

**Exhibit G**  
**Housekeeping Dormitory**

**BATHROOMS**

**1. Floors**

Remove all hairs from vanity, toilet, floor and tub area.  
Scrub and disinfect floor, corners, behind toilet and behind door with correct products.

**2. Vanity**

Clean vanity area, porcelain sink and plumbing fixtures with supplied bathroom cleaner, remove any hard water stains and/or spots from vanity faucet and plunger.  
Towel dry to a buff finish

**3. Tub**

Clean entire tub and tile walls with correct products.  
Remove all soap scum from tubs and walls. Remove all hard water stains from tub faucet and spout.  
Remove mildew on shower curtain and at tub edges with spray bleach  
Towel dry tub and walls to a buff finish with no water spots

**4. Toilet**

Clean inside and outside bowl with bowl cleaner.  
Clean area where seat meets bowl  
Clean tough hard water stains with acid bowl cleaner  
Towel dry outside of toilet leaving no overspray or residue.  
Leave a little bowl cleaner to color the water blue once toilet is cleaned.

**5. Medicine Cabinet**

Remove and discard any items found in medicine cabinet.  
Clean inside of medicine cabinet  
Polish mirror

**6. Bathroom Walls/Stainless Steel Stalls**

Spot check all 4 bathroom walls for water spots and clean as needed.

**7. Bath linens**

Remove any soiled bath linens and place in "BLUE" soiled linen bags in laundry area  
Supply newly polished bathroom with the following:  
2 towel and 2 face cloths and 1 bath mat. Place towels and face cloths on door and bath mat on tub.

**8. Paper and Soap**

Place 1 new soap on vanity  
Check toilet paper and place one spare on vanity  
Check box of tissue on vanity and replace if needed

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**BEDROOMS**

Remove trash, wipe trash can if needed and provide new liner.  
Remove any soiled bed linens and place in "YELLOW or BLUE" soiled linen bags in laundry area.  
Notify Facilities of lost and found articles  
Vacuum entire area including under bed and perimeter edges  
Remove any stains from carpet with spot cleaner and extract with wetvac.  
Dust all furniture and window sills.  
Check all drawers for anything left behind.  
Place the following bed linens on the bed:

- 1 fitted sheet
- 1 flat sheet
- 1 pillow case

The following bed linens shall remain in the room unless directed by Facilities Management to remove them for cleaning:

- Mattress pad
- Blanket
- Bed Spread

Laundry area shall remain clean and orderly at all times. Cardboard shall be removed to the cardboard dumpster and trash shall be removed to the trash dumpster.

\*\* Some programs require beds to be made and will be mentioned on the daily report for the night work to expedite this. Other programs such as recruit and other longer term stays shall not require the removal of amenities and belongings from the medicine cabinets and furniture.

**LIGHTS, SHADES AND HEAT**

Ensure three room lamp shades are level.  
Ensure blinds are even  
Turn heat in the middle/low position 60 degrees

**CURRENT LINEN POLICY**

The Connecticut Fire Academy currently uses Unitex for rentals of all linens.

1) Delivery and pickup for Unitex will be every **Thursday**.

**IMPORTANT:** All bath and bed soiled linens shall be placed in the "BLUE" soiled bags provided by Unitex. All "BLUE" soiled bags shall be placed in the "" laundry bin and placed on the loading dock on Sunday for pickup on Mondays.

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**ADMINISTRATIVE PROCEDURES**

The current dormitory reservation/housekeeping policy shall be as follows:

- 1) Client Agency and the Contractor receive a daily update from the answering service for room reservations. Contractor to provide proper amount of labor to complete these rooms for inspection ready.
- 2) An inspection and follow-up by Contractors supervisor shall be made to all the dorms each evening.
- 3) Client Agency will print a new schedule as it changes and place this in Site Supervisor mail slot in the copy room.
- 4) Contractor to report during housekeeping of the dormitories any damage to rooms, or other maintenance issues.