

**ATTACHMENT/ENCLOSURE "F" TO AGREEMENT/LEASE # 11999-2018 BY AND BETWEEN  
T.B.D., AS LESSOR AND THE STATE OF MICHIGAN BY THE DEPARTMENT OF  
TECHNOLOGY, MANAGEMENT & BUDGET FOR THE MICHIGAN STATE POLICE, AS  
LESSEE**

**Janitorial and Recycling 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 leased 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>
Office/Work Stations	Vacuum carpet, sweep & damp mop hard surface floor if applicable.	Twice per week
	Trash Removal	Twice per week
	Recycling	Once per week
Public/Common Areas	Vacuum carpet, sweep & damp mop hard surface floor if applicable.	Five days a week
	Trash Removal	Five days a week
Restrooms	Cleaning	Five days a week
Window Cleaning	Exterior	Once per year
	Interior	Once per year
Carpet Cleaning	High Use Areas	As needed; up to six times per year

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

**H. LEIN AND OTHER SECURITY CHECKS**

Upon request of the Department of State Police:

1. The janitorial service provider shall only appoint employees or prospective employees to work at the location if they have cleared the LEIN and other security checks, and do not have a felony conviction or misdemeanor drug offense.
2. The janitorial service provider shall obtain permission for LEIN checks of all prospective workers for the location. The permission slip is to include:

- a) Employees Full Name
  - b) Social Security Number
  - c) Date of Birth
  - d) Michigan Drivers License Number or State ID Number
  - e) Employee Signature
3. The janitorial service provider shall replace the janitorial worker assigned immediately at the Department of State's request if the janitorial worker is found with contraband in his/her possession.
  4. The janitorial service provider shall maintain an adequate pool of trained and LEIN cleared relief personnel to substitute for absent regular employees.

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 Lessor's rent will then be reduced by the actual per square foot cost plus a 15% administrative fee per occurrence.