

Administration Building Facility Cleaning Requirements

| Item No. | Location | Cleaning required at this location - refer to PWS Part 5 for definitions. | Weekly | Semi-Annually - May & Nov. | Annually - Basic Year | Annually - Option 1 | Annually - Option 2 | Annually - Option 3 | Annually - Option 4 |
|----------|--|--|--------|----------------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| 1 | Interior & Misc. - Garbage | Trash | X | | | | | | |
| 2 | Interior & Misc. - Garbage cans | Clean the inside and outside of all garbage cans | | X | | | | | |
| 3 | Hallway | General Cleaning. | X | | | | | | |
| | | Floors: Strip/Wax. | | | X | X | X | X | X |
| | | Deep Cleaning | | X | | | | | |
| 4 | Interior-Kody Office | General Cleaning | X | | | | | | |
| | | Steam Clean Carpet | | | X | X | X | X | X |
| | | Deep Cleaning. | | X | | | | | |
| 5 | Interior-Nick Office | General Cleaning. | X | | | | | | |
| | | Steam Clean Carpet. | | | X | X | X | X | X |
| | | Deep Cleaning | | X | | | | | |
| 6 | Interior-Ameen/KaitlynOffice | General Cleaning. | X | | | | | | |
| | | Deep Cleaning. | | X | | | | | |
| | | Floors: Strip/Wax. | | | X | X | X | X | X |
| 7 | Interior-Restroom | General Cleaning. | X | | | | | | |
| | | Deep Cleaning. | | X | | | | | |
| | | Floors: Strip/Wax. | | | X | X | X | X | X |
| 8 | Interior-Conference Room | General Cleaning. | X | | | | | | |
| | | Ceramic Tile Floor: Polish, Clean and Seal Grout | | | X | X | X | X | X |
| | | Deep Cleaning. | | X | | | | | |
| 10 | Exterior-Doorways & Lights | Clean exterior and interior light fixtures and wash down entire door (interior and exterior) | | X | | | | | |
| 11 | Exterior/Interior | Window Washing | | X | | | | | |

Note: Option Year 3 - Annual Floor Care shall include a complete strip and wax of vinyl and tile flooring.