

**ENCLOSURE "F" TO LEASE #12158-2021 BY AND BETWEEN _____, AS LESSOR, AND
THE STATE OF MICHIGAN BY AND FOR THE DEPARTMENT OF TECHNOLOGY,
MANAGEMENT & BUDGET, 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 janitorial service provider shall be responsible for following all Center for Disease Control (CDC) guidelines for cleaning and sanitizing common area spaces. Current CDC guidelines are available at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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
Public/Common Areas Additional cleaning) per CDC guidelines	Disinfecting and sanitization of surfaces, including but not limited to all common area touch points (i.e. tables, doorknobs, light switches, counter tops, handles, toilets, faucets, sinks, elevator buttons, stair rails, etc.	Two times per day (must meet Current CDC guidelines)

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