

## Attachment "A" - JANITORIAL TASK LIST & FREQUENCY SCHEDULE

[illegible]

3.5	Wipe down all file cabinets		x										x
3.6	Ceramic Tile Floors to be machine scrubbed and grout cleaned.		x			x							
3.7	Dust columns, high ledges, ceiling trim, and light fixtures and remove cobwebs and other debris				x								
3.8	Dust any floor lights, HVAC Vents and free standing units	x	x	x		x			x			x	x
<b><u>SECTION 4 - QUARTERLY</u></b>													
4.1	All vinyl/composition tile flooring (excluding restrooms) to be stripped and refinished					*							
<b><u>SECTION 5 - SEMI-ANNUALLY (SEPTEMBER AND MARCH)</u></b>													
5.1	Carpets steam cleaned	x	x	x	x	x			x	x		x	x
5.2	Granite and Terrazzo Floors Stripped and Refinished					x							x