

Exhibit A

Janitorial Scope of Services including Specifications

And

Frequency of Operations Schedule

Clean the public restrooms located at 1030 Marina Village Parkway, once per day, 7 times per week.

NIGHTLY SERVICES: Seven (7) times per week (MONDAY THROUGH SUNDAY)

- Restock all restrooms with supplies from stock including paper towels, toilet tissue, seat covers, and hand soap as required.
- Restock all sanitary napkin and tampon dispensers from stock, as required. All proceeds from this service are the proper of the Owner.
- Wash and polish all mirrors, dispensers, faucets, flush – o – meters, and bright work with non – scratch disinfectant cleaners.
- Wash and sanitize all wash basins, counter tops, toilet bowls, toilet seats, urinals, and sinks as required. Disinfect underside and tops of toilet seats.
- Remove stains, de – scale toilets, urinals, and sinks as required.
- Mop all restroom floors with disinfectant germicidal solution. Remove gum, tar, and other foreign substances from floor surfaces.
- Empty and sanitize all waste and sanitary napkin and tampon receptacles.
- Remove all restroom trash from building.
- Spot clean fingerprints, marks and graffiti from tile wall, partitions, glass, and light switches as required.
- Report all fixtures not working properly to supervisor. Janitorial supervisor to compile and leave a list of all items reported.
- Report all light fixtures which have lamps not functioning.
- Report all damaged areas in restroom, e.g. walls, door locks, hinges, to supervisor.

WEEKLY SERVICES

- Dust all low reach areas and high reach areas including, but not limited to structural ledges, mirror tops, partition tops and edges, air conditioning diffuses, and return air grille.
- Add fluid to floor drains.

MONTHLY SERVICES

- Wipe down all tile walls and metal partitions. Partitions shall be left in an un – streaked condition after this work.
- Clean all ventilation grills.
- Dust all doors and doorjamb.

Ensure the restrooms are locked from 7:00 pm to 7:00 am. The restrooms are set on a time clock from 7:00 pm to 7:00 am. The time clock is located in the janitorial closet at 1030 Marina Village Parkway.

INCIDENTAL MAINTENANCE

Incidental repairs or replacements must be pre-approved by City