




April 30, 2020

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS 
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING - PR

SUBJECT: LEASING ALERT (LA-20-06) – Revision to Janitorial
Services for Leases to Include Routine Disinfectant
Requirements

1. **Purpose.** This Leasing Alert issues a revision to the janitorial specifications contained in GSA lease templates to include language addressing disinfection procedures in leased space. Leasing Contracting Officers (LCOs) or his/her designees must issue Request for Lease Proposal (RLP) amendments to incorporate these changes.
2. **Background.**
 - a. On March 11, the Novel Coronavirus Disease 2019 (COVID-19) was declared a pandemic by the World Health Organization (WHO). In response to this and to address potential future pandemic outbreaks, the Office of Leasing (OoL) is augmenting our janitorial requirements outlined in the Lease template to include a routine disinfection standard. Under this new language, Lessors “shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using a disinfectant from the EPA-registered list of products...” Customer agencies remain responsible for providing disposable disinfectant wipes for the wiping down of agency owned equipment such as telephones, computers, keyboards, docking stations, computer power supplies, and computer mouse, personal fans and heaters, desk lighting, etc.
 - b. This leasing alert only addresses RLP amendments for future lease contracts. Our office is still working on addressing the necessary and appropriate steps to take with respect to janitorial services provided under our current lease contracts. These steps are still under discussion.

3. Effective Date. This Leasing Alert and attachment are effective on the date of issuance unless modified, cancelled, or reissued.

4. Applicability. This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

5. Cancellation. None

6. Instructions and Procedures.

- a. For all RLPs issued on or after the effective date of this Leasing Alert, LCOs or his/her designees shall incorporate the attached into their RLP packages, as appropriate for their lease model.
- b. For lease procurements where the RLP has been issued and final proposal revisions (FPR) have not been received, the LCO or his/her designee shall issue an RLP amendment reflecting the additional janitorial specifications as outlined under this Leasing Alert. As outlined under LDG Chapter 2, the amendment must bear receipt acknowledgment by the recipient.
- c. For lease procurements where the RLP has been issued and the date for FPR has passed, LCOs may issue the amendment at his/her discretion, in consultation with regional counsel.
- d. For AAAP procurements, the Office of Leasing will issue an RLP amendment reflecting the additional janitorial specifications as outlined under this Leasing Alert, to be effective for projects with a response date of May 7th or later.
- e. OoL Lease templates will be updated as appropriate for conformance as part of the annual updates scheduled for October 2020.

Attachment 1, Revised Lease Paragraph – Janitorial Services (APR 2020)

COVER PAGE FOR ATTACHMENT 1

Note: The following reflects use of the Global Lease Template (Form L100). LCOs must adjust their RLP amendment for other models as appropriate. New language is highlighted.

JANITORIAL SERVICES (APR 2020)

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors, and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restrooms. Clean all restroom fixtures, and replenish restroom supplies. Dispose of all trash and garbage generated in or about the Building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances, and lobbies. Clean elevators and escalators. Remove carpet stains. Police sidewalks, parking areas, and driveways. Sweep loading dock areas and platforms. Clean glass entry doors to the Space.

B. Three times a week. Sweep or vacuum stairs.

C. Weekly. Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalks, parking areas, and driveways (weather permitting).

D. Every two weeks. Spray buff resilient floors in secondary corridors, entrance, and lobbies. Damp mop and spray buff hard and resilient floors in office Space.

E. Monthly. Thoroughly dust furniture. Completely sweep and/or vacuum carpets. Sweep storage Space. Spot clean all wall surfaces within 70 inches of the floor.

F. Every two months. Damp wipe restroom wastepaper receptacles, stall partitions, doors, window sills, and frames. Shampoo entrance and elevator carpets.

G. Three times a year. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces. Clean metal and marble surfaces in lobbies. Wet mop or scrub garages.

H. Twice a year. Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in restrooms. Strip and refinish main corridors and other heavy traffic areas.

I. Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts, areaways, and flat roofs.

J. Every two years. Shampoo carpets in all offices and other non-public areas.

K. Every five years. Dry clean or wash (as appropriate) all draperies.

L. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.

M. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).

N. Cleaning and Disinfecting requirements. The Lessor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using soap and water, followed by a disinfectant from the EPA-registered list of products. Cleaning staff shall use products in accordance with directions provided by the manufacturer, including the use of personal protective equipment (PPE), if applicable. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

"Routinely," for purposes of this section, is defined as no less than once daily. More frequent cleaning and disinfection may be required based on level of use.

Examples of common and high traffic areas include, but are not limited to, handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.