

Exhibit A Reference #	SERVICE DESCRIPTION	FREQUENCY		
		DAILY	WEEKLY	MONTHLY
	<b>I DAILY SERVICES- GENERAL HOUSEKEEPING</b>			
	<b><u>The janitorial tasks shall include, waiting room, dining room, offices, corridors, general use areas</u></b>			
	<b>A. Daily Tasks</b>			
	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		
	4. Sanitize water coolers	X		
	5. Remove stains from carpets (as needed)	X		
	6. Spot clean walls to remove finger prints, etc. (as needed)	X		
	<b>B. Weekly Tasks</b>			
	1. Dust and clean chair rails, trim, etc		X	
	2. Sanitize all waterfountains and coolers		X	
	3. Clean Windows on the Lobby Door.		X	
	<b>C. Monthly Tasks</b>			
	1. Perform high dusting, door tops, ledges, window blinds, shelves,			X
	<b>II D. Demand Tasks to be performed upon request</b>			
	1. Strip, buff and re-wax all tile floors in building.			
	2. Window cleaning - building (Exterior and Interior).			
	3. Carpet shampoo			