

**Schedule 1 to EXHIBIT A  
Custodial Schedule of Minimum Services**

**1. Breakrooms, Kitchens, Lounges, Lobbies**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
Restock Paper towel, toilet paper and soap dispensers	X							
Sinks: clean and disinfect	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)		X						
Carpet: shampoo and extract						X		
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Clean walk-off mats	X							
Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Pencil sharpeners: remove contents and clean	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**2. Exterior Entries, Atriums, Patios, Balconies, Outside Porches**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							

Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Clean walk-off mats and walk-off grates	X							
Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Loose Trash (to include cigarette butts) - pick up	X							
Damp/wet mop brick pavers on patios and balconies				X				
Pressure-wash (must get prior approval)								X
Remove bird feces (must follow safety precautions)								X
Hand Rails: clean and disinfect			X					
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**3. Public Corridors, Circulation, Stairs and Landings, Hallways, Entry Ways, etc.**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)  Note: Do not touch or disturb computer equipment or its cables or power cords.	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
	Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X				
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)			3X					
Carpet: shampoo and extract						X		
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Clean walk-off mats and walk-off grates	X							
Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							

Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Pencil sharpeners: remove contents and clean	X							
Handrails: clean and disinfect	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

#### 4. Elevators

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
	Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X				
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect, vacuum walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)	X							
Carpet: shampoo and extract				X				
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)			X					
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Clean walk-off mats	X							
Door Tracks: remove dust, grit, and litter			X					
Handrails: clean and disinfect	X							
Fixtures: clean/disinfect lighting and ceiling fans			X					
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

#### 5. Offices, Office Service, File rooms, Waiting Room, etc.

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
	<b>Note: Do not touch or disturb computer equipment or its cables, power cords or ANY materials on desks, work tables or piles on the floor not marked as trash.</b>							
<b>Vacuuming: Tuesday and Thursday</b>								
Restock Paper towel, toilet paper and soap dispensers	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							

Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)		X						
Carpet: shampoo and extract						X		
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Clean walk-off mats	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)								X

**6. Classrooms, Conference Rooms, Auditoriums, Study Rooms, Meeting Rooms, etc.**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
<b>Note: Do not touch or disturb computer equipment or its cables, power cords or ANY materials on desks, work tables or piles on the floor not marked as trash.</b>								
<b>Vacuuming: Monday, Wednesday, Friday</b>								
Restock Paper towel, toilet paper and soap dispensers	X							
Sinks: clean and disinfect	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)			3X					
Carpet: shampoo and extract					X			
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							

Clean chalkboards, marker boards, blackboards, chalk trays, and vacuum erasers.	X							
Pencil sharpeners: remove contents and clean	X							
Bookshelves: Clean (Only upon request)								X
Remove graffiti & foreign materials	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**7. Research Labs with Hazardous Waste**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)  Note: Do not touch or disturb computer equipment or its cables, power cords or ANY materials on desks, work tables or piles on the floor not marked as trash.  Must coordinate with lab representative prior to any major work being completed.  Do not enter Labs: LARC, BSL3, Cold Rooms, Laser Labs when red light is on	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
Restock Paper towel, toilet paper, soap dispensers	X							
Sinks: clean and disinfect								X
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative						X		
Floor: scrub/recoat or polish hard floor surfaces								X
Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Broken Glass Removal (Boxed and requested through iService Desk)								X
Clean chalkboards, marker boards, blackboards, chalk trays, and vacuum erasers.	X							
Pencil sharpeners: remove contents and clean	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**8. Restrooms, Dressing Rooms, Showers**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
Restock Paper towel, toilet paper, soap and feminine hygiene dispensers	X							
Clean and disinfect: toilets, urinals, sinks, showers, sanitary napkin disposal	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Floor: sweep, damp-mop floor (hard surfaces) (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Trash Containers: remove trash and replace bags	X							
Trash Containers: wipe down trash receptacles	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**10. Instructional and Work Shop Areas**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
<b>Note:</b>								
Restock Paper towel and soap dispensers	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, vents, blinds, partitions, etc.								X
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X

Trash Containers: remove trash and replace bags	X							
Trash Containers: clean and disinfect	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Clean chalkboards, marker boards, blackboards, chalk trays, and vacuum erasers.	X							
Pencil sharpeners: remove contents and clean	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**11. Nursery Room, Examination Rooms, Patient Treatment Area**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
<b>Note: Do not touch or disturb any equipment or its cables, power cords or ANY materials on desks, work tables or piles on the floor not marked as trash.</b>								
<b>Includes: CDC (Child Development Center)</b>								
Restock Paper towel, toilet paper, soap and feminine hygiene dispensers	X							
Clean and disinfect: toilets, urinals, sinks, showers, sanitary napkin disposal	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)	X							
Carpet: Shampoo and Extract (CDC rooms required monthly)					X			X
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners and edges)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Trash Containers: remove trash and replace bags	X							
Trash Containers: wipe down trash receptacles	X							
Recycle Containers: remove recycling contents and replace bags	X							
Recycle Containers: clean and disinfect	X							
Furniture: disinfect and extract					X			
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**12. Gym, Weight Exercise Rooms, Locker Rooms, Changing rooms, etc.**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels)  Note: Convocation Center: Floor - Should be scrubbed on a nightly basis TSS Press Box - 2nd Floor Deck - Power Washed - As requested	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
	Restock Paper towel, toilet paper, soap and feminine hygiene dispensers	X						
Clean and disinfect: toilets, urinals, sinks, showers, sanitary napkin disposal	X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.				X				
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							
Horizontal Surfaces: clean, disinfect, shelves, moldings, ledges, window sills, baseboards, etc.				X				
Carpet: vacuum (not limited to corners, edges or under furniture)		X						
Carpet: Shampoo and Extract						X		
Carpet: spot treat stains due to spills, etc.	X							
Floor: sweep, damp-mop floor (including but not limited to corners/edges and scuff mark removal)	X							
Floor: polish/buff/burnish hard surfaces (including corners and edges)				X				
Floor: strip floor and apply six (6) coats of approved floor finish as directed by Office of Facilities Management Representative							X	
Floor: scrub/recoat or polish hard floor surfaces								X
Floor: machine scrub floor	X							
Floor: Convocation Center and Weight Room: Scrub	X							
Trash Containers: remove trash and replace bags	X							
Trash Containers: wipe down trash receptacles	X							
Exercise Machine: sweep underneath, disinfectant/clean machines	X							
Furniture: disinfect and extract						X		
Fixtures: clean/disinfect lighting and ceiling fans				X				
Report all items needing repair (including but not limited to broken fixtures, hardware, latches, hinges, hangers, shelves, etc.)	X							

**13. Day Porters Services**

Description of Task Table (Frequencies represent minimum expected levels. Additional service may be needed as required to meet expected performance levels) <i>Day porter service areas include restrooms and common areas.</i>	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed / Requested
	Restock Paper towel, toilet paper, soap and feminine hygiene dispensers	2X						
Clean and disinfect: toilets, urinals, sinks, showers, sanitary napkin disposal	2X							
Vertical Surfaces (12' or less): interior and exterior: clean, dust, remove cob webs, disinfect walls, blinds, partitions, etc.			X					
Vertical Surfaces (12' or less): interior and exterior: doors, windows, mirrors	X							
Vertical Surfaces (12' or higher): interior and exterior: clean, dust, remove cob webs, disinfect walls, doors, windows, mirrors, vents, blinds, partitions, etc.								X
Horizontal Surfaces: clean, disinfect counters, drinking fountains and tables and chairs (straighten)	X							

