

ATTACHMENT "U"

Code Compliance Trailer

12330 NE 8 Avenue
(Approximately 1,344 sq. ft.)

Service Day & Times:

- Monday through Friday, between the hours of 5:00 P.M. and 9:00 P.M.

Restroom:

- One (1) employee-only restroom.

Services Required in Accordance with Section 2.4:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilet. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwells, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Clean lunch/kitchen counter tops, cabinets, tables and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. (Refrigerator clean-out is not included).

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Clean & polish fronts & tops of counters.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- De-scale toilets with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.

- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
- Clean refrigerator, if applicable.

Semi-Annual Services:

- Wipe vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards (including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows