

Please Initial

EXHIBIT J
Janitorial Specifications

- 1. Tenant: _____
- Address: _____
- Lessee Contact Person: _____
- Phone Number: _____

2. GENERAL INFORMATION

For purposes of this Exhibit, the term "Lessor" means the Lessor, Lessor's employees and/or the Lessor's Contractor(s). The term "Lessee" means the tenant state agency.

3. SPECIFIC INFORMATION

Equipment and Cleaning Supplies: The Department of Ecology and the Department of Enterprise Services have partnered to promote the purchase and use of environmentally safe products in state-occupied facilities. In doing so, we will help protect and restore bio-diversity and ecosystem integrity to provide a sustainable environment for the State of Washington. In order to promote these principles of sustainability, the State of Washington requires that all cleaning products used within state occupied facilities shall, when feasible, be environmentally safe, biodegradable, and be low-VOC (Volatile Organic Compounds). Our goal is 100% use of "green" products as defined by Green Seal's GS-37 and GS-40 standards (see website listing at end of exhibit.).

Air Quality: Because indoor air quality protection is a concern for agencies, all vacuum cleaners will be of a type that can remove 99.97% of harmful particles, including dust, mold spores, and most microscopic respiratory irritants and allergens down to 1 micron. If disposable vacuum bags are used, they must be replaced in accordance with the manufacturer's directions once filled and cannot be re-used. All vacuums must meet or exceed the following requirements: 12 amp motors; a suction of 85 inches; and airflow of 100 cfm.

4. LESSEE RESPONSIBILITIES:

Janitorial Specification Schedule: The Lessee will reproduce a copy of the Janitorial Specification Sheets for each month of the year; post the current month's sheets in a conspicuous location; verify that janitorial services are performed as scheduled; rate services at the end of each month as either (S) Satisfactory or (U) Un-satisfactory; and contact the Lessor (or vendor personnel) to discuss any deficiencies and actions necessary to correct any deficiencies. A written memo documenting the date of discussion, names of individuals involved, and specific concerns discussed should be attached to the Janitorial Specifications for the month concerned.

Janitorial Supplies: When the lease specifies that the Lessee will provide any janitorial supplies, and unless otherwise specified in the lease, the Lessee, where feasible, will provide environmentally safe and biodegradable janitorial supplies. The Lessee will provide Material Safety Data Sheets (MSDS) to the Lessor for all janitorial supplies provided by the Lessee. The Lessor shall provide a secure storage area on the premises to secure any janitorial supplies furnished by the Lessee. No janitorial supplies furnished by the Lessee will be removed from the premises or used for any purpose but janitorial services provided to the premises.

Housekeeping: The Lessee will follow good housekeeping practices, including proper disposal of open food and drink, toner cartridges, and any other items that may attract pests, damage Lessor's property, or threaten health.

Recycling: Where recycling programs are in effect, Lessee will properly separate recycling material from trash and use the appropriate receptacles for disposal.

TO BE USED ONLY WHEN THE LESSEE PROVIDES LIGHT TUBES/BULBS: When the Lessee provides light bulbs/tubes under the terms of the lease, the Lessee will establish a lighting recycling program for spent lighting. The Office of State Procurement has a statewide convenience recycling contract for use by state agencies.

5. LESSOR RESPONSIBILITIES:

Janitorial Specification Schedule: Lessors are expected to adhere to the Janitorial Specification schedule as shown; but Lessors, with the concurrence of assigned Lessee personnel, may alter the performance schedule as long as the required performances are maintained. Lessors should also converse, on a monthly basis, with Lessee to ensure that the agency is satisfied with the service level.

Recycling and Disposal: The Lessor will establish a recycling program for spent lighting identified under Washington Administrative Code 173-303-573 (such as fluorescent tubes). The Lessor will properly dispose of all hazardous waste (such as certain lamp ballasts.)

Safety and Health: Lessor shall comply with any and all Federal, State and Local Laws, codes, ordinances or rules that apply to janitorial cleaning service operations and to health and safety in the workplace. This includes compliance with Prevailing Wage rules and environmental requirements of any appropriate jurisdiction. Safe and healthful practices shall be followed in performance of all work.

Energy and Utilities: The Lessor will require that unnecessary lights will be turned off except in areas where janitorial work is in progress and will be turned off upon completion of work. Safety lighting and code requirements may dictate that certain lighting be on at all times. To conserve energy, exterior doors and windows will not be opened unless necessary to perform janitorial work. Water supplies will be turned off except when needed and will not be left running unattended. Doors and windows will be closed and locked prior to janitorial staff departing the premises.

Hours of Work: Janitor services, except exterior work and work done on Saturdays, Sundays, and Holidays, shall be performed to completion only between the hours of 5:30 P.M. and 6 A.M. unless otherwise specified in writing between the Lessor and the Lessee, or, if circumstances warrant a temporary change, unless pre-approved by the designated Lessee contact(s). If normal scheduled services fall on a holiday, the services will be performed the following work night. On request, a responsible representative of the Lessor shall make himself/herself available during office hours for joint inspection of the premises, consultation and/or receipt of instructions.

Tools, equipment and supplies: Unless otherwise provided in the lease, the Lessor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies for the provision of janitorial services. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Lessee. The State encourages janitorial services to use micro fiber cleaning cloths, dust mops and wet mops. These tools often provide added cleaning power, collecting dirt and dust rather than just pushing it around. They can be washed and reused many times and reduce cleaning time. Micro fiber may also pick up bacteria where larger fibers cannot.

The Lessor will supply current Material Safety Data Sheets (MSDS) for all janitorial supplies supplied by the Lessor. An MSDS will be provided before each new product is introduced. At lease inception and at least annually thereafter, the Lessor will provide the Lessee an updated set of MSDS sheets used by janitorial staff. Where feasible, all cleaning supplies used within state facilities shall be environmentally safe. Only environmentally safe, biodegradable and low-VOC cleaning supplies approved by the Lessee shall be used.

The State strongly recommends that the total number of cleaning supplies/chemicals be restricted to as few products as possible. The State, for example, requires hot water extraction methods for cleaning carpets, provided this method will not void warranties. Many environmentally safe products are suitable for a number of different cleaning needs. A smaller number of chemicals reduces the possibility of workers being exposed by possible harmful interactions of different chemicals, reduces the amount of chemical inventory on site, simplifies training of janitorial workers, and simplifies purchasing of janitorial supplies.

The Lessor will maintain neat and clean janitorial closets. This improves safety, makes inventory easier, helps eliminate old products no longer used and reduces the chances of unsafe product interactions.

All janitorial cleaning supplies and/or chemicals to be used and/or stored on the premises must be pre-approved for use by the Lessee's designated contact.

Lessee Information and Equipment: The Lessor shall prohibit janitorial service providers from moving and reading papers on desks, opening desk drawers and cabinets, and using telephones and office equipment provided for official business. The Lessor shall prohibit children and non-employees from being on the premises during the time janitorial services are being performed.

Security: Refer to "Security" in lease.

Lessor Performance: All work is to be performed completely and in a professional manner to the satisfaction of the Lessee. The Lessor will perform janitorial services in accordance with the specifications in the charts below. The Lessor will provide performance report forms at least monthly for the Lessee to complete. Lessee will provide Lessor a copy of completed reports.

6. CONFLICTS:

The Lessee and the Lessor should contact each other as soon as possible when janitorial service issues arise and jointly agree on resolutions. If janitorial services issues cannot be resolved, the Lessor and/or the Lessee should contact the Department of Enterprise Services's office of Real Estate Services.

7. **HELPFUL RESOURCES:**

Governor's Executive Order 02-03: Sustainable Practices by State Agencies
http://www.governor.wa.gov/actions/orders/eoarchive/eo_02-03.htm

Enterprise Services's The Environmentally Preferable Purchasing Reference Guide:
<http://www.des.wa.gov/pca/Forms/EPP-Manual.doc>

Environmental Protection Agency's Guidance on Environmentally Preferable Purchasing
<http://www.epa.gov/opptintr/epp/guidance/fanalguidance.htm#GuidingPrinciple1>

State of California's Environmentally Preferable Products Database
<http://www.eppbuildingproducts.org>

Green Seal's Product Recommendations
<http://www.greenseal.org/recommendations.htm#product>

Pennsylvania's Green Building Operations and Maintenance Manual
<http://www.dgs.state.pa.us/dgs/cwp/view.asp?a=3&q=118184>

Governor's Executive Order 05-01: Establishing Sustainability and Efficiency Goals for State Operations. <http://www.governor.wa.gov/actions/orders/eoarchive/eo05-01.htm>

Exhibit J: Janitorial Specifications

Day(s) or month(s) job to be performed	Maximum performance allowed	Performance rating: Satisfactory/ Unsatisfactory
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Month of: _____

1. Spot vacuum all carpeted areas and rugs.	1. Daily, as needed	5 X WEEK	S	U
2. Spot dust mop all uncarpeted floors.	2. Daily, as needed	5 X WEEK	S	U
3. Detail Vacuum or dust mop all uncarpeted floors. Vacuuming is to be done using appropriate floor tool. If dust mopping, use clean, treated dust mop or untreated micro fiber mop.	3. Per Schedule			
A. Reception, entrance, lobby areas	Per Schedule	5 X WEEK	S	U
B. General office area	Per Schedule	3 X WEEK	S	U
C. Lunchroom/coffee room area.	Per Schedule	3 X WEEK	S	U
D. Restroom areas See specification #19				
E. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
F. Stairway/	Per Schedule	1 X WEEK	S	U
G. Hall area	Daily as needed	5 X WEEK	S	U
G. Other	To Be Determined	TBD		
4. Detail vacuum all carpeted areas and rugs	4.			
A. Reception, entrance, lobby areas	Per Schedule	3 X WEEK	S	U
B. General office area	Per Schedule	1-2 X WEEK	S	U
C. Lunchroom/coffee room area	Per Schedule	5 X WEEK	S	U
D. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
E. Stairway/hall area	Per Schedule	2 X WEEK	S	U
F. Other	To Be Determined	TBD		
5. Strip, seal and wax all tiled floors	5. Annually	1 X YEAR		
A. Reception, entrance, lobby areas	Per Schedule	Or more	S	U
B. General office area	Per Schedule	often, as	S	U
C. Lunchroom/coffee room area	Per Schedule	needed,	S	U
D. Restroom areas (employee/public)	Per Schedule	based on	S	U
E. Supply/mailroom area	Per Schedule	performance	S	U
F. Stairway/hall area	Per Schedule	ratings.	S	U
G. Other	To Be Determined	TBD	S	U
6. Machine scrub and top coat tiled floors	6. Per Schedule	2 X YEAR	S	U
A. Reception, entrance, lobby areas	Per Schedule	2 X YEAR	S	U
B. General office area	Per Schedule	2 X YEAR	S	U
C. Lunchroom/coffee room area	Per Schedule	2 X YEAR	S	U
D. Restroom areas (employee/public)	Per Schedule	2 X YEAR	S	U
E. Supply/mailroom area	Per Schedule	1 X YEAR	S	U
F. Stairway/hall area	Per Schedule	2 X YEAR	S	U
G. Other	To Be Determined	TBD	S	U

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Month of: _____

7. Maintain elevator floors using procedures for tile or carpeted floors as applicable. <ul style="list-style-type: none"> • Clean door grooves in elevators 	7. As Above	As Above	S	U
	Per Schedule	1X MONTH	S	U
8. Spot vacuum and/or wet mop carpet or rubber mats and runners	6. Daily as needed	5 X Week	S	U
9. Spot damp mop all tiled floors	9. Daily, as needed	5 X WEEK	S	U
10. Mop tiled floors	10.			
A. Reception, entrance, lobby areas	Per Schedule	2 X WEEK	S	U
B. General office area	Per Schedule	1 X WEEK	S	U
C. Lunchroom/coffee room area	Per Schedule	2 X WEEK	S	U
D. Supply/mailroom area	Per Schedule	1 X WEEK	S	U
E. Stairway/hall area	Per Schedule	1 X WEEK	S	U
F. Other	To Be Determined	TBD	S	U
11. Dust all cleared horizontal surfaces within reach (Contractor to provide Lessee with a schedule of areas to be detail dusted)	11. Per Schedule	1 X WEEK		
			S	U
12. Dust all high ledges, including picture frames that require a ladder to reach	12. Per Schedule	4 X YEAR	S	U
13. Spot clean finger marks, smudges, etc. from glass doors, glass partitions, wooden/metal doors, trim, light switches, walls, woodwork, etc.	13. Daily as needed	5 X WEEK	S	U
14. Vacuum cloth-covered chairs and couches.	14. Per Schedule	2-X YEAR	S	U
15. Clean all plastic or vinyl covered furniture such as chairs and couches.	15. Per Schedule	2 X YEAR	S	U
16. Dust both horizontal and vertical Venetian blinds.	16. Per Schedule	2 X YEAR	S	U
17. Dust/clean all light fixtures and ceiling vents.	17. Per Schedule	1 X YEAR	S	U
18. Empty all waste receptacles and deposit in outside garbage cans/bins.	18. Daily	5 X WEEK	S	U
19. Empty recycling containers (if tenant has program)	19. Per Schedule	1 X WEEK	S	U

