

d. **Maintenance, Repair, and Operation of Equipment:**

1. The Contractor is responsible for ensuring that all equipment is maintained in good, safe working order, capable of operating at the Manufacturer's rated performance capacities at all times. The Contractor must provide for regular service and repair of equipment in a timely manner. Repairs, other than routine maintenance or minor repairs, are not to be carried out on UAF property. Under no circumstances shall the Contractor use UAF tools or property for the purpose of servicing equipment in any way, except as specifically approved by the Contract Administrator. Equipment deemed unsafe by UAF shall be removed from UAF property immediately.

Contractor must have sufficient back-up equipment so that repair or replacement will not stop or slow down the frequencies of tasks.

2. The Contractor shall ensure that all equipment used by its employees shall be used in accordance with the manufacturers' instructions and good safety practices.
3. All tools, equipment and supplies used by the Contractor in the performance of contract services shall meet all applicable safety requirements. All electrical equipment must operate at full rated performance levels using existing building electrical circuits. It shall be the Contractor's responsibility to prevent the operation, or attempted operation, of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing electrical circuits.

- e. **Storage:** All equipment shall be stored in accordance with Section 43 (Storage Space) of the General Specifications.

3. **SUPPLIES AND CONSUMABLES: (GREEN SEAL CERTIFIED)**

(Please note attachment E, Narrative Questions, question #8)

- a. **General:** The Contractor is required to furnish all Green Seal Certified supplies required to perform the services outlined in this contract and as proposed by Contractor. (Schedule F) [www.greenseal.org](http://www.greenseal.org)
1. All paper products used by the Contractor in the cleaning process and those used in dispensers for occupant use, such as paper towels, toilet tissue, sanitary toilet seat covers, sanitary napkins, and Diaper Deck liners. Virgin or recycled paper products may used.
  2. Soaps (liquid and/or cake) and detergents used by the Contractor in the cleaning process and those used in dispensers for occupant use, disinfectants (and all other cleaning chemicals as outlined under the section entitled "Chemicals"), including germicides and fungicides.
  3. Trash can liners, garbage bags.
- b. All assigned areas which contain paper towel, toilet tissue, and/or hand/automatic soap dispensers, hand sanitizers, including restrooms, classrooms, and laboratories, shall be filled daily with the appropriate Contractor-provided supplies. Where stationed, Diaper Deck liners must be provided, as required, for Diaper Decks.
- c. At all times the Contractor must maintain a sufficient supply of paper towels, toilet paper, seat liners, and liquid soap in each building's custodial closet, for emergencies during the day.
- d. To protect walls and mirrors, no additional dispensers may be installed in restrooms and other areas. Liquid soap cannot be substituted into soap cartridges designed to fit existing dispensers. Original Manufacturer's cartridges must be purchased and installed. Only existing dispensers, already installed in the building may be used. Any damage to walls caused by the Contractor shall be repaired by UAF at the Contractor's expense.
- e. The Contractor shall provide the University with a semiannual report outlining the brand names and total quantity of all supplies consumed in performance of this contract for each 6 month period and would be due to UAF with-in ten days of the periods ending each December 31, and June 30.

4. **CHEMICALS:**

- a. **General:** It is the Contractor's responsibility to furnish, and maintain an adequate supply at all times of, all Green Seal Certified chemicals necessary to perform services in accordance with contract specifications and as proposed by the Contractor. Prior to commencement of services, the Contractor shall provide a list of all chemicals proposed for use in the performance of contract services. The list

## Equipment, Supplies & Chemicals

shall include, as a minimum, the Manufacturer, Brand Name or Model Number, and Material Safety Data Sheet (see below) of every product proposed for usage.

- b. **Material Safety Data Sheet (MSDS):** Upon request, the Contract Manager shall provide the Contract Administrator with a copy of a MSDS, as required by the OSHA, for each type and brand of chemical used in the performance of contract services, and shall maintain a separate file with duplicate copies of the form for each chemical used in the performance of contract services.
- c. **Approval:**
  1. All chemicals are subject to the approval of the Contract Administrator. UAF reserves the right to determine the appropriateness of all chemicals proposed for usage by the Contractor in the performance of contract services. All decisions made by the Contract Administrator regarding the allowance or prohibition of certain chemicals are final.
  2. Prior to using for the first time, the Contractor shall confirm with the Contract Administrator the appropriateness of any chemicals for use on a surface or material, regardless of whether or not the chemical has been approved.
  3. Should the Contractor desire, at any time during the contract period, to use a new chemical or product in the performance of services, the Contract Manager shall submit a written request to the Contract Administrator listing the Manufacturer, Brand Name, and intended usage of the product. A MSDS, as required by OSHA, and chemical specifications must also be provided. UAF reserves the right to request, at no cost, a sample of the proposed product for testing purposes.
- d. **Containers:**
  1. The Contractor shall purchase and issue all chemicals in their original containers. No bulk chemicals may be stored or mixed in UAF facilities or on UAF property. Written requests for exceptions may be approved by the Contract Administrator, when sufficiently justified, to allow the Contractor to purchase bulk quantities for economic purposes, or for other good reason. However, the decision to allow such practices is made solely at the discretion of the Contract Administrator and may be subject to approval by the UAF Risk Management Department. Storage of chemicals shall be coordinated with the UAF Risk Management Department prior to delivery.
  2. All chemical containers shall be clearly labeled to identify contents, proper use and application, and any other safety concerns, including immediate first aid for exposure and digestion. All secondary or repackaged chemicals must be clearly labeled in accordance with acceptable OSHA Hazard Communications standards.
  3. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container. The Contractor shall provide a Material Safety Data Sheet, when applicable, to the Contract Administrator for all such materials.
  4. Chemicals requiring precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, and/or this contract. The marking or labeling of chemicals containing hazardous or toxic materials, substances, or wastes shall be in accordance with all Federal, State and Local laws, Ordinances, rules and regulations.
  5. All chemical containers shall bear the Manufacturer's original label. Containers and labels may not be altered in any way to remove or obscure the name and address of the Manufacturer, instructions for use, any pertinent warnings and safety instructions, and/or the Manufacturer's quality control batch numbers.
- e. **Manufacturer's Instructions:** The Contractor is responsible for ensuring that its employees use chemicals in accordance with the Manufacturers' instructions. All chemicals shall be used in full compliance with any and all Federal, State and Municipal laws regulating their use and storage.
- f. **Dry Erase & White Boards:** The Contractor should consult with the Contract Administrator prior to cleaning these surfaces. Only the correct manufacturers specified products shall be used for the cleaning and maintenance of these surfaces.