

## Janitorial Standards in State Occupied Space

### SCOPE OF JANITORIAL SERVICE

The janitorial service provider shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facility in such a manner as to provide a clean, healthy and safe work environment for occupants of the lease office building.

The specifications have been developed to establish the minimum level of janitorial (housekeeping) services required by the State of Michigan.

<u>Type of Space:</u>	<u>Task:</u>	<u>Frequency:</u>
Offices/Work Stations/Cubicles	Vacuuming Trash Removal Dusting {furnishings only}	Three days per week Three days per week One day per week
Public/High Use-Traffic Areas	Vacuuming Trash Removal	Five days a week Five days a week
Restrooms/Break Room	Cleaning Trash Removal Sweeping/Mopping *	Five days a week Five days a week Five days a week
Windows: Exterior & Interior	Cleaning	Once per year {minimum}
Carpet	Cleaning	No less than 2 times per year
HVAC - ceiling diffusers, air bars, and heating/cooling vents	Vacuum, Dust, Clean	No less than 2 times per year
Vertical surfaces (walls, doors, and blinds/curtains/drapes)	Vacuum, Dust, Clean	No less than 2 times per year

\* Sweep and damp mop restroom floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.

Janitorial supplies shall include, but not be limited to toilet tissue, hand soap, a means for drying hands, waxes, strippers, sealers, etc.

In the event the janitorial service provided by the Lessor is not satisfactory to a reasonable industry standard, the Lessee may provide janitorial service as described above and the Lessee's rent will then be reduced by the actual cost **plus a 15% administrative fee** per occurrence.