

## Proposed Preferred Sources List Definitions

### MAINTENANCE and JANITORIAL

November 17, 2015

The Office of General Services (OGS) offers the following as proposed definitions for the service titles under the Heading of **Maintenance and Janitorial** on Section D of the Preferred Source List for Procurement Council approval.

OGS researched the general meaning of each term and drafted an initial definition which was then shared for comment with representatives of the Division of Budget, Department of Health, Empire State Development, Information Technology Services, Office for People With Developmental Disabilities, Office of the State Comptroller, State University of New York, Office of Mental Health, Corcraft, New York State Industries for the Disabled, Inc., and National Industries for the Blind - New York State Preferred Source Program. Following a review of all comments received, OGS finalized the below definitions for your consideration.

#### **Carpet Cleaning**

Carpet Cleaning is the removal of stains, dirt, grit, sand, and allergens from carpet for the beautification of the carpet. Methods may include vacuuming, hot water extraction, steam cleaning, and dry cleaning.

#### **Fan Cleaning**

Fan Cleaning is the removal of stains, dirt, grit, sand, grease and allergens from the radiating vanes or blades of ceiling fans, exhaust or hood fans or the fans in HVAC systems. The cleaning of ceiling or exhaust fans may be a part of Janitorial service.

#### **Floor Maintenance**

Floor Maintenance is the cleaning and care of floors to prevent wear to the surface including, vacuuming, steaming, and spot cleaning, sweeping and wet or dry mopping of floors, as well as the stripping, waxing, buffing and burnishing of hard surface flooring.

#### **Graffiti Removal**

Graffiti Removal is the elimination of illicit writings or paintings from surfaces through the use of paint or chemicals.

#### **Grounds Keeping and Lawn Maintenance**

Grounds Keeping and Lawn Maintenance is the care of the space surrounding a building. It involves the caring of plants and trees, raking of leaves, and mulching in exterior areas. Also involves the upkeep of sidewalks, parking lots, equipment, fountains, fences, planters and benches. Workers typically do the following:

- Mow, edge, and fertilize lawns
- Weed and mulch landscapes
- Trim hedges, shrubs, and small trees
- Remove dead, damaged, or unwanted trees or other plants
- Plant flowers, trees and shrubs
- Water lawns, landscapes, and gardens
- Trash cleanup of grounds

#### **Snow Removal**

Snow Removal is clearing snow from walkways, building perimeters and parking lot areas by hand shoveling or using a snow blower or plow. Applying salt or other ice-melt materials as needed and removing snow from premises when required.

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#### **Janitorial**

Janitorial is the activity of cleaning the building on a regular basis, including the services needed to keep the premises of a building clean. Janitors and building cleaners keep buildings such as office buildings, schools, hospitals, and other places clean, sanitary, and in good condition. Janitorial and cleaning services routinely do the following:

- Gather and empty trash and trash bins
- Clean building floors by sweeping, mopping, or vacuuming them
- Clean restrooms and stock them with supplies
- Keep buildings secure by locking doors
- Clean spills and other hazards with appropriate equipment
- Wash windows, walls, and glass
- Dust
- Order cleaning supplies
- Notify managers when a building needs repair

#### **Window Blind Cleaning**

Window Blind Cleaning is the removal of stains, dust, dirt, grit, sand, and allergens from window blinds. Window treatments are actually made up of many smaller pieces that all attract dirt and dust. The different parts of the blinds require some different cleaning methods. Cleaning and properly maintaining blinds can be done by vacuuming, wiping, spot cleaning, bathing, and polishing.

#### **Window Cleaning**

Window Cleaning is the washing and removal of stains, dirt, dust, grit, sand, and allergens from the interior and/or exterior of the window.