

Exhibit E
TASK AND FREQUENCY SCHEDULE

Reference to Exhibit A section 20	SERVICE DESCRIPTION		FREQUENCY		
			DAILY	WEEKLY	MONTHLY
	I	DAILY SERVICES- GENERAL HOUSEKEEPING			
A	1	Sweep all resilient tile floor areas using treated dust mops.	X		
H	2	Vacuum all carpeting.	X		
R	3	Empty all waste paper baskets and receptacles and remove trash to dumpster. Replace plastic trash bags	X		
N	4	Dust all office furniture and equipment, sills, molding, etc. damp wipe as necessary.	X		
W, Z	5	Clean and sanitize all lavatory facilities, i.e. toilet bowls, seats, sinks and urinals. (to include hold room, cell block). Clean and polish chrome work and mirrors. Dmap wipe partitions and back splash areas. Damp wipe and disinfect floor areas.	X		
	6	Clean shower in womens upstairs locker room	X		
DD, EE	7	Refill hand towels, toilet tissue and hand soap in dispensers.	X		
V	8	Clean and sanitize water coolers.	X		
U	9	Sweep down stairwells.	X		
T	10	Clean all door glass and all interior glass.	X		
A	11	Damp mop entrance hall and corridor, as needed, daily in inclement weather.	X		
H	12	Spot clean carpeting as needed.	X		
N	13	Damp wipe table tops, counters, desk tops and maintain in clean condition.	X		
	14	Clean interior and exterior of the microwaves throughout facility. Clean exterior of the refrigerator	X		
	II	WEEKLY SERVICES			
D	1	Damp mop and spray buff resilient tile floors.		X	
	III	MONTHLY SERVICES			
A, F	1	Wash and wax all resilient tile floors.			X
	IV	GYM IN GARAGE - 100 WASHINGTON STREET			
A	1	Sweep all concrete floors, stairs, hallways and garage areas (upper & lower).		Tues/Thurs	
R	2	Empty waste baskets and replace liners as need, including waste receptacles in garage. Removal of paper recycling bins to storage containers.		Tues/Thurs	
V	3	Clean and disinfect all sinks and drinking fountains.		Tues/Thurs	
W, CC	4	Clean and disinfect all toilet seats and bowls, clean mirrors.		Tues/Thurs	
DD, EE	5	Refill all paper and soap dispensers.		Tues/Thurs	
R	6	Place trash in designated area in dumpster.		Tues/Thurs	
A	7	Wet mop all concrete and rubber matting floors.		X	
Z	8	Wash floors in restroom with disinfectant.		X	
	9	Wipe down all equipment using a disinfectant	X		
	10	Contractor shall provide multiple bottles of disinfectant in the gym area for Agency staff to use to clean equipment after each use.	X		
	V	ON-DEMAND TASKS			
JJ	1	Wash windows inside and out including storms.			On-Demand Task
S	2	Clean window blinds.			On-Demand Task
F	3	Strip and refinish resilient tile floors.			On-Demand Task