

Bridgeport

Exhibit A Reference #	SERVICE DESCRIPTION	FREQUENCY			
		DAILY	WEEKLY	MONTHLY	QUARTERLY
I	<b>DAILY SERVICES- GENERAL HOUSEKEEPING</b>				
The janitorial tasks shall include, waiting room, dining room, offices, corridors, <b>first floor training room, basement (two bathrooms) and pool table area (one bathroom included),</b> general use areas.					
	A. Daily Tasks				
1	Empty and clean all waste baskets including shredders.	X			
2	Vacuum all carpeted areas	X			
3	Dust, sweep, and wet mop floors	X			
4	Clean all rest rooms:	X			
	a. Clean all lavatory fixtures and mirrors	X			
	b. Keep sinks, toilet bowls, urinals clean and sanitized	X			
	c. Refill soap, towels and tissue dispensers	X			
	d. Mop and disinfect all rest room floors	X			
	e. Spot clean walls in rest rooms	X			
5	Sanitize water coolers	X			
6	Remove stains from carpets (as needed)	X			
7	Spot clean walls to remove finger prints, etc. (as needed)	X			
	B. Weekly Tasks				
1	Dust and clean chair rails, trim, etc		X		
2	Sanitize all waterfountains and coolers		X		
3	Clean Windows on the Lobby Door.		X		
4	Clean gym mirrors		X		
5	Sweep Gym floors		X		
	C. Monthly Tasks				
1	Perform high dusting, door tops, ledges, window blinds,			X	
	Mop Gym floors			X	
	D. Quarterly				
1	Quarterly shampooing for all carpets				X