

Exhibit E
CLEANING TASK AND FREQUENCY SCHEDULE

Exhibit A Reference #		SERVICE DESCRIPTION	FREQUENCY			
			DAILY	WEEKLY	MONTHLY	BI-ANNUAL
	I	<u>DAILY SERVICES- GENERAL HOUSEKEEPING</u>				
1	1	Sweep all resilient tile floor areas using treated dust mop.	X			
8	2	Vacuum all carpeting.	X			
18	3	Empty all waste baskets and receptacles. Remove trash to designated dumpsters. NOTE: Recycle items must be deposited in designated recycling containers furnished by the Client Agency.	X			
15 16	4	Dust all furniture and equipment, sills, molding, etc. Damp wipe as necessary.	X			
23	5	Clean and sanitize all Troop lavatory facilities, including the cell block area. All toilet bowls, seats, urinals, sinks and shower stall fixtures and floor must be cleaned and sanitized.	X			
23 25 26	6	Clean and polish bright work (chrome) and mirrors. Damp wipe partitions and damp wipe and sanitize back splash areas, damp mop and disinfect floor areas.	X			
30 31	7	Replace hand towels, toilet tissue, and soap in dispensers.	X			
33	8	Sweep down stairwells, floors and hallways.	X			
20	9	Clean all door glass- interior and exterior and all interior glass including lobby and dispatch area.	X			
1	10	Damp mop entrance hall and corridor daily. Notice of "CAUTION" or "WET FLOOR" signs must be posted.	X			
8	11	Spot clean carpeting as required.	X			
14	12	Damp wipe table tops, counters, desk tops, and maintain in clean condition.	X			
	13	Replace all burnt out bulbs and tubes as required. Bulbs and tubes will be furnished by the Client Agency.	X			
17 18	14	Clean and sanitize kitchen table, countertops, sink and microwave. Clean and sanitize refrigerator and stove as needed (outside only). Empty shredder and replace bag. Client Agency to provide shredder bags.	X			
33	15	Sweep all stairs walkways outside facility and ensure debris is removed.	X			
	16	Sweep and/or vacuum the garage floor.	X			
	17	Clean and sanitize garage sink and sump.	X			
18	18	Clean and empty all trash from garage, remove trash to designated dumpsters.	X			
18	19	Empty outside trash barrels into designated dumpsters.	X			
	20	Cover oil or other spills in garage with speedy-dry or other absorbent material; clean and sweep.	X			
	II	<u>WEEKLY SERVICES- GENERAL HOUSEKEEPING</u>				
1	1	Damp mop and spray buff all resilient tile floors.		X		
14	2	Polish woodwork and doors.		X		
	3	Clean air conditioner filters in season.		X		
	III	<u>MONTHLY SERVICES- GENERAL HOUSEKEEPING</u>				
4 6	1	Wash and wax and buff all resilient tile floors.			X	

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Reference #			DAILY	WEEKLY	MONTHLY	BI-ANNUAL
	IV	BI-ANNUAL SERVICES- GENERAL HOUSEKEEPING				
6	1	Strip and refinish all resilient tile floors.				X
36	2	Wash all Troop windows, inside and outside, including storm doors.				X
19	3	Clean all window blinds.				X
9	4	Shampoo all carpeting.				X
		NOTE: Bi-Annual Services must be coordinated with Troop D Commanding Officer or Troop D Executive Officer, Five (5) working day notice must be provided in advance of performance of bi-annual duties.				