

Special Provision to Special Specification 7037

Janitorial Maintenance



Special Specification 7037 "Janitorial Maintenance," is amended with respect to the clauses cited below. No other clauses or requirements of this Item are waived or changed.

Article 2., "Materials" This section is voided and replaced with the following:

Furnish all approved cleaning supplies, tools, equipment, and transportation to efficiently produce the desired results. The Department will furnish the following disposable supplies: hand towels, toilet tissue, hand soap, trash bags, and deodorants.

The Department will provide one storage area for storage of the Contractor's equipment and supplies. Keep the area in a clean and orderly condition. The Department will not be responsible for the Contractor's equipment and supplies stored in the storage area. This is a shared storage area and is to remain accessible to the Department. Label and store all bottles and containers to comply with all local, state and federal hazardous materials regulations, and all Department policies and procedures regarding the safe management of hazardous materials. Furnish Material Safety Data Sheets (MSDS) on products provided by the Contractor.

Section 4.1., "Daily Services." This section is voided and not replaced.

Section 4.2., "Weekly Services." This section is voided and replaced with the following:

Weekly Services.

- Sweep, dust mop, or vacuum all floors. Sweep entrance areas, steps, and walks adjacent to building. Damp mop all tile floors. Vacuum and spot clean all carpet of stains or spills. Keep corners and edges, and areas inaccessible by vacuum free of visible dust. Clean outdoor mats. The Department will replace mats as needed.
- Dust all office furniture, equipment, air vents, and pictures. Wipe clean desks, tabletops, and drafting tables provided no business material is laying on such.
- Wipe clean cabinet tops, table tops, chairs, countertops, top of refrigerator and microwave in the break room or conference room.
- Empty wastebaskets and cigarette disposal units into trash receptacles located at various assigned locations of the complex. Do not combine trash from regular wastebaskets with the paper in the recycle wastebaskets. Empty pencil sharpeners as needed. Place bags of shredded paper into designated recycle bin.
- Remove fingerprints from doors, door glass, woodwork, and clean plate-glass windows and mirrors. Wash entrance windows, door glass and door handles.
- Clean and sanitize drinking fountains.
- Clean and disinfect all restrooms including all fixtures, stall walls, doors, and mirrors.
- Refill towel, tissue, and soap dispensers, as needed.
- Dust tops of partitions, ledges, doors, door sashes, window sashes, and picture moldings.
- Clean all glass doors and glass partitions inside and outside with glass cleaner.
- Clean walls and partitions to remove dirt and fingerprints.
- Empty recycle wastebaskets into designated recycle bin.

Section 4.3., "Monthly Services." This section is supplemented with the following:

- Polish and buff all tile floors.
- Dust all furniture and desk accessories after buffing tile floors.