to be replaced on an as needed basis but not less than once per week.
17. Sweep and vacuum interior stairwells.
18. Wash outside glass on entrance doors and display windows.
19. Wash glass in building directories, entrance doors and frames, both sides. This includes all glass areas that are adjacent to the main entrance and are a part of the visual effect of the main entrance at the street level.

20. Spot-clean (size of half dollar or less; it is not considered a spot cleaning if we must bring send out carpet techs to clean) carpets and report all stains that cannot be removed by a standard method
21. Clean around dumpsters in the exterior trash enclosure after all trash has been transported from the building.
22. Police the exterior main walkways to the building entrances (pick up trash, cigarette butts and debris).
23. Clean all interior common area furniture (vacuum chairs and upholstered furniture, polish woodwork and tables).
24. Clean all exterior tables and benches to remove spillage, stains and debris.
25. Clean 1<sup>st</sup> and 2<sup>nd</sup> floor exterior breezeway railing.

B. Weekly

1. Sweep all stairwells and dust all hand railings.

C. Monthly –

1. Wipe vinyl and metal kick plates on doors.
2. Wet mop all stairwell landings, handrails and treads.
3. Spot clean all doors and door frames.
4. Wipe all wood surfaces free of smears, smudges, or stains.

D. Quarterly –

1. High dust all horizontal and vertical surfaces not reached in night cleaning, doorframes, mini-blinds, etc.
2. Spot clean all corridor, lobby and vestibule walls.

3. **RESTROOMS**

A. Daily

1. Clean with a detergent/disinfectant and polish all sinks, counters, toilets and urinals, flush valves and bright-work, beginning with seats (both sides) and working down. Use acid bowl cleaner in the interior of toilets, making sure to clean the inner lip of closet and urinals. Pour one ounce of bowl cleaner into urinal after cleaning and do not flush.

2. Damp wipe all ledges, toilet stalls and doors. Remove fingerprints, streaks, smudges and foreign matter from all painted surfaces.
3. Spot clean light switches, doors, partitions and walls to remove fingerprints, spills and other markings. All graffiti will be removed from walls, partitions and exposed surfaces.
4. Sweep and wet mop with a germicide all floor areas. Rinse with clear water and dry buff to eliminate mop streaks. No streaks, stains, spills, mineral deposits or soap residue shall be present at the start of the business day.
5. Clean and polish all mirrors, soap dispensers, flush valves, shelves, chrome fixtures, piping, toilet hinges and disposal container exteriors using a detergent/disinfectant and water. No streaks, stains, spills, mineral deposits or soap residue shall be present at the start of the business day.
6. Refill all toilet tissue, paper towel and sanitary napkin dispensers. Refill soap dispensers; check operation of all dispensers. Furnish supplies to common area restrooms only.
7. Empty and clean paper towel and sanitary napkin disposal receptacles. Replace plastic liners.
8. Clean all baseboards with a germicidal detergent.
9. Report all mechanical deficiencies, dripping faucets, and other problems to Owner.

B. Weekly

1. Clean and disinfect floor drains. Pour mixture of 1 quart of water down the floor drain to prevent gases from escaping. Polish chrome.

C. Monthly –

1. Wash toilet stalls, doors and tile walls with disinfectant/detergent.
2. Remove scale and calcium build up from all fixtures.
3. Clean walls and all partitions.

#### 4. TENANT SPACE

A. Daily

1. Empty all wastebaskets and damp wipe ashtrays. Remove trash from wastebaskets and replace plastic lining. Plastic liners are to fit waste receptacles in such a manner as to not overhang the top by more than two inches (2"). Replace old plastic liners in office areas no less than one time per month and as necessary due to tears, odors or spillage. In exam rooms – replace plastic liners daily.

2. Sweep all vinyl, asphalt, rubber and similar types of flooring using an approved chemically treated cloth or dust mop. Wet mop with germicidal solution. No stains, dirt, streaks or dust should be present at the start of the business day.
3. Vacuum clean all carpeted high traffic areas.
4. Clean all water fountains and water coolers.
5. Push tenant employees' chairs up into desks.
6. Spot-clean (size of half dollar or less; it is not considered a spot cleaning if we must bring send out carpet techs to clean) carpets and report all stains that cannot be removed by a standard method. (See carpet spot cleaning schedule)
7. Dust and/or wipe open desk and counter-top areas to remove fingerprints, coffee and soda rings, etc.
8. Clean kitchen units including sinks, fixtures, countertops, tables, etc.
9. Spot clean all interior partitioning glass and door/sidelight glass
10. Spot clean reception desk glass partition, sidelights and other partition glass.

B. Weekly

1. Dust all baseboards.
2. Wipe clean all bright work.
3. Edge vacuum all areas and vacuum under desks, between cabinets and other areas where regular vacuuming does not is not capable of getting.
4. Spot clean doors, door frames and areas around light switches

C. Monthly

1. Dust window mini-. Blinds
2. Dust/Vacuum HVAC Ventilation grills under 10'

D. Quarterly –

1. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, walls, partitions, light fixtures, doorjambs and other wall hangings.
2. Dust all picture frames, charts and similar hangings that are not dusted during regular nightly cleaning.
3. Hand dust and wipe clean all horizontal surfaces with chemically treated cloth including furniture, pictures, files, cabinet fixtures and window sills.

## 5. ELEVATORS

### A. Daily

1. Sweep and mop with detergent water all elevator cabs. Vacuum carpet and/or mop tile floor and spot clean elevator cabs.
2. Wipe, clean and polish all metal trim work and elevator doors to remove fingerprints, smudges, water and other marks. Care will be taken to prevent scratching or damaging of metal finishes.
3. Elevator cab thresholds and elevator thresholds on each floor landing will be thoroughly scrubbed and polished with an appropriate metal polish. Remove any debris in the threshold door guide tracks to allow proper operation of elevator cab doors.
4. Elevator call button plates will be polished and wall surfaces around hall call plates cleaned. No fingerprints, smudges or streaks shall be present at the start of the business day.
5. Wipe clean elevator saddles on all floors.