

Janitorial and Recycling Standards in State Occupied Space

<u>Type of Space:</u>	<u>Task:</u>	<u>Frequency:</u>
Office/Work Stations	Vacuuming Trash Removal Recycling	Twice per week Twice per week Once per week
Public/Common Areas	Vacuuming Trash Removal	Five days a week Five days a week
Restrooms	Cleaning	Five days a week
Window Cleaning	Exterior Interior	Once per year Once per year
Carpet Cleaning	High Use Areas	Up to four times/year

Janitorial supplies shall include, but not be limited to toilet tissue, hand soap, a means for drying hands, waxes, strippers, sealers, etc.

In addition to trash removal from office wastebaskets, dumpsters, or equivalent containers, the janitorial duties shall include the collection of recyclable materials, which have been separated by the Lessee, and the placement of the recyclable materials in the proper containers at the single designated storage location on the Leased premises.