

**Enclosure "F" to LEASE # 11659-2012 BY AND BETWEEN, as LESSOR  
and the STATE OF MICHIGAN for the Department of Human Services, as LESSEE.**

**DEPARTMENT OF HUMAN SERVICES (DHS) - JANITORIAL SERVICES**

DESCRIPTION OF SERVICES REQUIRED	FREQUENCY OF SERVICES					
Basic Services are to be provided: <b>M-T-W-TH-F</b>	Daily (Once per day)	Weekly (Once per week)	Monthly (Once per month)	Quarterly (Once per Quarter)	Semi-Annual (Twice per year)	Annual (Once Per year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>1. General Office Cleaning</b> (includes all areas listed under Building Location Information; offices, conference rooms, children's room (TOT), break rooms, and excludes restrooms, which are listed separately.						
a) Vacuum all carpeted floors including corners, and underneath partitions. Remove spots/stains from carpet.	1x day (248 / yr)					
b) Empty waste receptacles in all areas including offices, conference rooms, TOTs rooms, break rooms, and outside trash receptacles located by the client and employee's entrances.	1x day (248 / yr)					
c) Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.	1x day (248 / yr)					
d) Damp mop all non-carpeted floors	1x day (248 / yr)					
e) Remove all mats and runners and clean floor area underneath. Vacuum all mats and runners. Replace all mats and runners	1x day (248 / yr)					
f) Clean and disinfect drinking fountains	1x day (248 / yr)					
g) Move all lobby chairs and clean floor area underneath and replace chairs in proper place.	1x day (248 / yr)					
h) Dust high and low, including clocks, all surfaces on which dust gathers.		1x wkly (52 / yr)				
i) Clean all cleared desk, table, and counter top areas with approved cleaner. Wipe exterior of appliances and vending machines.		1x wkly (52 / yr)				
j) Remove all cobwebs, clean baseboards		1x wkly (52 / yr)				
k) Clean, spray wax and buff all vinyl tile floors		1x wkly (52 / yr)				
l) Wipe down all lobby furniture (upholstered furniture not included). Thoroughly wash all children's furniture.		1x wkly (52 / yr)				
m) Thoroughly clean, scrub by agitation (with hand or mechanical machine) tile floors, with special attention to grouting, corners of floor, and base-boards.		1x wkly (52/yr)				
n) Dust/vacuum window hangings			1x mo (12 / yr)			
o) Spot clean walls, doors, etc, removing all cobwebs, finger prints, smears and stains.			1x mo (12 / yr)			
p) Vacuum exposed air bars and heating outlets			1x mo (12 / yr)			
<b>2. Restrooms</b>	Daily (Once per day)	Weekly (Once per week)	Monthly (Once per month)	Quarterly (Once per Quarter)	Semi-Annual (Twice per year)	Annual (Once Per year)
a) Clean and sanitize all units. Clean pipes beneath all sinks.	1x day (248 / yr)					
b) Clean mirrors and counters and polish chrome.	1x day (248 / yr)					
c) Refill dispensers. ** See Replenishable Supplies	1x day (248 / yr)					
d) Empty and disinfect all sanitary napkin receptacles.	1x day (248 / yr)					
e) Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals. <b>Damp mops used in restroom are not to be used for non-restroom areas.</b>	1x day (248 / yr)					
f) Empty waste receptacles and wash or damp wipe, inside and outside, those	1x day (248 / yr)					

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presenting a soiled or odorous condition.						
<b>g)</b> Clean switch, door and kick plates.	1x day (248 / yr)					
<b>h)</b> Clean and sanitize wall hand dryers.	1x day (248 / yr)					
<b>i)</b> Maintain floor drain(s)/traps free of odors	1x day (248 / yr)					
<b>j)</b> Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect ceramic tile floors, with special attention to grouting, corners of floor, baseboards and stalls		1x wkly (52 / yr)				
<b>k)</b> Dust radiators, grills, ledges, dispensers, etc		1x wkly (52 / yr)				
<b>l)</b> Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		1x wkly (52 / yr)				
<b>m)</b> Wash with germicidal solution entrance doorways, ledges, etc.			1x mo (12 / yr)			

<b>3. DAYTIME DAILY SERVICES for Lobby and Restroom areas for the days M-T-W-TH-F (Times to be designated by the CCI)</b>	Noon – 2:00 pm					
<b>a)</b> Clean and polish glass entrances	1x day (248 / yr)					
<b>b)</b> Empty waste receptacles in all areas including offices, conference rooms, TOTs rooms, break rooms, and outside trash receptacles located by the client and employee's entrances.	1x day (248 / yr)					
<b>c)</b> Dust mop all non-carpeted lobby floors. Damp mop all spills	1x day (248 / yr)					
<b>d)</b> Clean and disinfect drinking fountains.	1x day (248 / yr)					
<b>e)</b> Refill dispensers in restroom **See Replenishable Supplies	1x day (248 / yr)					
<b>f)</b> In the restrooms-Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals. Damp mops used in restroom are not to be used for non-restroom areas.	1x day (248 / yr)					

PERIODIC SERVICES	N/A	N/A	N/A			
<b>1. General</b>						
<b>a)</b> Vacuum and clean air diffusers						1X/yr
<b>b)</b> Clean light fixture lenses						1x/yr
<b>2. Intensive Floor Care</b>						
<b>a)</b> Strip, seal, wax and buff vinyl tile floors: Full contract area				4X/yr		
<b>b)</b> Clean carpets by hot water extraction at a temperature that will kill and eliminate bacteria: Full contract area					2X/yr	
<b>c)</b> Clean carpet by hot water extraction at a temperature that will kill and eliminate bacteria in high traffic areas						1X/yr
<b>3. Windows</b>						
<b>a)</b> Clean Windows on <b>Exterior Walls</b> of building (inside and outside)				4x/yr		
<b>4. Infectious Disease Response</b> (Services to determined and times scheduled at the discretion of the CCI)						
<b>a)</b> Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.	X					
<b>b)</b> Thoroughly disinfect all handrails in building entries or other common areas.	X					
<b>c)</b> Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.	X					

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<b>d)</b> Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.	X					
<b>e)</b> Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.	X					
<b>f)</b> Check hand sanitizer levels in all lobby and entrance dispensers Report empty or nearly empty dispensers to the DHS, Contract Compliance Inspector. Hand sanitizer dispensers and refills will be supplied by DHS and the dispensers will be refilled by DHS staff.	X					

### NOTES AND ADDITIONAL INFORMATION

All cleaning schedules are to be established with and approved by the DHS-Contract Compliance Inspector (CCI) at the beginning of the contract period. Any deviation from the established schedule must be pre-approved by the CCI.

All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

### \*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\*

Replenishable Item	Provided by
Paper towels	Contractor
Hand soap	Contractor
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Air Fresheners	Agency
Hand Sanitizer and Dispenser	Agency

\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\*