

## 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 office space.

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

| <b><u>Type of Space:</u></b>                                  | <b><u>Task:</u></b>        | <b><u>Frequency:</u></b>      |
|---|----------------------------|-------------------------------|
| Offices/Work Stations/Cubicles                                | Vacuuming                  | Three days per week           |
|   | Trash Removal              | Three days per week           |
|   | Dusting (furnishings only) | One day per week              |
| Public/High Use-Traffic Areas                                 | Vacuuming                  | Five days a week              |
|   | Trash Removal              | Five days a week              |
| Restrooms/Break Room  | Cleaning                   | Five days a week              |
|   | Trash Removal              | Five days a week              |
|   | Sweeping/Mopping*          | Five days a week              |
| Windows: Exterior & Interior                                  | Cleaning                   | Once per year {minimum}       |
| Carpet  | Professional Cleaning      | Once per year {minimum}       |
| 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.

**NOTE:** In the event the janitorial service provided by the Landlord is not satisfactory to a reasonable industry standard, the Tenant may give notice to the Landlord with a 36-hour period to cure the issue or the Tenant may provide janitorial service as described above and the Tenant's rent will then be reduced by the actual cost plus a 15% administrative fee per occurrence.