

Exhibit E – Task and Frequency Schedule

DAILY SERVICE	
A	<p>Maintain Floors Using Hard Surface Floor Care Specifications:</p> <ol style="list-style-type: none"> 1. Sweep floor, clean all loose dirt, dust, and debris. Remove mats. 2. Dust entire floor using an untreated dust mop. Remove all gum and stickers. 3. Using a clean mop, damp mop entire floor with EnviroStar Green All Purpose Cleaner #330 or its equivalent. Rinse mop and change mop water when dirty. 4. Dry buff floor with high-speed burnisher and Pioneer Blue Blend pad or its equivalent. Replace mats. 5. Sweep floor to remove dust from burnisher.
B	<p>Clean Rugs and Carpets:</p> <p>Remove all gum and foreign matter and spot clean daily. Please refer to Carpet Specifications (as described in section 25 “Carpet Cleaning and Maintenance Specifications” of this Exhibit A). Maintain all carpets using procedures described in specifications for carpet maintenance.</p>
C	<p>Empty and Clean Trash Receptacles and Paper Recycling Containers:</p> <ol style="list-style-type: none"> I. The Contractor shall empty all trash receptacles. Liners must be replaced. All trash must be bagged before it is placed in the dumpster. The interiors and exteriors of trash receptacles must be free of trash, liquid, gum, grease, and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances, which could cause odors, must be washed out and dried before new liners are installed. The Contractor shall place the removed trash into the dumpster/container located in the appropriate location. No trash should be placed on the ground or on top of the trash container. Breakdown all cardboard and place in proper dumpster. Clean area around dumpster. II. Empty the intermediate white and/or mixed paper recycling containers daily into the appropriate collection dumpster. There should be no co-mingling. Mixed paper should not be put into any regular trash containers but must be collected and disposed of separately. III. Cardboard Boxes: Cardboard must be broken down separately and removed from all areas daily throughout the Facility. Cardboard should be kept separate from all trash and other recycling materials and put in the proper dumpster.
D	<p>Clean Ash Receptacles: Empty all ashtrays, ash stands, sand urns, and clean with damp cloth. Wash all ash receptacle.</p>
E	<p>Dust Furniture: Wipe all furniture clean with a treated duster or cloth, including but not restricted to desk(s), table(s), bookcase(s), file cabinet(s), shelf(ves), counter(s), and telephone(s).</p>
I	<p>Glass Doors – Interior and Exterior: All glass on all doors, including office and corridor sidelights and vestibules to be washed clean including interior and exterior surfaces. All drippings to be wiped clean and dry. Private offices should be checked daily and fingerprints removed.</p>
K	<p>Microwaves & Refrigerators: Thoroughly clean the exterior and interior surfaces of microwaves and refrigerators using an approved cleaner with a clean cloth to remove all dust, dirt, grease, fingerprints, stains, streaks and food and food particles</p>

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L	Spot Clean: Perform the standard cleaning functions not specifically listed but necessary to maintain a satisfactory level of cleanliness, to perform standard cleaning functions more often than listed frequency due to weather conditions, etc. Spot cleaning to include, but not restricted to, wiping soil or finger marks from all surfaces, especially around light switches, doors, door closers and door jambs, water fountains, counters, window ledges, thresholds, floor hinges and walls.
M	<p>Clean Rest Rooms:</p> <ol style="list-style-type: none"> 1. Remove waste paper and refuse, place plastic liners in receptacles. Empty sanitary receptacles and replace with wax bags. The Contractor is responsible at his expense to properly dispose of this material. 2. Refill dispensers; stock all sanitary product machines with product. The Contractor is responsible for all repairs, supplies, product purchase money collections or shortages. 3. Wash and disinfect both sides of toilet seats. 4. Wash all mirrors. 5. Wash and disinfect all basins, bowls, and urinals. 6. Wash, clean, remove markings, and disinfect and polish all bright work, including flush-o-meters, piping, toilet seat hinges, partitions, showers, and trash containers. 7. Wash, clean, remove markings, and disinfect all walls and partitions, including showers. 8. Sweep and wash all flooring with suitable disinfecting detergent. 9. Fill toilet tissue, hand towels, and soap dispensers. 10. Pour water/disinfectant solution into all floor drains on a nightly basis. 11. On a nightly basis, report to the Client Agency Designee any equipment that is not working properly, including any leaks noticed, toilets or sinks that are clogged, and any problems with fixtures in bathrooms.
N	Clean all Lounge Furniture: To wash clean with a suitable cleaner all furniture, chairs, tables, and receptacles.
O	Metal Surfaces: All metal surfaces around doors, windows, elevator entrances, and all kick plates to be thoroughly cleaned and polished. This is to include handles, sills, frames, hinges, thresholds, pillars, doors, water fountains, elevator interior and exteriors, etc. Polish all bright work and metal. Wipe all handrails throughout building with a damp cloth.
P	Sweep Daily: All outside walk areas and entranceways within twenty (20) feet of any door.
Q	Walk-off: Vacuum all entrance areas and walk-off mats. Roll up mats and shake out daily, clean under mats.
S	Desk Mats: Spot clean daily when necessary.

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WEEKLY SERVICE	
A	<p>Maintain Floors Using Hard Surface Floor Care Specifications:</p> <ol style="list-style-type: none"> 1. Sweep floor, clean all loose dirt, dust, and debris. Remove mats, chairs and small items other than desks or files. 2. Dust entire floor using an untreated dust mop. Remove all gum and stickers. 3. With clean mop, damp mop entire floor with EnviroStar Green Floor Maintainer #213 or its equivalent – 2 oz. per gallon of cold water. Rinse mop and change mop water when dirty. 4. Using Pioneer Blue Blend pad or its equivalent and high-speed burnisher, dry buff the entire floor. Heat created by pad friction will buff to a “wet look” shine. Replace mats.
F	<p>Dust Interior Surfaces: Dust all surfaces such as rails, ledges, windowsills, partitions, blinds, vents, baseboards, etc. Wash clean where necessary.</p>
G	<p>Clean Walls and Partitions: Wipe all walls, partitions, and doors with a cloth and clean water. Clean and polish with suitable material, all bright work, water fountains, etc. Vacuum cloth covered partitions. This includes elevator interiors also.</p>
J	<p>Dust Light Fixtures: All light fixtures to be dusted with a suitably treated cloth or duster. Also, open, clean, and remove dead bugs and wipe clean lens with cloth.</p>
M-13	<p>Clean Rest Rooms: Wash shower curtains with bleach solution weekly.</p>
R	<p>Concrete Flooring: Weekly sweep and wet mop all concrete floors including boiler room and garage areas. Vehicle area of garage to be completely swept with sweeping compound. Care shall be taken to avoid silting the garage drain system.</p>
W	<p>Light Bulbs Replacement: The Contractor shall replace all interior light bulbs that are out on Wednesday nights. Report all lights still not working after bulb replacement and advise when bulb inventory is low. Lens, light covers and clips found missing or broken and not reported by Contractor will be treated as being broken by the Contractor and must be replaced by the Contractor at its expense. If a Client Agency electrician responds to a report by the Contractor for a fixture not working and the bulb is found to be the cause of the problem, the Contractor will be billed for the service at the electrician’s labor rate.</p>

BI-WEEKLY SERVICES	
Q.	<p>Walk-off Mats: Walk-off floor mats must be changed every two (2) weeks. All walk-off mats must be supplied, removed, shampooed, and replaced with clean dry mats in good condition at all locations.</p>

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MONTHLY SERVICE	
A	<p>Maintain Floors Using Hard Surface Floor Care Specifications:</p> <ol style="list-style-type: none"> 1. Sweep floor, clean all loose dirt, dust, and debris. Remove mats. Dust entire floor with untreated dust mop. Remove all gum and stickers. Remove or relocate objects not permanently affixed to floor except for files cabinets and storage cabinets. 2. Use a conventional floor machine, mop entire floor with EnviroStar Green All Purpose Cleaner #330 or its equivalent – 2 oz. per gallon of cold water. Using a mounted gray Superscrub pad, scrub entire floor at low speed. All splatter caused by scrubbing must be wiped clean. 3. Use a clean mop and bucket and wet mop entire floor with clear, cold water. The Contractor shall rinse mop and change water frequently. If necessary, repeat above, rinse steps to ensure totally clean floor. Caution: Do not rinse floors with dirty mops or water. 4. Burnish entire floor to identify areas of wear. 5. Use a clean rayon mop and bucket, apply up to three (3) thin, even coats of EnviroStar Green H525 Floor Coating or its equivalent in the following manner: first, saturate mop head and wring out; second, outline section of floor to be re-coated, staying at least 2 inches from all edges or counters; third, fill in outlined area; and last, allow at least thirty (30) minutes to dry between each coat. 6. After floor has thoroughly dried (allow thirty (30) to sixty (60) minutes after last coat), dry buff entire floor with high-speed burnisher and Pioneer Blue Blend pad or its equivalent. Replace mats and equipment.
B	<p>Clean Rugs and Carpets: Please refer to Carpet Specifications (as described in section 25 “Carpet Cleaning and Maintenance Specifications” of this Exhibit A). Maintain all carpets using procedures described in specifications for carpet maintenance.</p>
D	<p>Clean Ash Receptacles: Wash all ash receptacles and replace sand material monthly or upon request by Client Agency Designee.</p>
H	<p>Wash Walls and Partitions: Clean with suitable cleaner and/or detergent all walls, partitions.</p>
I	<p>Glass Doors – Interior and Exterior: Private offices glass on all doors, to be fully washed.</p>
M-11	<p>Clean Rest Rooms: Machine scrub all ceramic tiles floors monthly.</p>
S	<p>Desk Mats: Mop with all-purpose cleaner.</p>
U	<p>Clean Ceiling Vents and Diffusers: Remove vent if possible, dust, and then wash with a suitable cleaner to remove all dirt and soot. Dry vent and replace. Vacuum the ceiling tiles within 2 feet of all vents. Use smoke absorbing sponge around vents when necessary.</p>
V	<p>Chair Cleaning: The Contractor shall wipe clean each chair on Friday nights. All chairs must be put back to its proper location.</p>

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QUARTERLY SERVICE	
M-11	Clean Rest Rooms: Machine scrub all ceramic tile floors in shower areas every ninety (90) days. Submit proposed schedule to the Client Agency Designee for approval ten (10) days in advance.
N	Clean all Lounge Furniture: To wash clean with a suitable cleaner all furniture, chairs, tables, and receptacles.

SEMI-ANNUAL SERVICE	
M-11	Clean Rest Rooms: Wash shower curtains with bleach solution. Replace every six (6) months at the Contractors’ expense.

ANNUAL SERVICE	
A	<p>Maintain Floors Using Hard Surface Floor Care Specifications (Done during the month of May):</p> <ol style="list-style-type: none"> 1. Remove all obstructions not permanently affixed to the floor. Remove all gum and stickers. Using an untreated dust mop, thoroughly dust and sweep entire floor. 2. Mop floor with liberal solution of 1 gallon of EnviroStar Green Stripper #515 or its equivalent to each 6 gallons of cold water. Adjust this ratio depending on the amount of finish buildup. Allow solution to soak for ten (10) minutes. On edges use “doodle bug” style edge scrubber with black strip pad. Scrub floor with floor machine using black strip pads. Remove all splatter caused by stripping. 3. Mop up dirty water left by scrubbing with 1 ounce of EnviroStar Green All Purpose Cleaner #330 or its equivalent per gallon of cold water. Mop thoroughly under shelves and in corners. Change water frequently. If necessary, repeat rinsing steps to ensure floor is totally clean. Never apply finish over dirty floor. For stubborn buildup, mix one (1) gallon of Enviro Green Stripper #551 or its equivalent to four (4) gallons of water and then re-strip. Remove all splatter caused by stripping. 4. Using a clean mop and bucket, apply four (4) coats of EnviroStar Green H525 or its equivalent and allow drying thoroughly between coats. First, wring out mop-head that has been saturated in finish; second, outline section of floor to be re-coated staying at least 2 inches from the edges and counters; third, mop first coat in outlined area and allow to dry; fourth, apply second coat thinly in the above manner and allow to dry; fifth, apply a final, very thin third coat over the entire floor and up to edges and allow to dry. 5. After finish is thoroughly dry, dry buff entire floor with Pioneer Blue Blend pad or its equivalent and high-speed buffer. This generates the heat necessary to create a hard, deep shine.

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B	Clean Rugs and Carpets (Done during the month of June): Please refer to Carpet Specifications (as described in section 25 “Carpet Cleaning and Maintenance Specifications” of this Exhibit A). Maintain all carpets using procedures described in specifications for carpet maintenance
M-14	Clean Rest Rooms: Steam clean all tile walls yearly.
V	Chair Cleaning (Done during the month of June): The Contractor shall schedule all chairs to be pre-sprayed and hot water extracted on Friday nights. All chairs must be put back to its proper location.
T	Interior and Exterior Windows (Done during the month of May): Wash exterior and interior of all outside windows. Windows must be washed with a squeegee using scaffolding or ladders as necessary. Telescopic pole washing is not allowed. Also, remove all bird droppings from all overhangs and exterior ledges or areas where this material accumulates and dispose of properly. All OSHA Fall-Protection Requirements must be completed within one (1) month. Start date to be determined by the Client Agency Designee.

DEMAND SERVICE	
B	Carpet Extraction - (As described in Exhibit A, carpet cleaning and maintenance specifications.) Minimum of 200 square feet.