HOUSEKEEPING FREQUENCIES	DAY MAID	NIGHTLY	WEEKLY	МОИТНLУ	QUARTERLY	ANNUALLY	AS NEEDED	UPON REQUEST	NOT APPLICABLE
TASKS/AREAS									
OFFICE AREAS									
Dust all desk tops. Items will not be moved		Х							
Disinfect telephone receivers and cradles			Χ						
Dust all file cabinets			Х						
Straighten magazines and/or other items in reception areas	Х	Χ							
Empty waste receptacles and replace liners as needed		Χ							
Clean exterior and interior of waste receptacles				Χ					
Dust and spot mop all hard-surface floors		Χ							
Vacuum all carpeted areas, including walk-off mats		Χ							
Spot clean walls, doors, door frames, sills and ledges			Х						
Dust picture frames and moldings			Χ						
Dust vertical surfaces on furnishings			Х						
Dust light fixtures, ventilation grills and light reflectors				Χ					
Remove bugs from light lenses				Χ					
Damp wipe all baseboards				Χ					
Dust venetian blinds				Χ					
Polish/buff tiled flooring			Χ						
LOBBY, HALLS and STAIRWELLS									
Clean glass doors, interior and exterior	Χ	Χ							
Vacuum/Mop reception area completely		X							
Clean interior of elevator cabs, including walls, floors		Χ							
Clean elevator tracks		Х							
Empty and clean cigarette urns	Χ	Χ							
Vacuum exterior walk-off mats		Х							
Police planters in lobby for debris	Х	Х							
Vacuum common area hallways		Χ							
Sweep and damp mop stairwells			Χ						
Dust stair rails			Χ						
High dust in lobby area			Χ						

BREAKROOMS Empty waste receptacles and replace liners as needed X X X Clean exterior and interior of waste receptacles Disinfect counter surfaces X X Mop all hard-surface floors Clean, treat and/or buff tiling X X Strip/wax tiled flooring X X Strip/wax tiled flooring Replenish consumable supplies X X Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X X Make coffee X X Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant Disinfect counter surfaces Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Disinfect partition surfaces Wash all wall surfaces with disinfectant X X Dust or vacuum restroom air vents X X Dust or vacuum restroom air vents X X Dust or vacuum restroom air vents	HOUSEKEEPING FREQUENCIES	DAY MAID	NIGHTLY	WEEKLY	МОМТНГУ	QUARTERLY	ANNUALLY	AS NEEDED	UPON REQUEST	NOT APPLICABLE
Empty waste receptacles and replace liners as needed X X X S S S S S S S S S S S S S S S S	2254/22040									
Clean exterior and interior of waste receptacles Disinfect counter surfaces Mop all hard-surface floors Clean, treat and/or buff tiling Strip/wax tiled flooring Replenish consumable supplies Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X Make coffee RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Disinfect partition surfaces X X Disinfect partition surfaces X Disinfect partition		V								
Disinfect counter surfaces		Х	Х							
Mop all hard-surface floors Clean, treat and/or buff tiling Strip/wax tiled flooring Replenish consumable supplies Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X Restock all breakroom supplies X Restock all breakroom supplies X RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X Disinfect counter surfaces X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and I suffaces X X Designed to sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Dust or vacuum restroom air vents X X Dust or vacuum restroom air vents	<u>'</u>	V			Х					
Clean, treat and/or buff tiling Strip/wax tiled flooring Replenish consumable supplies X Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X X Make coffee RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Disinfect parition surfaces X X		Х								
Strip/wax tiled flooring Replenish consumable supplies X X Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X X X X X X X X X X X X X X X X X X X			Х	V						
Replenish consumable supplies Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X X Make coffee RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X Disinfect counter surfaces X Dust and refill soap, toilet paper, towel, sanitary products dispensers X Disinfect partition surfaces X Disinfect partition surfaces X Disinfect partition surfaces X Disinfe				Χ						
Detail clean and sanitize all microwaves Detail clean and sanitize all refrigerators Restock all breakroom supplies X Make coffee X Make coffee X Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant Disinfect counter surfaces X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Disinfect partition surfaces X X X X X X X X X X X X X								Х		
Detail clean and sanitize all refrigerators Restock all breakroom supplies X X Make coffee X Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X Disinfect counter surfaces X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X Disinfect partition surfaces X X X X X X X X X X X X X		Х								
Restock all breakroom supplies			Х							
RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X X X Disinfect counter surfaces X X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X X Polish mirrors and brightwork X X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents			.,	Х						
RESTROOMS Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X X X Disinfect counter surfaces X X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X X Polish mirrors and brightwork X X X Disinfect partition surfaces X X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents			Х							
Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X X X Disinfect counter surfaces X X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X X Polish mirrors and brightwork X X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents	Make coffee	Х								
Disinfect basins, all toilet surfaces and urinals with quaternary disinfectant X X X Disinfect counter surfaces X X X Dust and refill soap, toilet paper, towel, sanitary products dispensers X X X Polish mirrors and brightwork X X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents	DECEDOMS									
Disinfect counter surfaces Dust and refill soap, toilet paper, towel, sanitary products dispensers Note that the paper is a possible paper is a possible paper in the paper in			~							
Dust and refill soap, toilet paper, towel, sanitary products dispensers X X X Polish mirrors and brightwork X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents X X										
Polish mirrors and brightwork X X X Disinfect partition surfaces X X X Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents X X										
Disinfect partition surfaces Wash all wall surfaces with disinfectant Volume 1										
Wash all wall surfaces with disinfectant X X X Polish metal surfaces X X X Dust or vacuum restroom air vents X X										
Polish metal surfaces X X X Dust or vacuum restroom air vents X X										
Dust or vacuum restroom air vents X										
		^	^	X						
Property dispose of pionazardous waste in restrooms	Properly dispose of biohazardous waste in restrooms	Х	Х	^						
1 2 7 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Dust restroom light fixtures	^	^	Y						
Dust restroom light intuites // /	Dust restroom light fixtures			^						

HOUSEKEEPING FREQUENCIES	DAY MAID	NIGHTLY	WEEKLY	МОИТНLУ	QUARTERLY	ANNUALLY	AS NEEDED	UPON REQUEST	NOT APPLICABLE
FLOOR SERVICES									
Dust mop all hard surface flooring		Х							
Buff resilient floors			Χ						
Strip/wax tiled flooring							Χ		
Clean, treat and/or buff tiling in lobby			Χ						
Machine scrub and recoat tiled flooring							Χ		
Spot clean carpet stains		Χ							
MISCELLANEOUS									
Remove debris from dock and dumpster site		Х							
Inventory supplies, reorder from AHI				Χ					
Remove recycling trash to proper bins		Х							
Sweep exterior entry portico		Х							

AHI Facility Services, Inc.

Contract No. K-1213-210

Exhibit "A"

AY MAID	NIGHTLY	JEEKLY	AONTHLY	UARTERLY	ANNUALLY	S NEEDED	PON REQUEST	OT APPLICABLE	
DΑ	ž		Ιĕ	σn'	I Z	AS	<u> ۱</u>	S	

HOUSEKEEPING FREQUENCIES