

Special Specification 7158

Janitorial Maintenance



1. DESCRIPTION

Provide janitorial services by type and at frequency shown in the plans.

2. MATERIALS

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, and hand soap.

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. Keep the storage area locked. 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.

3. EQUIPMENT

Furnish equipment and tools, including vacuum cleaner and buffer.

4. WORK METHODS

4.1. 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.

4.2. **Monthly Services.**

- Polish and buff all tile floors.
- Dust all furniture and desk accessories after buffing tile floors.
- Dust and spot clean blinds.
- Dust and spot clean light fixtures. Dust ceilings as needed.
- Clean door panels and air vents.
- Vacuum and clean all chairs in the building.

4.3. **Periodic Services.**

4.3.1. **Floors.** Strip and wax all tile floors to maintain cleanliness and gloss at frequency shown on the plans. Use Johnson's Complete Wax or wax of equal quality. Move all equipment and furnishings necessary to accomplish this service. Be careful not to get wax on walls and baseboards. Remove wax from walls and baseboards as necessary.

4.3.2. **Window Cleaning.** Wash the inside and outside of all windows thoroughly to maintain cleanliness and gloss at frequency shown on the plans.

4.3.3. **Carpets.** Steam clean carpets using method and frequency as shown on the plans. Move all equipment and furnishings necessary to accomplish this service.

4.4. **Methods of Operations.**

Complete weekly and monthly checklists for all cleaning services. Review the checklists to ensure full compliance with the provisions of the contract and sign the payment paperwork once each week. 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.

Immediately, report in writing 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 personnel.

4.5. **Work Hours.**

Perform work during the hours and on the days stated on the plans, excluding holidays observed by the Department. Saturday and Sunday hours are flexible and may be used for periodic work only. In work areas where Department personnel are working, wait until they vacate the work area before performing services that disrupt. 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.

5. **MEASUREMENT**

This Item will be measured as follows:

- 5.1. Janitorial Services.
- Weekly – By the week.
 - Monthly – By the month.
 - Cycle – By the cycle.
- 5.2. Janitorial Services (Periodic).
- Stripping and Waxing of tile floors. By the cycle.
 - Window Washing. By the cycle.
 - Carpet Cleaning (Steam). By the cycle.

6. PAYMENT

The work performed and the supplies furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit price bid for "Janitorial Service – Weekly," "Janitorial Service - Monthly," "Janitorial Service – Cycle," "Janitorial Service - Stripping and Waxing," "Janitorial Service - Window Washing," and "Janitorial Service - Carpet Cleaning (Steam)." This price will be full compensation for furnishing all labor, supplies, equipment, and incidentals. When janitorial services are not satisfactorily completed, payment will not be made for that janitorial service.