

JANITORIAL SERVICES

Daily janitorial service is provided to all floors by our evening janitorial crew Monday through Friday after 5:30 p.m.. Standard services are provided as listed below. Any special requests for janitorial service can be handled by either our day or night janitorial crews. Please call the Tenant Services Administrator at the Management Office to schedule. Any items that are to be disposed of must be clearly marked "trash." Our janitorial crews will not remove any items unless they are marked "trash." "Trash" stickers can be obtained from the Management Office.

A. STANDARD SERVICES

We provide extensive daily cleaning as part of our standard building services. To provide you with thorough and comprehensive cleaning, we have developed schedules for different services:

Our daily building cleaning includes:

- * Sweeping or vacuuming all floors
- * Dusting all reachable horizontal surfaces
- * Sweeping all steps, sidewalks, and plazas
- * Cleaning elevator cabs
- * Emptying all waste containers
- * Cleaning all public restrooms

Our weekly building cleaning includes:

- * Dusting all desk tops
- * Spot cleaning doors and surrounding areas
- * Dusting the top of file cabinets and counters
- * Damp mopping the floors
- * Cleaning the building directory
- * Wiping all waste containers

Every four months we:

- * Wash all exterior windows (interior windows semi-annually)
- * Dust all vertical surfaces of furniture

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- * Strip, scrub, and wax all resilient floor areas

B. SPECIAL SERVICES

The Building Office will gladly arrange or provide referrals for special services, such as electrical, painting, or pest control, which may extend beyond the day-to-day needs of tenants. For information regarding these services, please contact the Building Office.

Your office fixtures, furniture, and equipment represent significant investment of your firm's corporate dollars. Even with the extensive cleaning program that we offer, there are many additional items that you may wish to consider in order to protect that investment. The following services can be provided by the Management Office for an additional fee:

1. Carpets: - Thorough carpet care requires a professionally organized program that includes steam cleaning alternated with lighter cleaning and power pile lifting, as well as ongoing spot cleaning. Carpeting is an expensive and heavily used portion of your space. Moreover, instituting an ongoing maintenance program to keep carpeting free from grit will maintain the carpet and keep it in peak condition for many years. This type of program has the added advantage of enhancing the fresh, clean look in your space and contributes to employee satisfaction and productivity.
2. Floors: - Prolonging the life and beauty of any floor requires a combination of proper maintenance techniques including stripping, sealing, waxing, and buffing. Wood and tile floors often require special care on a regular basis to preserve their natural appeal and life span.
3. Upholstery: - Upholstery should be vacuumed and cleaned on a regular basis with spot cleaning done when necessary. Dirt in furniture retains odors and mutes the color of the fabric. Marks make the furniture

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appear unsightly. This can be critical when considering the professional, first class image of your office.

4. Drapes/Blinds: - As with upholstery, draperies or blinds should be cleaned on a regular basis. This helps to maintain color and the fresh, crisp appearance, as well as removing any odors that might be trapped in the fabric.
5. Partition Glass Walls and Doors: - Our janitorial staff will spot clean obvious fingerprints nightly, but a more thorough washing on both sides of the glass will need to be scheduled at an additional charge. A regular weekly or monthly cleaning may be set up in advance.
6. Miscellaneous: - Other areas in your space might also have special cleaning needs. Private bathrooms, wood furniture, etc., all require special cleaning and care to keep them in top condition. Putting a program into place to provide this specialized care will maintain your investment without involving your time and energy.