

Exhibit E  
TASK AND FREQUENCY SCHEDULE

Exhibit A Reference #	SERVICE DESCRIPTION		FREQUENCY		
			DAILY	WEEKLY	MONTHLY
	<b>I</b>	<b>Administration Basement</b>			
A	1	Dust mop basement radius hallway, remove dust from edges		X	
K	2	Clean fingerprints from both sides of glass		X	
W, CC	3	Clean public bathroom and locker room sinks, toilets, urinals, mirrors and exposed plumbing.	X		
Z	4	Clean bathroom/locker room floors		X	
DD, EE	5	Refill soap and paper dispensers	X		
U	6	Sweep dust and debris from link slate stairway	X		
II	7	Clean and wipe rear entrance cigarette urns	X		
U	8	Dust and polish blue steel in link stairwell			X
U	9	Damp mop link slate stairway		X	
R	11	Empty trash receptacles in the rear exit and parking lot	X		
U	12	Clean rear stairwell of all debris		X	
	<b>III</b>	<b>Exercise Room</b>			
	1	Vacuum Carpet			X
	2	Sanitize equipment			X
	<b>IV</b>	<b>Lobby / Link</b>			
A	1	Dust mop lobby terrazzo including all edges and behind doors		X	
W, CC	2	Clean public bathroom and locker room sinks, toilets, urinals, mirrors and expose plumbing.	X		
Z	3	Clean bathroom/locker room floors		X	
R	4	Empty trash receptacles in lobby	X		
H	5	Vacuum elevator floors and edges		X	
K	6	Clean all fingerprints from front vestibule both doors and link door	X		
II	7	Empty and wipe clean exit ash receptacle	X		
U	8	Dust steel blue railings in lobby and link stairwell			X
R	9	Empty outside trash in front entrance area	X		
J	10	Remove boot marks from walls			X
N	11	Disinfect pay phones		X	
	<b>V</b>	<b>Office Wing (Training Division, Certification Division, Administration, Hartford County Office)</b>			
R	1	Empty trash from all office areas including the copy room	X		
W, CC	2	Clean men and womens bathroom sinks, toilets, urinals, mirrors and expose plumbing.	X		
DD, EE	3	Refill soap and paper dispensers	X		
H	4	Vacuum all carpet areas including under desks and perimeter edges		X	
R	5	Empty trash in the employee lounge	X		
Q	6	Clean kitchenette, sink, stove in the employee lounge	X		
Q	7	Wipe all employee lounge tables with disinfectant	X		
R	8	Empty white paper recycling containers into bins on loading docks		X	
N, S	9	Dust all cubicles, furnitures, window sills, blinds		X	
W, CC	10	Clean State Fire Administrators's bathroom sink, toilet, mirror and expose plumbing		X	
K	11	Clean all fingerprints from doors and glass inserts (both sides)			X
D	12	Damp mop employee lounge and copy room floor with quat 64			X
N	13	Dust copy room equipment and work tables			X

Exhibit A Reference #	SERVICE DESCRIPTION		FREQUENCY		
			DAILY	WEEKLY	MONTHLY
	<b>VI</b>	<b>Classroom Wing</b>			
R	1	Empty all trash from classrooms used (per schedule provided by the Client Agency Designee), Clean any classroom trash receptacles of coffee/soda spills, organize chairs , wipe tables	X		
H, N	2	Spot check traffic areas for dirt/dust/carpet stains	X		
N, S	3	Dust/clean all classroom shelving, desks, lecterns, window sills			X
	<b>VII</b>	<b>Kitchen and Servery</b>			
A	1	Sweep and wet-mop / sanitize kitchen floor (day porter)	X		
W, CC	2	Clean and sanitize bathroom sink, toilet, urinal, mirror	X		
Q	3	Clean stainless steel tray tracks	X		
A	4	Wet-mop and sanitize servery floor	X		
MM	5	Grease trap maintenance (Must be done at 7:30am)	X3		
	<b>VIII</b>	<b>Multipurpose Room</b>			
R	1	Empty all trash receptacles and replace liners	X		
R	2	Empty trash from outside courtyard	X		
II	3	Empty and wipe outside courtyard ash receptacle	X		
Q	4	Wipe all tables and chairs with specified cleaner	X		
A	5	Dust mop/sweep all floor areas including the servery area	X		
J	6	Wipe servery walls of any hand foot marks		X	
R	7	Check and clean barrels (waste receptacle) of any spillage if required		X	
D	8	Damp mop floor area		X	
K, J	9	Clean fingerprints off all door hardware/glass/soda machines		X	
S	10	Clean any spill marks on walls Dust window sills and blinds			X
	<b>IX</b>	<b>Auditorium</b>			
H	1	Spot check for use and dust/ vacuum as needed throughout seating	X		
N	2	Dust all seating furniture and equipment area		X	
	<b>X</b>	<b>Commission Room</b>			
R	1	Empty trash and change liner	X		
H, N	2	Spot check dusting and vacuum as needed	X		
N	3	Dust all furniture			X
H	4	Vacuum thoroughly all seating and floor			X
	<b>XI</b>	<b>Loading Dock and Adjacent Hallway</b>			
R	1	Empty trash on loading dock	X		
II	2	Empty and wipe ash receptacle on loading dock	X		
A	4	Damp mop loading dock floor to remove spill stains		X	
NN	5	Clean loading dock exterior stairway of bugs,ashes,leaves,dirt			X
	<b>XII</b>	<b>2nd Floor</b>			
H	1	Spot check and vacuum hallway carpeting	X		
R	2	Sweep Floor Empty trash and replace liner in resident lounge area	X		
H	3	Vacuum resident lounge carpeting		X	
A	4	Damp mop facilities office and resident lounge floor			X
A	5	Damp mop laundry lockup			X
	<b>XIII</b>	<b>Bookstore</b>			
H	1	Vacuum carpets			X
N	2	Dust all furniture			X
N, H	3	Clean desk surfaces and underneath all desks			X

Exhibit E  
TASK AND FREQUENCY SCHEDULE

Exhibit A Reference #	SERVICE DESCRIPTION		FREQUENCY		
			DAILY	WEEKLY	MONTHLY
R	4	Empty trash	X		
	<b>XIV</b>	<b>Fire Station Building 4 Bathrooms, Locker Rooms and Gear Rooms</b>			
W	1	Clean Rest Rooms sinks, toilets, urinals and exposed plumbing, damp mop floor with quat 64 disinfectant	X		
R	6	Empty exterior and interior trash and replace liner	X		
NN	7	Clean exterior - Sweep entry ways, walk ways and stairs, pick up litter and debris on premise and parking lot		X	
	<b>XV</b>	<b>Fire Station Building 5 Bathroom,Locker Rooms and Gear Rooms</b>			
W	1	Clean Rest Rooms sinks, toilets, urinals and exposed plumbing, damp mop floor with quat 64 disinfectant	X		
R	6	Empty exterior and interior trash and replace liner		X	
NN	7	Clean exterior - Sweep entry ways, walk ways and stairs, pick up litter and debris on premise and parking lot		X	
	<b>XIV</b>	<b>Sunday Schedule</b>			
Exhibit G	1	Dormitories		Sunday schedule	
W	2	Bathrooms, empty trash receptacles and replace liners, spot check toilets, sinks and counters for cleanliness, clean as needed.		Sunday schedule	
DD, EE	3	Refill soap and paper dispensers		Sunday schedule	
	<b>XV</b>	<b>On-Demand Tasks</b>			
F	1	Strip and wax VCT tile		On-demand	
F	2	Strip and wax Terrazzo floors		On-demand	
I	3	Carpet cleaning		On-demand	
BB	4	Clean concrete floors with epoxy top in the locker room floors Fire Station 4 and 5		On-demand	
	5	Power scrub and extract dirt and build up from slate (2 sets of) stairwells		On-demand	
PP	6	Power wash walls and floors in locker and gear rooms		On-demand	
LL	7	Lobby High dusting; using lift equipment, remove bugs, dust from lighting trim, high sheetrock window wells and red bookstore canopy		On-demand	
OO	8	Clean individual desk space.		On-demand	
M	9	Clean exhaust, ceiling registers, vents and adjacent ceiling tiles.		On-demand	
Z	10	Clean ceramic tile and grout in bathroom flooring Fire Station 4 and 5		On-demand	