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# JANITRONICS

BUILDING SERVICES

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BIOTECHNOLOGY

LIFE SCIENCES

CONTROLLED ENVIRONMENTS





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# WHO WE ARE

In the early 1900's, a father and son emigrated from Hungary to the United States. Although they both worked in the banking industry in their native Budapest, they arrived in the United States speaking not one word of English and could only find work washing windows. Eventually, they went on to start their own window cleaning company. That seed of a company grew to become the Janitronics Building Services of today.

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Janitronics now employs nearly 1,600 people and maintains over 40 million square feet of space. We have the knowledge and expertise to handle a myriad of needs for all our clients, from 5,000 square foot incubator companies to a mixed-use complex of 4 million square feet.

Our clients are exclusively those developers, management firms, corporations, pharmaceutical, biotechnology and life sciences firms that require the high level of service we provide. We understand the integral role building services plays in the operations of a facility. Our standards are high, as they mirror those of our customers. Our client list says it all.

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# HOW WE GOT HERE

Back in the early 90's, we happened upon a small biotech company in Cambridge, MA. Their facilities manager had previously worked for a pharmaceutical company's headquarters, which Janitronics maintained. He brought us into a space that was, at most, only 10,000 square feet.

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Although realizing it was a small space, he asked us to do him a favor and provide basic nightly cleaning services. It turned out to be one of the best favors we ever did. That company now controls over 1 million square feet of administrative, R & D, cleanroom and manufacturing space.

During that company's growth, we started to market our services to similar companies, small and large. Like any newly expanding industry, some of those companies flourished while others disappeared. In time, Janitronics established the most sophisticated, well-trained and experienced workforce in the field.

We have become the market leader in this very specific and delicate maintenance service. Attention to detail and strict adherence to all SOP's cannot be taken lightly. Enormous amounts of capital have flowed into the biotech and life sciences industries. Mistakes can be very costly.

We have prepared many areas for FDA and other international regulatory agency inspections of our clients' spaces. Our record is impeccable. Just ask our clients.

From cleaning the first office of that small biotech company in Cambridge through today, no one rivals us in knowledge, experience and innovation in this field.

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# EXCEEDING YOUR EXPECTATIONS

People have very specific expectations about what should happen when they arrive at their workplace. They expect a certain environment—a clean, orderly and well-lit space, with temperature and humidity at a comfortable level. Nowhere is this situation more important than in a cleanroom, an R & D lab, a controlled environment assembly area or a controlled environment manufacturing area.

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Maintenance and all other building functions are especially delicate in these areas, and mishaps can cause the loss of much time and valuable product.

Meeting and exceeding expectations is the responsibility of facilities management. Janitronics fills an integral role as your partner in this endeavor. It is far more complicated than just emptying wastebaskets. The SOP's for many of your areas must be keenly attended to. It is a matter of planning, reporting, performance and resources. Products made in cleanrooms are costly and the risk of product loss, customer dissatisfaction and regulatory issues drive Janitronics to perform all cleaning and/or sanitization tasks with precision and accuracy.

As it is in any business, those who react quickly are noticed, those who respond intelligently are remembered, and those who anticipate become the market leaders.

At Janitronics we take building services very seriously, especially in the complicated areas for which you are responsible. We believe it is a simple matter of dissecting, defining and thinking intelligently about your requirements, anticipating your needs and bringing the right resources to bear.

This is where our company excels.

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# OUR EXPERTISE

The following are Janitronics' many areas of expertise, which may or may not be pertinent to your facility. If there are services you require that are not listed here, please bring them to our attention.

» CLEANROOMS	» GMP MANUFACTURING	» CLEANING AND SANITIZING OF DOLLIES, CARTS AND RELATED MOBILE EQUIPMENT
» BIOTECH AREAS	» GMP CLINICAL TRIALS	
» CONTROLLED ENVIRONMENT MANUFACTURING	» GMP QUALITY CONTROL AREAS	» DAILY AND PERIODIC CLEANING OF WAREHOUSE FLOORS AND STORAGE AREAS INCLUDING RACKS, FLOORS, OFFICES, HORIZONTAL AND VERTICAL SURFACES
» CONTROLLED ENVIRONMENT ASSEMBLY	» PASS THROUGH AIRLOCKS	
» RESEARCH AND DEVELOPMENT	» EQUIPMENT AIRLOCKS	» STAINLESS STEEL CLEANING AND POLISHING OF TANKS, PIPING FIXTURES AND OTHER ARCHITECTURAL STAINLESS STEEL SURFACES
» GLASS WASH	» LABS – QUALITY ASSURANCE & QUALITY CONTROL	» COLD ROOM MOLD REMEDIATION
» VIROLOGY AREAS	» GOWNING AND DRESSING	» TRAINED ON ISOtrain PROGRAMS
» VIVARIUMS	» WAREHOUSE AND STORAGE AREAS	» TRAINED ON eDOCS
» QUALITY CONTROL AREAS	» DAILY PERIODIC CLEANING AND/OR SANITIZING OF ALL CLEANROOM SURFACES INCLUDING WALLS, CEILINGS, FLOORS, FIXTURES AND EQUIPMENT	» TRAINED ON MYCIMS SOFTWARE
» BL1 AREAS		
» BL2 AREAS		





# OUR TRAINING

Janitronics provides highly skilled crews for the cleaning of cleanrooms, controlled environments and all other laboratory environments.

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We spare no expense in training our crews to follow procedures for the most intricate SOP's and specifications. We understand that the highest level of service is necessary in these areas and that the FDA and other international regulatory agencies can perform periodic inspections.

In 2012, thirty staff and supervisory personnel from Janitronics were certified in the field of **CLEANROOMS AND CONTROLLED ENVIRONMENTS - HOUSEKEEPING AND SANITIZATION THEORY, TECHNIQUES AND PROCEDURES.**

This certification course was taught by Anne Marie Dixon of Cleanroom Management Associates, Inc., in conjunction with Western Nevada College.

The Janitronics team underwent extensive classroom and hands-on training in the field of cleanrooms and controlled environments for both the industrial (electronics, aerospace, assembly, etc.) and healthcare (pharmaceutical, medical device and biotech, etc.) industries.

Janitronics continuously utilizes the most current training, techniques and procedures necessary to meet and exceed your expectations. Our training programs utilize ISOtrain, eDOCS and MYCIMS software.

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# OUR STAFF

Janitronics ensures that all our workers receive the finest training available for their positions.

FOLLOWING IS A TYPICAL JOB DESCRIPTION FOR A GMP CLEANROOM CLEANER.

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**JOB TITLE:**

Janitronics GMP Cleanroom Cleaner

**DEPARTMENT:**

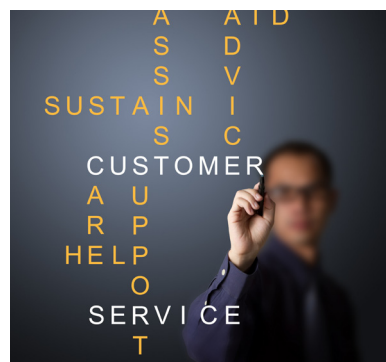
Facilities/Manufacturing/Site Services

**BROAD FUNCTION:**

Responsible as a team member for house-keeping/sanitation maintenance of cleanrooms and controlled areas in manufacturing areas, virology and QC areas, in addition to materials management and QA areas.

**KEY RESPONSIBILITIES AND TASKS:**

- » Ensure that all practices, procedures, standards and regulations set forth by the client's manufacturing, quality, materials management and EHS departments are performed in a responsible manner to guarantee a clean, safe and audit-ready state in ISO7, ISO8, cleanrooms and controlled area environments.
  - » Clean and maintain classified and controlled areas on a daily, weekly and monthly basis, following cleaning procedures set forth by the client's manufacturing department.
  - » Clean and maintain classified and controlled areas on a daily, weekly, monthly and quarterly basis, following cleaning procedures set forth by the client's materials management QA departments.
  - » Clean and maintain controlled areas on a daily, weekly, monthly and quarterly basis following cleaning procedures set forth by client's virology and QC departments.
  - » Keep training records current and perform self-training on a daily basis on all practices, procedures, standards and regulations as set forth by the client's QC department. Follow assigned curriculum on computer based ISO-train, eDOCS and MYCIMS software.
  - » Report daily to the Janitronics management team with progress and status of periodic work and training.
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# OUR FULL MENU OF SERVICES

After starting out as a window cleaning company, Janitronics started to get requests from clients asking if we could take care of other cleaning needs. These ranged from washing floors, vacuuming carpets, cleaning restrooms and general housekeeping needs.

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Our decision to start offering these services was the turning point in taking a window cleaning company and turning it into an office cleaning company. From there, the menu of services grew to what now has become a building services company.

The myriad of services we offer is extensive and some demands have absolutely nothing to do with maintaining a building. We have even been asked to pick out flowers to decorate a building lobby.

Janitronics is a partner with every one of our customers. If we cannot perform a task, we will find a company at our level of service that can.

We also own a company called Blu Planet Supply. This company is a full-fledged janitorial supply company that provides all your supply needs. We have the capacity to be your one-stop shop, offering everything from toilet tissue to special biotech cleaning agents.

We also supply companies with all types of office services products. From facial tissue to disinfectant soaps for your restrooms to any type of kitchen supplies, we take care of all of your needs.

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FOLLOWING IS A PARTIAL LIST OF THE SERVICES WE PROVIDE:

GENERAL OFFICE AREAS

- >> GRANITE, MARBLE, WOOD AND OTHER FLOOR MAINTENANCE
- >> CONCRETE FLOOR SEALING AND PROTECTOR APPLICATIONS
- >> CARPET, FABRIC FURNITURE AND FABRIC PARTITION CLEANING AND MAINTENANCE PROGRAMS
- >> DETAIL CLEANING OF WORKSTATIONS AND BOARDROOMS
- >> WOOD AND LEATHER FURNITURE POLISHING AND REPAIR SERVICES
- >> SINGLE STREAM AND MIXED PAPER RECYCLE PROGRAMS
- >> CLEAN, STOCK AND SANITIZE MOTHER'S ROOMS
- >> WASH INTERIOR GLASS PARTITIONS
- >> ESCALATOR TREAD AND RISER CLEANING
- >> MAIL ROOM SERVICES
- >> FREIGHT ELEVATOR OPERATORS
- >> RELAMPING SERVICES

EXECUTIVE AREA

- >> KITCHEN AREAS AND ALL APPLIANCES
- >> KITCHEN WALK OFF MATS
- >> PRIVATE RESTROOMS AND SHOWERS
- >> DAILY TOWEL SERVICE
- >> AIR QUALITY CONTROL DISPENSERS
- >> FITNESS CENTER CLEANING
- >> SUPPLY AND STOCK KITCHENETTES

MOVING SERVICES

- >> CRATE RENTAL
- >> POST CONSTRUCTION CLEANING
- >> POST MOVE-IN CLEANING
- >> PROVIDE DESK SIDE AND COPY CENTER RECYCLE BASKETS

EXTERIOR SERVICES

- >> GARAGE AND PARKING LOT SWEEPING AND PRESSURE WASHING
- >> GRAFFITI AND GUM REMOVAL
- >> TENSA BARRIER AND SECURITY ROPE CLEANING
- >> LANDSCAPE CLEANING IN SPRINGTIME
- >> FIBERGLASS OUTDOOR FURNITURE CLEANING AND RESTORATION

ADDITIONAL SERVICES

- >> LEED CERTIFICATION ASSISTANCE
- >> HVAC CLEANING
- >> EVENT PLANNING
- >> FOOD SERVICE
- >> DETAIL KITCHEN CLEANING INCLUDING HOODS, APPLIANCES, WALLS AND OTHER FIXTURES
- >> COMPUTER ROOM PLENUM HEPA VACUUMING AND CLEANING
- >> PROVIDE FULL AND PART TIME PORTER/MATRON SERVICES
- >> PROVIDE FULL AND PART TIME LABOR FOR MANUFACTURING AREAS
- >> ADMINISTRATIVE ASSISTANCE
- >> FULL AND PART TIME OFFICE ASSISTANCE

EMERGENCY SERVICES THROUGH INDUSTRY PARTNERSHIPS

- >> DRY ICE BLASTING – REMOVAL OF STAINS, RUST AND MOLD FROM BUILDING EXTERIORS
- >> CLEANING AND DEODORIZATION AFTER FIRE, WATER OR SMOKE DAMAGE
- >> RESTORATION SERVICES FOR WATER, SMOKE AND FIRE DAMAGE
- >> HEPA VACUUMING
- >> NEGATIVE AIR AND AIR MOVERS- INSTALLATION AND RENTALS
- >> MOISTURE READINGS- STRUCTURAL DRYING, THERMAL IMAGE INVESTIGATIONS
- >> ODOR CONTROL APPLICATIONS
- >> PROVIDE WATER DAMAGE EQUIPMENT— BLOWERS AND DEHUMIDIFIERS

The list provided here is not complete. There are other services we provide and, more importantly, you may have needs which, when discussed, Janitronics can satisfy.



# OUR LABOR SERVICES

Many of our clients benefit by employing Janitronics personnel in their office services department. Our staff can perform a variety of tasks. These include setting up functions, cleaning conference rooms before and after meetings, serving food, delivering mail, moving boxes and furniture, changing light bulbs, policing lobbies and restrooms and just about any other facility services need.

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We have had porters and matrons working at the same location for over 20 years, performing a myriad of services. In time, they are thought of as our clients' own employees. In fact, some of our clients have hired our people to work directly for their companies. We are proud that our people are thought of in such high regard.

A growing number of our clients have asked us to supply labor for both manufacturing and administrative positions. All our employees are subjected to vigorous background checks and we are in compliance with all federal and state laws concerning all documentation needed to hire an individual.

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THE BENEFITS OF HAVING  
JANITRONICS PERSONNEL WORKING  
IN ANY OF YOUR DEPARTMENTS:

- >> Janitronics personnel are our employees.
- >> You are not responsible for any direct benefit packages, including health insurance. Janitronics is responsible for all of these benefits.
- >> Our employees receive above average hourly wages, health insurance, pension plans, vacations, holidays, sick days and education funds.
- >> Our employees are covered by Janitronics' workmen's compensation and liability insurance packages.
- >> Any employee layoffs are covered by Janitronics' state insurance payments.
- >> At times of high demand, Janitronics has the ability, because of the size of our workforce, to augment your existing coverage.

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Essentially, Janitronics becomes an adjunct human resources department for you. Plus, we can provide any number of people to work within your parameters. Our flexibility allows us to adapt to the ebb and flow of all your needs, no matter the size or scope of your requirements.



# CONTACT

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