

Special Specification 7048

Janitorial Maintenance



1. DESCRIPTION

Provide janitorial maintenance services twice a week as directed.

2. SUPPLIES AND EQUIPMENT

Furnish all cleaning supplies, tools and equipment.

A storage area will be furnished for the Contractor's equipment and supplies. This area is to be kept clean, orderly and locked. The Department is not responsible for the Contractor's equipment and supplies stored in the storage area.

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.

The Department will furnish hand towels, toilet tissue, hand soaps, deodorants, trash can liners, and urinal filters.

3. WORK METHODS

3.1. Perform Daily:

- Thoroughly sweep tile and concrete floors prior to mopping with clean mop and clean water with disinfectant so as to not leave dirty water residue or odors on floors. Spray buff tile floors. Vacuum and spot clean carpet floors. Keep corners and edges, and areas inaccessible by vacuum free of visible dust and debris.
- Dust all furniture and equipment after buffing floors.
- Remove, vacuum and spot clean carpet floor mats; return to designated areas after spray buffing is performed.
- Empty all wastebaskets, replace wastebasket liners and return to original location; place refuse in trash dumpster located outside the buildings on the premises.
- Remove all marks, smudges and fingerprints from walls, electrical switch plates, doors, door glass, partition glass, woodwork, handrails and clean plate glass. Clean all reception area windows inside and outside. Remove cobwebs from walls and ceilings. Clean all ledges and areas in and around windows so they are free of dust, cobwebs, bugs and other debris.
- Clean and disinfect restroom walls, stall walls and stall doors; thoroughly clean and disinfect all locker surfaces, mirrors, lavatories, commodes, urinals, dispensers and benches.
- Adequately supply toilet tissue, hand soap, hand towels and deodorants at all times.
- Clean and disinfect coffee shop chairs, tables, sinks, counter fronts and tops.
- Clean and disinfect all drinking fountains so they are free of streaks and smudges from top to bottom.
- Sweep outside entrance areas including steps and mop as needed. Clean all outside window ledges so they are free of cobwebs, bugs and other debris. All outside areas are to be kept free of litter including the full area encompassed by the exterior fence. Empty and wipe clean ashtrays in outside smoking areas.

- 3.2. **Perform Weekly:**
- Wash rubber floor runners and hang to dry near their original locations.
 - Wash and disinfect kitchen and coffee shop trash cans.
 - Dust and clean all office furniture including tops and edges of modular furniture (unless personal items are on it), equipment, air vents, and pictures. Wipe desks and tables clean of fingerprints provided there are no business materials on them.
- 3.3. **Perform Monthly** (last 3 working days of each month and completed by the end of the month):
- Clean lighting fixtures, ceiling fans, and mini-blinds.
 - Clean all chairs: treat vinyl surfaces with a vinyl cleaner and protector, vacuum and spot clean fabric upholstered chairs.
 - Clean and treat all wooden desks, doors and bookcases with wood preservative.
 - Change urinal filters.
- 3.4. **Perform Annually:**
- Clean and oil all wood doors and paneling normally on a Friday.
 - Wash carpet mats with soap, rinse, air-dry and return to original location on the following contracted workday.
 - Clean the inside and outside of refrigerators and freezers. Advance notification of this cleaning is required.
- 3.5. **Floor Maintenance.** Advance notification of this service is required. Perform floor maintenance services, normally on Friday, Saturday and/or Sunday. Coordinate this activity with the Department to facilitate the removal and return of furnishings from the scheduled work area. The Contractor will be responsible for adequately protecting and covering items to prevent damage from any source. File cabinets will be moved by the Contractor as directed.
- Sweep all vinyl tile floors. Strip and scrub floors with a rotary floor machine to remove old wax. All stripping agent residue will be removed so the new finish will properly adhere. Allow the floor to dry completely. Apply 3 thin coats of undiluted wax on stripped floor. Allow each coat of wax to dry completely, preferably overnight, before allowing any traffic on the floor.
- Buff floors a minimum of 3 days following the wax application.
- 3.6. **Window Washing (site specific).** Wash and squeegee dry all windows on the inside and outside free of streaks and smudges as directed. Advance notification of this service is required.
- 3.7. **Methods of Operation.**
- Complete daily, weekly, and monthly checklists when cleaning services are performed. Review the checklists to ensure full compliance with the provisions of the Contract and sign the payment paperwork each working day. The checklists will be available for initial review by the Contractor at the pre-work meeting.
 - Provide and enforce the use of personal safety protective clothing, footwear, eyewear, and any other safety materials needed to perform the work in a safe and orderly manner.
 - Report in writing daily any needed repairs that are observed during the performance of services.
 - Leave all "lost and found" items in designated area or with Department personnel.
 - Repair, at Contractor's expense, any damage to Department property caused by the Contractor through the Contractor's negligence, equipment or employees.
 - Discuss all questions and problems concerning work performed with Department Contract personnel.
- 3.8. **Work Hours.**

Perform work between the hours of 6 P.M. and 6 A.M., unless otherwise shown on the plans, Monday through Friday, excluding holidays observed by the Department. Saturday and Sunday hours are flexible and may be used. Occasionally it is necessary for Department personnel to work after 5 P.M. Do not perform any services in work areas where Department personnel are still working until they vacate the work area. No visitors, spouses, children, or friends of the Contractor's employees will be allowed in the buildings or on the grounds during work hours, unless they are bona fide employees of the Contractor.

4. MEASUREMENT

This item will be measured as follows:

Janitorial Maintenance (daily, weekly, monthly, and annual items). By the month.

Floor Maintenance. By the cycle.

Window Washing. By the cycle.

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 price bid for "Janitorial Services," at the site specified; "Floor Maintenance," at the site specified; "Window Washing, at the site specified.

This price will be full compensation for furnishing all labor, tools, equipment and incidentals.

When required services are not satisfactorily completed on the second consecutive write up on the same item, 1 day's pay will be deducted from the Contractor's monthly payment until requirements are satisfied. One day's pay will be determined by dividing the monthly bid price by the number of working days per month.