

EXHIBIT _____
Janitorial Services

A. SERVICES

Lessor shall provide janitorial services sufficient to maintain the interior in a clean well-maintained condition; that is, to eliminate all visible dust, dirt, litter, grime, stains, smears, finger marks, etc. to the greatest practical degree possible, by performing at least the following:

Daily:

- (1) Empty and clean trash, recycling, and compost containers and ensure transfer of materials to the appropriate hauler service bins.
- (2) Clean and maintain in a sanitary and odor-free condition floors, wash mirrors, basins, toilet bowls, and urinals.
- (3) Furnish and replenish toilet room supplies (including soap, towels, seat covers, toilet tissue, and sanitary napkins).
- (4) Sweep or dust mop hard surface floors, and carpet sweep (or vacuum) high-traffic carpeted areas, including stairways and halls. Offices or breakrooms with hard surface floors and the public lobby area shall be damp-mopped daily.
- (5) Remove finger marks and smudges from glass entrance doors.
- (6) Specifically check, and if action is needed, then:
 - a. Dust the tops of furniture, counters, cabinets, and windowsills, (which are free of interfering objects).
 - b. Remove spots and/or spills from the carpets, floors, and stairways.

As needed, but not less frequently than twice weekly:

- (1) Damp mop hard surface floors.
- (2) Dust window blinds.
- (3) Treat fountains and sinks to eliminate stains and mineral deposits.
- (4) Spot clean the walls.
- (5) Sweep parking areas and sidewalks.
- (6) Vacuum carpets.

Quarterly:

- (1) Strip hard surface floors and apply a new coat of floor finish if prescribed by manufacturer; buff as necessary to produce a uniformly shining appearance.
- (2) Treat carpets for static electricity control (if not integrated in the fabric).

Semi-annually: Wash windows, window blinds, light fixtures, walls, and painted surfaces.

Annually:

- (1) Steam clean carpets to remove stains and spots.
- (2) Clean drapes.

B. GREEN CLEANING SPECIFICATIONS

Lessor shall adhere to the following requirements:

(1) Cleaning Service Provider shall have GS-42 Certification for Commercial and Institutional Services and provide documentation of certification to Lessor prior to initial servicing of County's leased space. Documentation of certification shall be provided to County upon request, in a timely fashion.

OR:

(2) Identification of Janitorial Products and Compliance with Mandatory Product Attributes

(a) Identification of Janitorial Products

i. Lessor must identify, prior to their use in County's leased space, all janitorial products intended to be used in providing janitorial and maintenance services to Building and Premises by product name, manufacturer name, and product type (examples of product type include glass cleaner, air freshener, and graffiti remover).

ii. In a timely fashion, Lessor shall produce upon County's request such documentation which proves all janitorial products identified for use in cleaning and maintaining Building and Premises, adhere to the criteria specified as Mandatory Product Attributes. Required documentation includes individual product certifications, and Material Safety Data Sheet for each product intended to be used to clean and maintain Building and Premises.

iii. If Lessor seeks to use a product with an environmental certification other than that specified in the Mandatory Product Attributes, the certification must be audited by a third party, comply with ISO standard 14020, and be approved by County prior to use.

Products requiring certification must demonstrate compliance with the most updated version of the certification's requirements within 1 year of the update taking effect.

iv. A calculation of the fraction of covered materials purchased that meet one or more of the specified criteria (on a cost basis) shall be provided on a quarterly basis.

(b) Product Attributes: The below table, "Product Attributes By Category," specifies the mandatory and preferable product attributes for environmentally responsible cleaning products used to clean and maintain Building and Premises.

Product Attributes by Category

Product Category	Mandatory Product Attributes	Preferable Product Attributes
Glass Cleaners, All Purpose Cleaners, General Purpose Cleaners and Washroom Cleaners	Green Seal GS-37, Ecologo CCD-146, and/or Design for Environment-SSCP certification	N/A
Digestion Additives for Cleaning and Odor Control	Ecologo CCD-112 and/or Design for Environment-SSCP certification	N/A
Drain or Grease Traps Additives	Ecologo CCD-113 and/or Design for Environment-SSCP certification	N/A
Odor Control Additives	Ecologo CCD-115 and/or Design for Environment-SSCP certification	N/A
Hand Soaps	<ul style="list-style-type: none"> • Hand soaps shall be free of antimicrobial ingredients except as preservatives or where required by code or regulation (i.e. food service and healthcare) • Green Seal GS-41, Environmental Choice CCD-104, and/or Design for Environment-SSCP certification 	Use foaming dispensers
Floor Care Products	<ul style="list-style-type: none"> •Durable •Slip resistant •Free of zinc (metal-free) 	N/A
Carpet Care Products	Green Seal GS-37, Ecologo CCD-148, and/or Design for Environment-SSCP certification	N/A
All other cleaning chemicals	Meet maximum VOC requirements by product category of California Code of Regulations Title 17, Division 3, Chapter 1 Air Resources Board, Subchapter 8.5 Consumer Products, Article 2 Consumer Products (§ 94509. Standards for Consumer Products)	N/A

Paper Hand Towels	Minimum 40% post-consumer recycled content	Green Seal GS-09, Ecologo CCD-086 and/or Chlorine Free Products Association (CFPA) Certification
Toilet Tissue	Minimum 20% post-consumer recycled content	Green Seal GS-01, Ecologo CCD-082 and/or Chlorine Free Products Association (CFPA) Certification

C. CUSTODIAL EFFECTIVENESS AUDIT

An audit shall be conducted quarterly in accordance with APPA’s “Custodial Staffing Guidelines” to determine the appearance level of Building and Premises. The audit must be conducted by a third party auditor. Building and Premises must score a 2.5 or less.