

# Exhibit B

## Cleaning Specifications

### *Auditorium*

| Task Description   | Annual Frequency |
|--|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.   | 240              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.  | 240              |
| Spot clean chairs to remove obvious soil, fingerprints, spots and debris.  | 240              |
| Empty general trash, replace liners when soiled or torn. Clean and remove obvious soil, spots and spills from exterior of trash containers.                          | 240              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.   | 192              |
| Spot mop floors to remove obvious soil, streaks and spots.   | 192              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.   | 48               |
| Damp mop floors to remove dust, soil and debris.   | 48               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.              | 48               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.  | 12               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.   | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.   | 10               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.                   | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1                |
| Shampoo fabric furniture to remove soil and spots.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.  | 1                |
| Dust walls from top to bottom to remove dust and cobwebs.  | 1                |
| Vacuum fabric furniture to remove dust and debris.   | 1                |

## *Break Rooms / Kitchenette / Lounge*

| Task Description   | Annual Frequency |
|--|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.   | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.  | 260              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.   | 260              |
| Empty break room / kitchenette trash, replace liners and tie-off at corners, clean and remove obvious soil, spots and spills from exterior of trash containers.      | 260              |
| Dust and damp wipe horizontal and vertical break room surfaces including microwave. All surfaces should be free of dust, soil, fingerprints, cobwebs and streaks.    | 260              |
| Damp mop floors to remove dust, soil, and debris.  | 260              |
| Refill all soap and paper towel dispensers   | 260              |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.   | 52               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.   | 10               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.                   | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1                |
| Shampoo fabric furniture to remove soil and spots.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Damp wipe air vents to remove dust, soil, cobwebs and buildup.   | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.   | 1                |
| Vacuum fabric furniture to remove dust and debris.   | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.  | 1                |

## *Cafeteria*

| Task Description   | Annual Frequency |
|--|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.                             | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.  | 260              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.   | 260              |
| Empty cafeteria trash, replace liners and tie-off at corners, clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Clean table tops in cafeteria using approved spray cleaner. Table top surfaces should be soil, fingerprint, dust and streak free.                | 260              |
| Damp mop floors to remove dust, soil, and debris.  | 260              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.                 | 260              |
| Refill all soap and paper towel dispensers   | 260              |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.   | 52               |
| Auto scrub floor using 24 inch machine leaving floor surfaces free of dust and soil.   | 52               |

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| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.   | 50 |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 12 |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.                   | 1  |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1  |
| Shampoo fabric furniture to remove soil and spots.   | 1  |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1  |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1  |
| Dust walls from top to bottom to remove dust and cobwebs.  | 1  |
| Damp wipe non-fabric furniture to remove soil.   | 1  |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.   | 1  |
| Vacuum fabric furniture to remove dust and debris.   | 1  |
| Completely wash tables including tops, sides, legs and bases eliminating soil, fingerprints, dust, streaks and buildup.  | 1  |

### *Classroom / Labs*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance. Reset classroom furniture.   | 240              |
| Erase chalk board/tray and wash resulting in a surface free of dust, soil, streaks, fingerprints and buildup.   | 240              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris. Reset classroom furniture.  | 240              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 240              |
| Clean dry eraser board with approved cleaner resulting in a soil and streak free surface.   | 240              |
| Refill all soap and paper towel dispensers  | 240              |
| Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.  | 240              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 216              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 216              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 48               |
| Empty pencil sharpeners and return.   | 48               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 24               |
| Damp mop floors to remove dust, soil and debris.  | 24               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.   | 12               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 12               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |

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| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.              | 1 |
| Wash trash containers to fully remove all soil, spots, spills and buildup.                 | 1 |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.                           | 1 |
| Wash non-fabric furniture to remove soil buildup and fingerprints.                         | 1 |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs. | 1 |
| Dust walls from top to bottom to remove dust and cobwebs.                                  | 1 |
| Machine scrub hard surface floors to remove all soil and buildup.                          | 1 |

### *Computer Room*

| Task Description  | Annual Frequency |
|---|------------------|
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 52               |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 52               |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 52               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 52               |
| Dry strip raised floor, using approved dry strip method to remove soil or buildup.  | 1                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## Conference Room

| Task Description  | Annual Frequency |
|---|------------------|
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Refill all soap and paper towel dispensers  | 260              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 208              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.  | 52               |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.  | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.  | 11               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Shampoo fabric furniture to remove soil and spots.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1                |
| Clean and polish wood furniture to remove soil, buildup and to restore finish.  | 1                |

## Corridors

| Task Description  | Annual Frequency |
|---|------------------|
| Vacuum corridor carpets using wide area vacuum to remove dust and debris.   | 240              |
| Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.   | 240              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 240              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 240              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 240              |

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| Spot mop floors to remove obvious soil, streaks and spots.  | 192 |
| Dust corridor furniture, spot clean all horizontal and vertical surfaces including interior and door glass. All included items should be free of dust, soil, streaks, cobwebs and fingerprints. | 52  |
| Vacuum under furniture, along edges and in corners with canister or backpack vacuum to remove dust and debris.  | 48  |
| Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.   | 48  |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 48  |
| Auto scrub or damp mop hard floor surfaces leaving floor surfaces free of dust and soil.  | 48  |
| Hot-water extract using walk-behind unit removing surface and embedded soil to provide a uniform clean appearance.  | 1   |
| Shampoo fabric furniture to remove soil and spots.  | 1   |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                            | 1   |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1   |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1   |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1   |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1   |
| Vacuum fabric furniture to remove dust and debris.  | 1   |
| Dust walls from top to bottom to remove dust and cobwebs.   | 1   |

### *Day Care / Nursery*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 260              |
| Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.  | 260              |
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.  | 260              |
| Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.  | 260              |
| Dust horizontal surfaces and wipe with disinfectant all contact points to provide a sanitary surface free of dust, soil and streaks.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Refill all soap and paper towel dispensers  | 260              |
| Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.   | 50               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.   | 12               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 12               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |

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| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1 |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1 |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1 |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.   | 1 |
| Machine scrub hard surface floors to remove all soil and buildup.  | 1 |

### *Elevator / Escalator*

| Task Description   | Annual Frequency |
|--|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.   | 260              |
| Clean elevator walls, doors, carpets, ceiling and stainless steel resulting in a cab free of debris, dust, soil and streaks.   | 260              |
| Clean elevator walls, doors, hard floors, ceiling and stainless steel resulting in a cab free of debris, dust, soil and streaks.                                     | 260              |
| Clean escalator side rails, plates and treads. Glass and polished metal should be free of soil, dust and streaks. Treads will be free of debris and soil buildup.    | 260              |
| Vacuum elevator track to remove dust and debris.   | 52               |
| Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.  | 50               |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.                   | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.  | 1                |

### *Entrances / Lobbies*

| Task Description  | Annual Frequency |
|---|------------------|
| Clean door glass and other adjacent glass areas. Glass and sills should be free of soil, streaks and fingerprints. Start and end of shift.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Fully vacuum all carpeted areas from wall to wall including walk-off mats and edges to remove dust and debris.  | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Damp mop floors to remove dust, soil, and debris.   | 260              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.  | 260              |

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| Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.   | 52 |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.   | 52 |
| Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.  | 50 |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.                   | 1  |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1  |
| Shampoo fabric furniture to remove soil and spots.   | 1  |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1  |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 1  |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1  |
| Shampoo and extract walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.   | 1  |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.   | 1  |
| Vacuum fabric furniture to remove dust and debris.   | 1  |
| Machine scrub hard surface floors to remove all soil and buildup.  | 1  |

### *Exercise Room*

| Task Description  | Annual Frequency |
|---|------------------|
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Spot clean mirrors to remove fingerprints, soil and spots.  | 260              |
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.  | 260              |
| Apply approved disinfectant to exercise equipment contact surfaces removing soil and dust.  | 260              |
| Wipe dry providing a sanitized surface free of streaks.   |                  |
| Dust exercise equipment removing all dust and cobwebs.  | 52               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 12               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |



## *Exterior Areas*

| Task Description  | Annual Frequency |
|---|------------------|
| Empty and damp wipe ash urns, removing butts and soil.  | 260              |
| Inspect exterior areas and remove litter, cigarettes and debris. Remove bird soil as needed.  | 260              |
| Empty exterior trash (up to 25 feet from building), replace liners and tie-off at corners, clean obvious soil from exterior of containers.                        | 260              |
| Shovel and spread ice melt during inclement weather providing clear access to all building entrances. Remove ice melt and debris from exterior after snow events. | 54               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |

## *Gallery / Display Areas*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Spot clean display case exterior surfaces removing streaks, soil and fingerprints.  | 260              |
| Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.   | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.  | 260              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 208              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 52               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.  | 10               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Damp wipe air vents to remove dust, soil, cobwebs and buildup.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1                |
| Clean glass on all partitions. Finished glass, frame and sill areas will be free of soil, spots and streaks.  | 1                |
| Dust walls from top to bottom to remove dust and cobwebs.   | 1                |

## *Gymnasium / Courts*

| Task Description  | Annual Frequency |
|---|------------------|
| Dust mop open areas with a 60- inch dust mop to remove dust and debris.   | 260              |
| Spot clean opened bleachers in gymnasium to remove obvious debris, dust and soil. Return to closed position.  | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.                                    | 260              |
| Empty general trash, replace liners when soiled or torn. Clean and remove obvious soil, spots and spills from exterior of trash containers.             | 260              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 208              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints. | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 52               |
| Auto scrub floor using a 36 inch machine leaving floor surfaces free of dust and soil.  | 52               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Sweep under bleachers to remove dust and debris.  | 4                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.      | 1                |

## *Janitor Closets*

| Task Description   | Annual Frequency |
|--|------------------|
| Clean janitors' room sinks and floors to remove debris and soil. Organize shelves and inspect equipment.   | 260              |
| Dust light fixtures to remove exterior dust and cobwebs.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Wash trash containers to remove soil and buildup.  | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1                |

## *Kitchen Area*

| Task Description   | Annual Frequency |
|--|------------------|
| Clean kitchen including sinks, walls and floors. All included items serviced should be free of dust, soil and streaks.   | 260              |
| Empty kitchen trash, replace and tie-off liners at corners, clean and remove obvious soil, spots and spills from exterior of trash containers.                       | 260              |
| Refill all soap and paper towel dispensers   | 260              |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 12               |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Damp wipe air vents to remove dust, soil, cobwebs and buildup.   | 1                |
| Wash metal pan kitchen ceiling to remove soil and buildup.   | 1                |
| Power wash all kitchen hard surface floors to remove soil and buildup.   | 1                |
| Power wash ceramic kitchen walls to remove dust, soil and buildup.   | 1                |
| Wash and degrease exhaust hood to remove soil, dust and buildup. Polish metal exterior of hood.  | 1                |

## *Laundry*

| Task Description  | Annual Frequency |
|---|------------------|
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.  | 260              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.  | 260              |
| Refill all soap and paper towel dispensers  | 260              |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## *Lecture Hall*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 240              |
| Erase chalk board and wash resulting in a surface free of dust, soil, streaks, fingerprints and buildup.  | 240              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 240              |
| Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.  | 240              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 240              |
| Clean dry eraser board resulting in a soil and streak free surface.   | 240              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 192              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 192              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 48               |
| Damp mop floors to remove dust, soil and debris.  | 48               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 48               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.   | 12               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 12               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Wash trash containers to remove soil and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Dust walls from top to bottom to remove dust and cobwebs.   | 1                |
| Wash non-fabric furniture to remove soil buildup and fingerprints.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## *Library Space*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Auto scrub or damp mop hard floor surfaces leaving floor surfaces free of dust and soil.  | 260              |
| Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.   | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.  | 260              |
| Spot clean chairs to remove obvious soil, fingerprints, spots and debris.   | 260              |
| Damp wipe table tops and horizontal surfaces in Library using approved disinfectant. Surfaces should be soil, fingerprint, dust and streak free.  | 260              |
| Vacuum carpeted traffic lanes and spot vacuum personal work spaces to remove debris, dust and cobwebs.  | 208              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 52               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.  | 50               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.   | 12               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 12               |
| Hot-water extract using walk-behind unit removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1                |
| Damp wipe non-fabric furniture to remove soil.  | 1                |
| Vacuum fabric furniture to remove dust and debris.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |
| Dust walls from top to bottom to remove dust and cobwebs.   | 1                |

## *Loading Dock*

| Task Description  | Annual Frequency |
|---|------------------|
| Dust mop or sweep hard-surface floors to remove dust and debris.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 52               |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Wash trash collection bins to fully remove all soil, spots, spills and buildup.   | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## *Locker / Shower*

| Task Description   | Annual Frequency |
|--|------------------|
| Dust mop or sweep hard-surface floors to remove dust and debris.   | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.   | 260              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.   | 260              |
| Spot clean mirrors to remove fingerprints, soil and spots.   | 260              |
| Clean and disinfect shower walls, fixtures, and other surfaces to provide a sanitized surface free of soil, dust and streaks.  | 260              |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.                                     | 260              |
| Empty general trash, replace liners when soiled or torn. Clean and remove obvious soil, spots and spills from exterior of trash containers.                          | 260              |
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.   | 260              |
| Refill all soap and paper towel dispensers   | 260              |
| Dust and spot clean exterior of unlocked and empty lockers removing dust and soil. Spray interiors with disinfectant removing offending odors.                       | 52               |
| Machine scrub shower rooms and associated areas with germicidal cleaner to remove soil and buildup.  | 52               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.   | 10               |
| Wash locker interiors using germicidal cleaner removing dust, soil, and offending odors.   | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1                |

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| Wash locker exteriors to remove soil, dust, streaks and fingerprints.  | 1 |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance. | 1 |

### *Medical / Therapy*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Dust horizontal surfaces and wipe with disinfectant all contact points to provide a sanitary surface free of dust, soil and streaks.  | 260              |
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.  | 260              |
| Vacuum carpeted traffic lanes and spot vacuum personal work spaces to remove debris, dust and cobwebs.  | 208              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 52               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.   | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.  | 10               |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Machine scrub shower rooms and associated areas with germicidal cleaner to remove soil and buildup.   | 1                |

## Offices, Administrative

| Task Description   | Annual Frequency |
|--|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.   | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers.      | 260              |
| Dust furniture and spot clean all horizontal surfaces (which are free of personal or work related items) and all vertical surfaces. All included items should be free of dust, soil and streaks. | 260              |
| Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.   | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.  | 260              |
| Vacuum carpeted traffic lanes and spot vacuum personal work spaces to remove debris, dust and cobwebs.   | 208              |
| Spot mop floors to remove obvious soil, streaks and spots.   | 208              |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.   | 52               |
| Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.   | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.   | 52               |
| Damp mop floors to remove dust, soil, and debris.  | 52               |
| Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.  | 12               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.   | 11               |
| Dust light fixtures to remove exterior dust and cobwebs.   | 1                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.   | 1                |
| Shampoo fabric furniture to remove soil and spots.   | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.   | 1                |
| Vacuum fabric furniture to remove dust and debris.   | 1                |
| Clean and polish wood furniture to remove soil, buildup and to restore finish.   | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                             | 1                |



## Offices, General

| Task Description  | Annual Frequency |
|---|------------------|
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 52               |
| Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.  | 52               |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Empty recyclable trash into appropriate containers.   | 52               |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 52               |
| Empty general trash, replace liners when soiled or torn. Clean and remove obvious soil, spots and spills from exterior of trash containers.   | 52               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Dust furniture and spot clean all horizontal surfaces (which are free of personal or work related items) and all vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints. | 52               |
| Dust areas above shoulder level and below knee level to remove dust and cobwebs.  | 12               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Shampoo fabric furniture to remove soil and spots.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.  | 1                |
| Wash trash containers to fully remove all soil, spots, spills and buildup.  | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.  | 1                |
| Vacuum fabric furniture to remove dust and debris.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## Restrooms

| Task Description   | Annual Frequency |
|--|------------------|
| Apply germicidal cleaner to all fixtures, refill dispensers, spot clean mirrors and partitions, wipe fixtures clean, sweep and mop floors with germicidal cleaner providing a sanitized area free of dust, soil, and streaks | 260              |
| Clean and disinfect shower walls, fixtures, and other surfaces to provide a sanitized surface free of soil, dust and streaks.  | 260              |
| Empty trash containers and used sani-boxes on stall walls, replace liners when soiled or torn. Clean and remove obvious soil, spots and spills from exterior of trash containers.  | 260              |
| With a germicidal cleaner, completely damp wipe restroom partitions including high/low areas leaving a sanitized surface free of soil, dust and streaks.   | 52               |
| Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.  | 52               |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.   | 12               |
| Wash restroom walls with germicidal cleaner resulting in a surface free of soil, dust, and streaks.  | 12               |
| Machine scrub restroom floors with germicidal cleaner to sanitize and to remove soil and   | 12               |

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|--|----|
| buildup.   |    |
| Wash trash containers to fully remove all soil, spots, spills and buildup.   | 12 |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.  | 1  |
| Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.                      | 1  |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. | 1  |

## *Retail Area*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.   | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 208              |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.  | 10               |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Wash trash containers to remove soil and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |

## *Sauna*

| Task Description   | Annual Frequency |
|--|------------------|
| Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris. | 260              |
| Hand wash walls, using approved cleaner, to remove soil.   | 1                |

## *Shop*

| Task Description  | Annual Frequency |
|---|------------------|
| Dust mop or sweep hard-surface floors to remove dust and debris.  | 260              |
| Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean and remove obvious soil, spots and spills from exterior of trash containers. | 260              |
| Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.  | 260              |
| Spot mop floors to remove obvious soil, streaks and spots.  | 208              |
| Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.  | 208              |
| Damp mop floors to remove dust, soil and debris.  | 52               |
| Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.                                     | 52               |
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.  | 52               |
| Hot-water extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.  | 1                |
| Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.                        | 1                |
| Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.   | 1                |
| Machine scrub hard surface floors to remove all soil and buildup.   | 1                |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 1                |

## *Stairwells*

| Task Description  | Annual Frequency |
|---|------------------|
| Spot clean carpeted stairs using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.                                     | 260              |
| Spot mop stairways to remove soil, streaks and spots.   | 208              |
| Spot vacuum stairs using a backpack vacuum to remove obvious debris.  | 208              |
| Sweep and damp mop stairways, dust vertical and horizontal surfaces and spot clean. All surfaces should be free of dust, soil, streaks, cobwebs and fingerprints. | 52               |
| Vacuum stairways, dust vertical and horizontal surfaces and spot clean. All included items should be free of dust, soil, streaks and cobwebs.                     | 52               |
| Dust or vacuum air vents to remove loose dust, soil and cobwebs.  | 52               |
| Dust light fixtures to remove exterior dust and cobwebs.  | 1                |
| Strip and refinish stairways to remove soil and buildup and to restore a uniform high-gloss appearance.   | 1                |
| Using a hot-water extraction system, fully clean carpeted stairs removing surface soils to provide a uniform clean appearance.                                    | 1                |
| Scrub and recoat hard surface stairways to remove soil and buildup.   | 1                |

## *Storage*

| <u>Task Description</u>   | <u>Annual<br/>Frequency</u> |
|---|-----------------------------|
| Fully vacuum all carpeted areas from wall to wall to remove dust and debris.              | 52                          |
| Dust mop floors with a water-based chemically treated dust mop to remove dust and debris. | 52                          |
| Spot mop floors to remove obvious soil, streaks and spots.                                | 52                          |