



Department of Fleet & Facilities Management
128 Industrial Blvd
Kearneysville, WV 25430
304-728-3355
Laura Kuhn, Director

JEFFERSON COUNTY FACILITIES CUSTODIAL SERVICES

ADENDUM #2 SECURITY REQUIREMENTS UPDATED

(The updates are highlighted below)

Service Provider shall provide the County with a schedule for each building's daily services. The term daily refers to all days that the Service Provider is required to clean. All personnel will adhere to an agreed upon work schedule for security reasons i.e. exact hours and exact number of personnel in any one building at any given time. Employees will wear identification badges and company uniforms.

All employees must be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them. Employees must also be physically capable of the duties assigned to them, including lifting/moving heavy items, etc.

Service Providers are required to submit a Criminal Justice Information Services (CJIS) Addendum between their company and the Jefferson County Emergency Communications Center. All employees working on site are required to pass a fingerprint-based background check at the expense of the Service Provider. All employees onsite will also be required to take Level 1 CJIS Security Training, which will be administered by the Jefferson County Emergency Communications Center. Only authorized employees of the Service Provider may perform any services. In the event of the absence of an employee, for any reason, only an authorized employee of the Service Provider, who has passed the background check requirements, may act as a substitute. The use of unauthorized personnel on the part of the Service Provider may result in immediate cancellation without notice.

Service Provider and Service Provider Employees may not allow on County premises any person who is not an employee or principal with the company, and currently on duty. All paperwork, documents, magnetic media, and any other media at County offices are considered to be confidential and privileged. Service Provider's employees are not authorized to read or make use of any paperwork on or in any desks or offices.