

EXHIBIT A

For Services at: 1312 Fairlane Rd., 311 Fourth St., and 305 Butte St.
Yreka, CA 96097

Scope of Janitorial Services

Cleaning is to be performed after tenant work hours (5:30 p.m.) Monday through Friday or on weekends, unless otherwise agreed upon by both parties.

Janitorial services shall be provided for all unlocked and accessible areas for the above addresses.

Janitorial incumbent must supply all safety and data sheets for chemicals being used and a list of disinfectants.

Governmental Furnished Property

- a. Keys for access to work areas
- b. Alarm code for access to building
- c. Toilet Tissue (2ply), paper towels, hand soap and toilet seat covers
- d. Wastebasket liner in all sizes required
- e. Batteries

Garbage dumpsters or containers will be located on the premises as indicated by the County. Removal of garbage from these dumpsters or containers will be the responsibility of the County. The County will provide power and water necessary to accomplish the work.

Janitorial Contract Furnished Property

- a. Vacuum cleaner
- b. Carpet shampooer and necessary products (as agreed upon by the County)
- c. Cleansers and Disinfectants (as agreed upon by the County)
- d. Mop heads, handles and mop bucket with press
- e. Cleaning rags, dust rags, ladders and necessary hand tools
- f. Safety equipment as required
- g. Non-skid floor wax and stripper compound
- h. Deodorant cakes and holders for all urinals and toilets (and/or flush tank type disinfectant/deodorizer) **MUST BE NON SCENTED**

Work to be Performed Daily

- a. Empty trash receptacles and reline if necessary (both inside and outside containers), clean ashtrays
- b. Disinfect and thoroughly clean restrooms, including all toilet fixtures, sinks, dispensers, mirrors and floor
- c. Sweep floors/stairs, including: entryways, hallways, offices, stairs and elevator
- d. Disinfect all countertops, including conference rooms, training rooms, kitchens, and public areas
- e. Disinfect and thoroughly clean all drinking fountains and handrails
- f. Disinfect and thoroughly clean elevators
- g. Spot vacuum and spot mop
- h. Where applicable, remove shredded paper to appropriate pick up locations
- i. Set building alarm and lock all doors
- j. Keep janitorial closets clean and orderly

Work to be Performed Twice a Week

- a. Thoroughly clean and disinfect kitchens
- b. Vacuum all carpeted areas, including carpeted stairs
- c. Mop hallways and floors
- d. Clean glass doors

Work to be Performed Monthly

- a. Dust all exposed surfaces, including cabinets and window sills

Work to be Performed Twice Per Year

- a. Use approved products to scrub and wax floors, including entryways, hallways, stairs, stair landings, and restroom floors.
- b. Dust all window coverings
- c. Clean vents and louvers
- d. Clean carpets

Work to be Performed As Needed

- a. Replenish all restroom supplies, including filling hand soap dispensers, paper towel dispensers, toilet seat covers, and waste receptacle liners.
- b. Clean all noticeable spots on carpet
- c. Clean interior glass when visibly dirty
- d. Clean trash receptacles
- e. Use approved products to scrub and wax basement floors (Old Courthouse only) – no more than twice per year
- f. Clean light covers
- g. Remove cobwebs

Janitor Employee Standard and Conduct

The County may, in writing, require contractor to remove from the work area any employees the County deems incompetent, careless or otherwise objectionable, or for theft, possession and/or removal of materials, supplies, equipment or any County-owned property.

The Janitor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary actions with respect to his/her employees as may be necessary.

The janitor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official County use.

All employees must be 18 years of age or older and must have a mandatory background clearance through the Department of Justice, which will require fingerprinting.

Animals are not allowed on the premises.

Security

All Janitors working in said facilities under this agreement will be required to pass a mandatory background clearance conducted through the Department of Justice, which requires fingerprinting. It will be the responsibility of the contractor to pay the cost associated with obtaining the background check for their employees.

Only employees that have been cleared through the Department of Justice are allowed on the premises. No visitors, including children, will be permitted at the worksites during the employee's work hours.

The Janitors shall be required to ensure that all outside and applicable inside doors are locked and all exterior windows are closed and locked both during work and upon departure.

The County will issue keys to the selected company for access to perform the work necessary. All keys to the facilities covered under this contract will remain in a pre-selected location within the facility when janitorial services are not being performed. No keys will be taken off site.

Keys shall be accounted for at all times by the Janitor and reported immediately if lost, misused or destroyed. The loss of such keys may require reimbursement for rekeying costs, if required for security purposes.

Inspection

Observation made by County employees may serve as the basis for directed correction, any correction of unacceptable work will be directed in writing.

The Janitor may assume that his/her work is found acceptable unless he/she are informed to the contrary by the County.

Reasons for finding work unacceptable may include, but are not limited to the following:

- a. Visible dirt/marks left on walls, ceilings, floors or windows after performance of scheduled work
- b. Failure to empty wastebaskets
- c. Visible wax build-up or scuffmarks after floor is stripped and re-waxed
- d. Trash or debris on any interior or exterior surfaces or any other litter left
- e. Nonappearance of Janitor to perform scheduled work
- f. Failure to stock restrooms
- g. Noncompliance with Standards and Conduct