

**MAINTENANCE:**

**JANITORIAL SERVICES AND SUPPLIES:** The Lessor shall provide full service janitorial services for the space during business hours for maintaining a clean and orderly space. The Lessor shall maintain the leased premises, including outside areas in a clean condition and shall perform all work and provide supplies and equipment. The Lessor is responsible for interior and exterior cleaning and trash pickup from grounds. The Lessor is responsible for exterior cleaning and maintenance. All janitorial service providers shall undergo a security background check.

Service levels should include the following, at a minimum:

Daily:

- Empty trash receptacles
- Sweep entrances, lobbies and corridors
- Spot sweep floors and spot vacuum carpets
- Clean drinking fountains
- Sweep and damp mop or scrub toilet rooms
- Clean all toilet fixtures and replenish toilet supplies
- Dispose of all trash generated in or about the building
- Wash inside and out, or steam clean cans used for collection of food remnants
- Dust horizontal surfaces that are readily available and visibly require dusting
- Spray buff resilient floors in main corridors, entrances and lobbies
- Clean elevators and escalators
- Remove carpet stains
- Police sidewalks, parking areas and driveways
- Sweep loading dock areas and platforms
- Clean glass entry doors to the Government-demised area

Twice a week

- Damp mop and spray buff all resilient floors in toilets and exam/treatment rooms
- Sweep sidewalks, parking areas and driveways (weather permitting)

Weekly

- Thoroughly dust all furniture
- Wipe down waiting room and patient seating with approved cleaner
- Completely sweep and/or vacuum carpets
- Sweep storage space
- Spot clean all wall surfaces within 70 inches of the floor

Every two months

- Damp wipe toilet wastepaper receptacles, stall partitions, doors, window sills and frames
- Shampoo entrance and elevator carpets

Every 90 days

- Lessor is to change all cubicle curtains every 90 days or when visibly soiled.

Three time a year

- Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces
- Clean metal and marble surfaces in lobbies

Twice a year

- Wash all interior and exterior windows and other glass surfaces
- Strip and apply four coats of finish to resilient floors in toilets
- Strip and refinish main corridors and other heavy traffic areas

Annually

- Wash all venetian blinds and dust 6 months from washing

- Vacuum or dust all surfaces in the building including light fixtures
- Strip and refinish floors in offices and secondary lobbies and corridors
- Shampoo carpets in corridors and lobbies.
- Clean balconies, ledges, courts, areaways and flat roofs

Every two years

- Shampoo carpets in all offices and other non-public areas

As required

- Properly maintain plants and lawns
- Remove snow and ice from entrances, exterior walks and parking lots of the building
- Provide initial supply, installation and replacement of light bulbs, tubes, ballasts and starters
- Replace worn floor coverings (this includes the moving and returning of furnishings)
- Control pest as appropriate using integrated pest management techniques

**MAINTENANCE:** Building equipment and maintenance requirements, interior and exterior, shall be met by the Lessor. The Lessor must have a building superintendent or local designated representative to promptly correct deficiencies or attempt to correct safety deficiencies within 4 hours. Lessor's representative shall be available via pager or cell phone for emergencies. Cosmetic and non-emergent deficiencies must be corrected within two weeks. If no attempt is made to correct the deficiency within the required time frame, the cost of the repairs will be deducted from the next month's lease payment. The Lessor is responsible for the total maintenance of the leased property with the exceptions listed specifically in this document. Such maintenance includes but is not limited to electrical systems, light fixtures, light fixture lamps/tubes/bulbs, mechanical systems, fire alarm, intercom/emergency call systems, exterior care for the building and the site, all sidewalks, parking areas, driveways, private access roads, lawns, shrubbery including all repairs and replacements. All equipment shall be maintained to provide reliable service without unusual interruption, disturbing noises, exposure to fire or safety hazards, unusual emissions of dirt. All maintenance will be done with applicable codes and manufacturer recommendations. The Lessor will provide all labor and materials and supervision to adequately maintain the structure, roof, necessary building appurtenances to provide water tight integrity, structural soundness and acceptable appearance. All work done by the Lessor will be coordinated with the VA Contracting Officers Representative (COR).

**EXTERIOR MAINTENANCE:** Lessor is responsible for removing weeds from around building, parking areas and sidewalks. The Lessor is responsible for mowing, edging, trimming landscaping weekly during periods of growth. Lessor should keep lawns watered and raked from leaves and debris as necessary. Lessor is responsible for gathering and removing all exterior waste.