

Section 3. Compensation and Payment

3.1 Contractor's fees shall be calculated at the rates set forth in the attached Exhibit A. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit A is eighteen thousand eight hundred and sixty four dollars and no/100 (\$18,864.00) per month for an annual maximum compensation of two hundred twenty six thousand three hundred and sixty eight dollars and no/100 (\$226,368.00). In no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order.

3.2 All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.

3.3 County will pay Contractor based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Contractor shall submit to County two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Limit of Appropriation

4.1 Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of two hundred twenty six thousand three hundred and sixty eight dollars and no/100 (\$226,368.00), specifically allocated to fully discharge any and all liabilities County may incur.

4.2 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Contractor may become entitled to and the total maximum sum that County may become liable to pay to Contractor shall not under any conditions, circumstances, or interpretations thereof exceed two hundred twenty six thousand three hundred and sixty eight dollars and no/100 (\$226,368.00).

Section 5. Time of Performance

The time for performance of the Scope of Services by Contractor shall begin on April 1, 2016 and end on March 31, 2017.

Section 6. Modifications and Waivers

6.1 The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.

6.2 No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.

6.3 The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 7. Termination

7.1 Termination for Convenience

7.1.1 Either Party may terminate this Agreement at any time upon sixty (60) days written notice.

7.2 Termination for Default

7.2.1 County may terminate the whole or any part of this Agreement for cause in the following circumstances:

7.2.1.1 If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;

7.2.1.2 If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

7.2.2 If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7.1 above.

7.3 Upon termination of this Agreement, County shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Contractor's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.

7.4 If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

Section 8. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to County on request.

Section 9. Inspection of Books and Records

Contractor will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

Section 10. Insurance

10.1 Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

10.1.1 Workers' Compensation insurance. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.

10.1.2 Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.

10.1.3 Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

10.2 County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

10.3 If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the Agreement is completed.

Section 11. Indemnity

CONTRACTOR SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.

Section 12. Confidential and Proprietary Information

12.1 Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Contractor or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.

12.2 Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of

any Confidential Information. Without limitation of the foregoing, Contractor shall advise County immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by County, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Contractor will promptly turn over to County all documents, papers, and other matter in Contractor's possession which embody Confidential Information.

12.3 Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

12.4 Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

12.5 Contractor expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 13. Independent Contractor

13.1 In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.

13.2 Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

Section 14. Notices

14.1 Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

14.2 Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County
Attn: Purchasing
301 Jackson Street
Richmond, Texas 77469

With a copy to: Fort Bend County
Attn: County Judge
401 Jackson Street
Richmond, Texas 77469

Contractor: McLemore Building Maintenance, Inc.
110 Fargo Street
Houston, Texas 77006

14.3 A Notice is effective only if the party giving or making the Notice has complied with subsections 14.1 and 14.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

14.3.1 If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

14.3.2 If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

Section 15. Compliance with Laws

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Contractor shall furnish

County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 16. Performance Warranty

16.1 Contractor warrants to County that Contractor has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Contractor will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.

16.2 Contractor warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.

Section 17. Assignment and Delegation

17.1 Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.

17.2 Neither party may delegate any performance under this Agreement.

17.3 Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 18. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

Section 19. Successors and Assigns

County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 20. Third Party Beneficiaries

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 21. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 22. Publicity

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

Section 23. Captions

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 24. Conflict

In the event there is a conflict between this Agreement and the attached exhibit, this Agreement controls.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the ____ day of _____, 2016.

FORT BEND COUNTY

McLemore Building Maintenance, Inc.

Robert E. Hebert, County Judge



Authorized Agent- Signature

Date

Curtis McLemore

Authorized Agent- Printed Name

ATTEST:

CEO

Title

Laura Richard, County Clerk

3/1/2016

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Edward Sturdivant, County Auditor

EXHIBIT A

1.0 SCOPE OF WORK:

- 1.1 The Fort Bend County Justice Center, 1422 Eugene Heimann Circle, Richmond, TX is approximately 235,000 sq ft.
- 1.2 The contractor shall supply all cleaning equipment and personnel necessary for cleaning, disinfecting and upkeep of floors, carpets, walls, trim, fixtures, glass and dusting of furniture. Equipment must be in good working condition. Facilities Operations Manager must approve equipment and supplies prior to use. Fort Bend County will supply Envirox, Mineral Shock (to be dispensed and controlled by County), trash can liners, soap refills, and paper products, i.e., paper towels, toilet tissue, and tissue seat covers. Fort Bend County will require contractor's personnel to be trained on Envirox and Mineral Shock products by supplier prior to use. A product training completion certificate will be presented at the end of training session to attendees. Only the contractor's trained personnel will be allowed to clean in this facility.
- 1.3 RFP submitted will be for cleaning five (5) days a week – Monday - Friday. The cleaning crew is to work each evening when the Justice Center is closed. All members of the cleaning crew must be able to speak English fluently. All members of the cleaning crew must have a background check performed and approved by the Facilities Operations Manager prior to working in this facility. The cleaning crew will not be allowed to start cleaning prior to 6:00 p.m. each business day. All crew members must be present the entire shift. Normal hours of operation for the Justice Center are 8 a.m. – 5 p.m. Monday through Friday. The Justice Center may require minor adjustments to the cleaning schedule for special programming. If the Justice Center is closed for an extended holiday or on Saturdays and Sundays, the contractor is expected to provide specialized services on those days. No scheduling adjustments will be made due to holidays unless specifically requested by the Facilities Operations Manager.
- 1.4 The vendor is required to train all members of the cleaning crew to know and understand all requirements set forth in this contract.
- 1.5 The contractor will be responsible for losses or damages and any unauthorized toll type telephone calls, which are traceable to the cleaning staff. Should polygraph tests be required to determine liability, the contractor will be responsible for the costs of such tests. Any damages by the cleaning crew should be reported to the Facilities Operations Manager the following workday. Each employee of the contractor must agree to being photographed and fingerprinted by the County.
- 1.6 No food or drink is allowed in the building by the cleaning staff. No smoking is allowed in the building at any time. No cleaning staff is allowed to have children

on the premises during their assigned working hours. Each member of the cleaning crew is required to wear a photo ID badge identifying them and the cleaning company, a uniform shirt that identifies the cleaning company, and a copy of product training completion certificate at all times they are on the County premises.

- 1.7 The cleaning staff will not use any county equipment, such as telephones, computers, typewriters, copy machines, etc. Cleaning staff must never open cabinets, drawers, files, etc.
- 1.8 The contractor is responsible for the security of the building during cleaning hours. All entrances must be secure after entering and upon leaving the building. If keys are lost, the contractor is responsible for all costs necessary to re-establish security, i.e., new locks, keys, labor, etc. The contractor's access shall be limited to 2 set of keys, furnished by the County. At the end of the contract, all outside door locks with specified duplicate keys may be changed at the contractor's expense by a County approved vendor.
- 1.9 The contract is required to keep a nightly roster of cleaning personnel in the building and their work assignments. Each crew member must sign in and out individually. Starting and ending time for each crew member will be required. The schedule of all periodic tasks and their sign off must be left at the County's designated area in the building for review by the County.
- 1.10 The cleaning crew shall be supervised at all times. All services must be inspected by a Contractor's representative at least weekly and any corrective action taken immediately. The Contractor's representative will date and sign the nightly roster on each visit. Each inspection will require a completed inspection form (County will provide) by the Contractor's representative. The completed inspection form will be signed by the Contractor's representative and put in the County's designated area in the building for review by the County. Failure to follow 9.9 and 9.10 above will be grounds to terminate said contract with vendor.
- 1.11 Additional services not specified may be contracted for at a rate agreeable to both parties (Example: special sealants, more carpet cleaning, additional occupied space, etc.).
- 1.12 DAILY SERVICE:
 - 1.12.1 Restrooms:
 - 1.12.1.1 Sweep and mop ceramic tile floor with Envirox, removing all stains.

- 1.12.1.2 Wash and disinfect all surfaces of urinals, bowls and tanks with Envirox.
- 1.12.1.3 Clean all mirrors and vanity shelves with Envirox.
- 1.12.1.4 Clean and dry polish faucets, soap dispensers, sanitary disposal units, towel and tissue dispensers, and waste receptacles.
- 1.12.1.5 Damp wipe ledges, sills and stall partitions.
- 1.12.1.6 Empty, clean, and disinfect all waste containers, replace liners and remove waste to designated area.
- 1.12.1.7 Clean and disinfect all sanitary napkin containers both inside and out.
- 1.12.1.8 Spot clean all walls and doors.
- 1.12.1.9 Restock all restroom supplies, i.e., toilet tissue, paper towels, soap refills, etc.

1.12.2 Elevators

- 1.12.2.1 Clean, polish and remove finger marks, smudges, etc from elevator doors, walls, control panels, and thresholds.
- 1.12.2.2 Sweep, vacuum or mop depending on floor covering in elevator. Also, remove any stains on floor covering.
- 1.12.2.3 Clean and remove all debris from door tracks.

1.12.3 Escalators

- 1.12.3.1 Turn off escalators. Sweep the steps to loosen debris.
- 1.12.3.2 Use shop vacuum to clean up all debris from steps on escalators.
- 1.12.3.3 Clean, polish and remove finger marks, smudges, etc. from escalator walls, handrails, etc.

1.12.4 Floor Covering:

- 1.12.4.1 Carpet: Vacuum from corner to corner and spot clean any stains.
- 1.12.4.2 Ceramic Tile and Terrazzo: Sweep and machine scrub.
- 1.12.4.3 VCT Tile: Sweep and mop removing all stains.
- 1.12.4.4 Spots and gum on all floor coverings will be removed upon discovery.
- 1.12.4.5 Floor molding will be maintained in a dust free condition.
- 1.12.4.6 Clean inside and outside door mats of dirt and debris.
- 1.12.4.7 Sweep entrance thresholds removing all debris, trash, etc.

1.12.5 Glass and Windows:

- 1.12.5.1 Spot clean all glass – windows, doors (inside and out), walls, entries and partitions (includes entry doors to building) and glass desktops.

1.12.6 Wall/Wall Coverings:

- 1.12.6.1 Dust and remove all smudges and fingerprints on walls, wall coverings and wall hangings.
- 1.12.6.2 Wall coverings must be dust free.
- 1.12.6.3 Any tape on walls will be removed daily.
- 1.12.6.4 Graffiti will be removed from walls upon discovery.
- 1.12.6.5 Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be written and left in 'comment section' of nightly roster.

1.12.7 Dusting and Furniture Care:

- 1.12.7.1 Dust all exposed areas on desks, other work surfaces, cabinets, shelves and lamps.
- 1.12.7.2 Clean and disinfect all tabletops, counter tops and appliance exteriors in all kitchen areas of building.
- 1.12.7.3 DRY dust all electronics.

1.12.8 Miscellaneous Cleaning Services:

- 1.12.8.1 Empty all wastebaskets in building.
- 1.12.8.2 Install new waste basket liners, replace as necessary.
- 1.12.8.3 Empty all trash cans at entrances and replace with new liners.
- 1.12.8.4 Clean and sanitize wastebaskets, trash cans as needed.
- 1.12.8.5 Remove all trash to designated area.
- 1.12.8.6 Clean, disinfect, and polish all drinking fountains.
- 1.12.8.7 Clean and disinfect all walls, wall switches and thermostats of finger marks and smudges.
- 1.12.8.8 Clean and disinfect all doorknobs and door fixtures.
- 1.12.8.9 Dust and remove all smudges and fingerprints on doors.
- 1.12.8.10 Clean and disinfect all telephones weekly.
- 1.12.8.11 Maintain Janitor's closets in a clean and orderly condition.
- 1.12.8.12 Remove all cobweb daily throughout the building.
- 1.12.8.13 Turn all lights off when leaving each work area.

1.13 WEEKLY SERVICE: All above, plus.

1.13.1 Restrooms:

1.13.1.1 Dust hard to reach areas including all a/c and return air vents.

1.13.1.2 Wash and disinfect stall partitions, doors and walls completely with Envirox.

1.13.1.3 Flush all floor drains.

1.13.2 Floor Covering:

1.13.2.1 VCT Tile: Sweep, mop and spray buff.

1.13.3 Dusting and Furniture Care:

1.13.3.1 Vacuum upholstered furniture weekly.

1.13.4 Stairwells: Clean all emergency stairwells in building:

1.13.4.1 Sweep stairs and landings.

1.13.4.2 Wet mop stairs and landings.

1.13.4.3 Dust handrails and ledges.

1.13.4.4 Spot clean walls and doors.

1.13.5 Interior Windows:

1.13.5.1 Windowsills will be free of dust and debris.

1.13.5.2 Cobwebs will be removed.

1.13.5.3 Spot clean all interior glass.

1.13.5.4 Blinds will be free of dust and debris.

1.14 MONTHLY: All above, plus.

1.14.1 Restrooms:

1.14.1.1 Machine scrub all restroom tile floors.

1.14.1.2 Clean and dust all light fixtures, grilles and hard to reach areas.

1.14.2 Elevators:

1.14.2.1 Dust and clean all ceiling panels and high ledges.

1.14.3 Stairwells: Clean all emergency stairwells in building

- 1.14.3.1 Dust frames and lights.
- 1.14.3.2 Remove all spider webs.

1.14.4 Dusting and furniture care:

- 1.14.4.1 Dusting ceiling lights. Remove all spider webs and bugs as needed.
- 1.14.4.2 Vacuum upholstered furniture and dust edges.
- 1.14.4.3 Vacuum under and behind upholstered furniture.
Vacuum under any removable cushions.
- 1.14.4.4 Dust or vacuum window shades.

1.15 Semi-Annual: Set schedule will be agreed on with vendor and Facilities Operations Manager (First time between January 1st and March 1st and the second time between July 1st and September 1st).

1.15.1 VCT Tile floor covering: Strip and wax.

1.15.2 Carpets: Shampoo all carpeting.

1.15.3 Interior Glass clean and shine all interior windows and blinds in building.

1.15.4 Skylights – clean and shine interior and exterior of skylights (4).

