

# Special Specification 7003

## Janitorial Maintenance



### 1. DESCRIPTION

Perform janitorial maintenance.

### 2. MATERIALS AND EQUIPMENT

Furnish all equipment. Provide trashcan liners, floor stripper, sealer, wax, disinfectant for the restrooms and floors, urinal screens, and all other supplies and equipment necessary for janitorial maintenance. Use proper materials in accordance with the manufacturer's maintenance directions and instructions. Furnish Material Safety Data Sheets (MSDS) on products supplied by the Contractor.

The Department will furnish hand and liquid soap, an all-purpose cleaner, liquid graffiti cleaner, toilet tissue, hand towels, seat covers, and aerosol spray disinfectant. The Department will furnish one storage area for the Contractor's equipment and supplies. Keep 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. Keep storage area locked. The Department will provide a checklist, to be completed daily by the supervisor on duty.

### 3. WORK METHODS

Perform duties as well as handle concerns of unacceptable appearance of restrooms, kitchen area, etc. "Lost and found" items will be turned over as directed. Report any needed repairs or vandalism that may be noticed during cleanup as directed. Any damage to Department property caused by the Contractor through the Contractor's negligence, equipment, or employees will be repaired at the Contractor's expense.

Provide necessary labor, and employees will be at least 17 years of age. No visitors, spouses, children, or friends of the Contractor's employees will be allowed in the buildings or on the grounds during working hours, unless they are bona fide employees of the Contractor. Have transportation immediately available for transporting employees to their varied work area locations during each work period.

The area to be serviced will consist of office space, restrooms, elevators, corridors, kitchen areas, and janitor's closets located on the Plan Drawings. These services will be performed, according to the department's daily checklist, at least once daily, or at least once during each work shift if more than one shift per day, and then as often as needed, in accordance with Sections 3.A below, unless otherwise shown on the plans. Provide a checklist showing which rooms have been cleaned, vacuumed, mopped, waxed, etc. This checklist will be completed daily by the Contractor's supervisor on duty, and given to the Department.

#### 3.1. Janitorial Maintenance.

Sweep tile, linoleum, and vinyl flooring areas with a chemically treated dust mop for dust adherence. Floors will be dust and dirt free before spray buffing or damp mopping. Spray buff entries, high use areas, tiled, vinyl, and linoleum areas. Damp mop terrazzo and restroom floors with disinfectant. Use clean mops and clean water. Clean and disinfect tile and grouted floors. Vacuum carpeted areas with a commercial upright vacuum that combines suction with a motor driven brush and beater bar. Spot clean carpet stains and spots with mild liquid soap. Concrete areas will be swept and mopped.

Clean and disinfect lavatories, showers, sinks, commodes, and urinals; install new screens with deodorant as needed. Clean chrome work, faucets, fixtures, bright work (stainless steel and other luminous fixtures). Use metal cleaner to clean stainless steel surfaces in accordance with manufacturer's recommendations. Clean

and polish drinking fountains with a non-toxic cleaner. Clean mirrors removing streaks. Clean other sanitary equipment and remove water spots.

Clean windows, door, entrance area, and frames inside and outside. Clean and empty smoke stations located outside the buildings. Clean eyewash stations. Clean and wipe down air registers, air exhaust grills, return vents, etc. Wipe and clean walls and bathroom partitions removing scuffs and other noticeable marks. Clean and seal grout joints in restrooms.

Clean coffee shop chairs, tables, and countertops in the kitchen and dining area. Scour sink and wipe out microwaves. Wipe refrigerator shelves and drawers monthly; discard all food and containers. Notice will be posted on front of the refrigerator stating, "Refrigerator will be cleaned out on the last working Friday of each month after 5 p.m. If it falls on a holiday, then it will be on the next working day. All food and containers will be discarded." Department personnel will empty kitchen cabinets and drawers. The Contractor will wipe clean. Department personnel will place items back in the cabinets.

Empty wastebaskets and trash receptacles. Place clean, unused liners in wastebaskets and trash receptacles. Trash collected from wastebaskets and trash receptacles will be placed in a dumpster. Boxes, bags, etc. placed in hallways and marked "Trash" will be removed daily. Recycled receptacles will be emptied and materials put in bags separately from regular trash and placed as directed. Recycled paper, including paper shredder containers, will be removed on a rotating basis, and placed as directed.

Dust office furniture, other non-mechanical equipment, window ledges, wall moldings, blinds, picture frames, and clean glass. Wash and wipe clean as needed. Desks and tables will be wiped free of fingerprints provided no business papers are laying on the desks or tabletops. When a desk or tabletop is in use, the desk or table, including drafting tables will not be disturbed. Clean and vacuum fabric-covered furniture.

Check and service paper towel dispensers, toilet paper rollers, and soap dispensers. Other items not specifically mentioned will be cleaned daily to maintain cleanliness.

- 3.2. **Stripping and Waxing.** Strip and apply wax and sealer to tile or linoleum areas.
- 3.3. **Carpet Cleaning.** Clean carpets utilizing hot water extraction. Spot clean carpet as requested by the Department. Mild liquid soap may be used where and when necessary.
- 3.4. **Ceramic Tile Scrubbing.** Buff scrub all ceramic tile. Provide all necessary equipment and supplies for this type of work.

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#### 4. MEASUREMENT

This Item will be measured as follows:

- 4.1. **Janitorial Maintenance.** By the month.
- 4.2. **Stripping and Waxing.** By the cycle.
- 4.3. **Carpet Cleaning.** By the cycle.
- 4.4. **Ceramic Tile Scrubbing.** By the cycle.

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#### 5. PAYMENT

The work performed and materials furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit prices bid for "Janitorial Maintenance," "Stripping and Waxing," "Carpet Cleaning," and "Ceramic Tile Scrubbing." This price is full compensation for furnishing and operating equipment and for labor, materials, tools, and incidentals. For any day when janitorial maintenance services

are not satisfactorily completed, one day's pay will be deducted from the Contractor's monthly payment. One day's pay will be determined by dividing the monthly bid price by 30 days.