

THIRD JUDICIAL DISTRICT  
Amended Administrative Order No. 2017-105-A

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**An Administrative Order Concerning the Cleaning of the Court Services Office**

1. The 3rd Judicial District of Kansas is a single county district located in Shawnee County, Kansas.
2. Shawnee County, Kansas currently contracts with Dream Team Cleaning, LLC ("Dream Team"), in order to clean certain portions of the Shawnee County Courthouse ("the Courthouse"), located at 200 SE 7th St., Topeka, Kansas 66603, including various offices therein.
3. Certain Courthouse offices included in the scope of Dream Team's contractual cleaning duties contain confidential or sensitive information. The Court Services office is one such space.
4. In order to protect the security and integrity of these offices, the Court finds it imperative that all Dream Team personnel assigned to clean the Court Services office after regular business hours first must submit fingerprint information to Court Services and must pass a background check. The Court notified Shawnee County of these requirements on March 16, 2017.
5. As of the date of this Administrative Order, only R. Syid Muhammad, Robert Allen Sr. and Yvonne Hoss have submitted fingerprint information to Court Services, and only R. Syid Muhammad, Robert Allen Sr. and Yvonne Hoss have passed a background check.
6. Consequently, until such time as additional Dream Team personnel comply with the Court's requirements, only R. Syid Muhammad, Robert Allen Sr. and Yvonne Hoss are permitted to enter and clean the Court Services office after regular business hours. All other Dream Team personnel are forbidden to enter the Court Services office until they comply with the Court's requirements.
7. Facilities Management, via Dream Team Cleaning, shall provide Court Administration with a weekly personnel work schedule to identify the days the authorized cleaning crew members will be in the Court Services Office area. Further, each of the authorized cleaning staff shall sign in at the Court Services Office front counter prior to cleaning Suite 104 each and every day they enter the premises. This requirement shall be in effect until all of the Dream Team Cleaning staff have been fingerprinted and passed a criminal history background check.
8. This Administrative Order shall be effective on and after the date executed by the Chief Judge.

BY ORDER OF THE CHIEF JUDGE OF THE THIRD JUDICIAL DISTRICT OF KANSAS

this 8 day of June 2017.

  
Evelyn Z. Wilson  
Chief Judge, Third Judicial District