

Exhibit A Reference #	SERVICE DESCRIPTION	WEEKLY	MONTHLY	SEMI-ANNUAL
	I. WEEKLY CLEANING OF THE ADMINISTRATIVE BUILDING YEAR ROUND			
1	Empty trash receptacles and replace liners	X		
2	Clean and sanitize all bathroom fixtures and counters	X		
3	Clean mirrors	X		
4	Mop, wax and buff floors	X		
5	Refill all dispensers; toilet paper, paper towels and hand soap as necessary	X		
6	Dusting including window sills	X		
7	Vacuum carpets	X		
8	Wax kitchen floor		X	
9	Dust walls		X	
	II. ON-DEMAND TASKS			
	The following tasks shall be completed in June and October.			
1	Wash windows and sills (interior and exterior) at the Dining Hall, Administrative building, Ranger cabin, Men's and Women's cabin, Program building			X
2	Wash, wax and buff all tile/linoleum floors at the Dining Hall, Ranger cabin, Men's and Women's cabin, Program building			X