RLP No.

Appendix B: Janitorial Services and Site Management Services

1.1 GENERAL JANITORIAL SERVICES

The lessor shall furnish all supplies, materials, machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the entire leased clinic space. Services shall be provided in all interior and exterior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall make careful selection of cleaning products and equipment to ensure they are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes.

The Lessor shall select paper and paper products with recycled content conforming to EPA's CPG. Performance will be based on the Contracting Officer's evaluation of results, not the frequency or method performance.

1.2 MATERIALS AND PROCEDURES

A. Standards

It is the Lessor's responsibility to maintain the clinic in a condition that meets all housekeeping and sanitization requirements of this solicitation and the current standards of the Joint Commission (JC).

B. Work Schedule

Work will be accomplished at times indicated. Work schedule shall be from 7:00 AM to 8:00 PM, (or as requested by the LCO), Monday through Friday and 8:00 AM to 12:00 PM, Saturday. The Lessor shall ensure that sufficient employees are available to prepare the clinic to see patients at 7:00 AM, to be available to promptly clean up spills, keep the public and specimen collection toilet rooms clean, and keep the toilet rooms stocked with sufficient paper products and soap. Mechanical equipment such as vacuum cleaners, burnishers, scrubbing machines, etc., shall not be used during patient appointments.

C. Janitorial Staff and Supervision

Janitorial staff will have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious that traffic or parking violations. There shall be a janitorial staff supervisor, present on site on duty always when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government shall be removed from the janitorial staff. Smoking, if permitted, is only permitted in designated areas only. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Janitorial company's standard uniforms are acceptable, if they clearly identify the company and the occupation of the individual. Janitorial staff will be required to wear photo identification badges.

D. Safety and Special Procedures

The Lessor shall consider the clinical environment and ensure that the janitorial staff is instructed on applicable safety precautions and special requirements. These requirements may include, but

are not limited to, such conditions as cleaning of human secretions, blood etc. from both floors and walls. Lessor will be notified of areas that need terminal cleaning. Terminal cleaning is defined as complete wipe down of all sinks, walls, countertops, casework, exam tables, etc., with germicide, and mopping of the floor with germicide. If the space has a privacy curtain, it will require to be replaced. These areas require the use of gloves, gowns, masks, and shoe covers. The Lessor shall be responsible to ensure staff are competent on common hazards requiring a terminal clean in a healthcare setting. Lessor is responsible to provide competency to VA COR and demonstrated staff knowledge. The Lessor shall be responsible for collecting of sharps containers and hazardous materials. See "ALL AREAS" below under "Daily Cleaning Requirements" for method of handling sharps and hazardous waste. The janitorial staff shall comply with applicable Federal, State, and Local safety and fire regulations and codes. The Lessor shall immediately bring to the attention of the Government any fire and/or safety deficiencies. The Lessor shall take reasonable precautions to promote a safe environment within the lease premises.

E. Equipment and Materials

All equipment and materials used in the performance of this contract will be cleaned and stored properly at the end of the workday. Cleaning carts and/or equipment will not be left unattended for any reason while patients are in the clinics. No food or drink shall be stored on cleaning carts or in housekeeping closets. Lessor shall ensure all equipment, tools, and supplies meet necessary safety requirements and janitorial staff has full working knowledge of their use. An EPA registered germicide will be used to clean all patient areas, floors, examination tables, and medical equipment. The Lessor shall provide all labor, materials, supplies, machinery, and appliances that may be necessary or appropriate in the performance of janitorial services.

The Lessor shall provide supplies such as toilet tissue, multifold paper towels, toilet seat covers, and Medicated Vestal (or approved equivalent) hand soap. The Lessor shall provide plastic linings for all trash receptacles. Provide clear plastic lining for non-hazardous waste trash receptacles and red plastic linings for hazardous waste trash receptacles. Housekeeping aide closets are located throughout the clinic for storage of supplies and equipment. The Lessor shall keep a minimum of two weeks' stock of supplies on hand. All accumulated waste shall be removed and disposed of in the dumpsters. Hazardous waste and sharps containers shall be picked up, appropriately packaged for removal from the site and stored in a designated negative pressure storage area. Supplies to be used shall be approved by the Government. Basis of design for specifications of supplies are as follows:

1. Toilet tissue: Roll type, 4-1/2 inches wide, single ply
2. Paper towels: Multi-fold, 10-1/8 inches wide
3. Hand soap: Medicated Vestal
4. Trash receptacle liners:
    i. Polyethylene, flat type, 33 inches long, 52 inches wide, 0.66 millimeters thick
    ii. Polyethylene, flat type, 24 inches long, 33 inches wide, 0.31 millimeters thick
    iii. Polyethylene, red bags (bio hazard) 33 inches long, 52 inches wide and 24 inches long, 33 inches wide
5. Furniture polish: Spray type for use on wood and wood veneer
6. Window cleaner: Ammonia type sufficient to remove smoke film and dust
7. Air freshener cartridges in bathrooms: Johnson Wax Good Sense
8. Upholstery cleaners: Dry or foam type recommended for fabric upholstery
9. Germicide: EPA-registered

10. Resilient floor tile cleaner and maintainer: As recommended by manufacturer of resilient flooring
11. Floor finish: High-speed floor finish as recommended by manufacturer of resilient flooring
12. Floor sealer: As recommended by manufacturer of resilient flooring
13. Floor stripper: As recommended by manufacturer of resilient flooring
14. Toilet seat covers: Paper, white

A copy of the MDS sheets for all products used shall be maintained at the clinic and shall be available for review by VA upon request. MDS sheets shall be maintained in each housekeeping closet and shall be reviewed semiannually by the lessor for accuracy. When new products are introduced, the MDS sheets shall be updated.

F. Selection of Cleaning Products

The Lessor shall make careful selection of janitorial cleaning products and equipment to:

1. Use products that are packaged ecologically; Use products and equipment considered environmentally beneficial and/or recycled products that are phosphate free, non-corrosive, non-flammable, and fully biodegradable; and
2. Minimize the use of harsh chemicals and the release of irritating fumes.

NOTE: Examples of acceptable products may be found at www.gsa.gov/products

G. Selection of Paper Products

The Lessor shall select paper and paper products (e.g. restroom tissue and paper towels) with recycled content conforming to EPA's CPG.

H. Waste and Recycling

The Lessor shall have no responsibility for disposing of hazardous or pathological waste. The Lessor shall provide collection, disposal, and recycling for all other waste materials generated by the VA. Recycling of paper, plastic, aluminum, toner cartridges and cardboard is required.

Locate waste and recycling containers near the loading dock/service area in accordance with security requirements. The Lessor shall provide and maintain adequate quantity of trash container(s), including compacting equipment as required, based on volume of waste and frequency of collection. Lessor to provide the necessary covered containers with daily or weekly collection and removal from site for refuse, trash, and garbage. The Lessor shall provide the covered recycling containers and shall collet and remove recycled materials weekly.

1.3 TASKS AND ASSOCIATED FREQUENCIES

A. As Required/Requested Requirements

a. Terminal Cleaning
   i. Any room where patients with suspected infectious disease have been examined will be thoroughly cleaned with germicide (terminal cleaning). Two step method (clean twice) for all such cleaning.
b. Walk Off Mats
   i. Lessor shall provide walk off mats at all patient/visitor/employee entrances.
   ii. Walk off mats shall be professionally cleaned a minimum of twice yearly.
   iii. Wall off mats shall have the characteristics for heavy traffic in a healthcare facility.
   iv. Orient mat to fit in location to provide best coverage.

v. Color of mats to match building carpet/color scheme.
vi. Mats are to be kept clean and in good repair.
vii. Mat material/type to be 3M ™ Carpet Matting 8850 or approved equal.

c. Umbrella Stands and Bags
i. Lessor shall furnish and install umbrella bag stands at each patient and employee entrance.
ii. Lessor to stock umbrella bags as necessary.
iii. Bag type to be Uline H-2953 46” Bag Stand and S-17365 Large Bags or approved equal.
iv. Bag stands shall be reviewed daily to ensure adequate stock.

d. Replace light bulbs as necessary.
e. Appropriately address non-scheduled janitorial tasks.

B. Daily Cleaning Requirements

a. Building Entrances
i. Pick up trash around entrances and vestibules.
ii. Empty trash receptacles.

b. Primary Care Area (prior to patient appointments each operational day)
i. All primary care areas shall be wet mopped using a germicide before patients are seen.
ii. Wipe down all exam tables with a clean cloth dampened with germicide.
iii. Clean and disinfect sinks and countertops.
iv. Clean and refill soap dispensers.
v. Clean and refill all paper towel dispensers.
vi. Review level of sharps container and replace with new insert sleeve as necessary.
vii. Clean mirrors.
viii. Wipe down all walls with protection with a clean cloth dampened with germicide.

c. Specialty Care Area (completed after patient appointments have concluded each operational day)
i. Treatment rooms shall be cleaned and disinfected after each patient procedure. (Coordinate with VA COR on patient appointment schedule for times when cleaning shall take place)
ii. All floors shall be wet mopped using a germicide.
iii. Wipe down all exam tables with a clean cloth dampened with germicide.
iv. Clean and disinfect sinks, countertops, equipment, etc.
v. Wipe down all walls with a cloth dampened with germicide.
vi. Clean and refill soap dispensers.
vii. Clean and refill all paper towel dispensers.
viii. Review level of sharps container and replace with new insert sleeve as necessary.
ix. Clean mirrors.

d. All Areas (complete throughout each operational day, without impacting employees, patients, and visitors)
i. Trash receptacles shall be emptied, cleaned and liners changed.
ii. Trash shall be removed from the building and placed in appropriate containers.
iii. Medical Waste and Hazardous Waste shall be emptied and cleaned.

iv. Boxes and other empty containers, to be disposed of, shall be removed from the building, and placed in appropriate containers.
v. Hazardous waste and full sharps containers shall be collected in red plastic bags and placed in cardboard boxes provided.
vi. Cardboard boxes shall be sealed with tape and placed in hazardous collection room for removal and disposal off site by others.
vii. Spills, body fluids, etc. shall be cleaned from floors and walls immediately upon notification.
viii. Remove black scuff marks from corridor floors as necessary.

e. All Areas (complete after patient appointments have been concluded for each operational day. Electrical equipment shall only be used during this time.)
   i. Complete other required janitorial services.
   ii. Dust furniture, desks (do not disturb papers on desks), machines, phones, file cabinets, window ledges, etc.
   iii. All resilient tile floor areas shall be swept and wet mopped with germicide.
   iv. Vacuum and spot clean carpets.
   v. Carpeted areas and mats shall be vacuumed.
   vi. Remove black scuff marks from corridor floors as necessary.
   vii. Spot clean walls and doors.
   viii. Spot clean any carpet stains.
f. Direct Patient Care Areas: Radiology, lab/phlebotomy, physical therapy, etc. (complete after patient appointments have concluded for each operational day)
   i. Sweep and wet mop with germicide.
   ii. Wipe down all exam tables or any patient chair with a clean cloth dampened with germicide.
   iii. Clean and disinfect sinks and countertops, including Reception areas.
   iv. Clean and refill soap dispensers.
   v. Clean and refill paper towel dispensers.
   vi. Review level of sharps container and replace with new insert sleeve as necessary.
   vii. Clean mirrors.
   viii. Wipe down all walls with protection with a clean cloth dampened with germicide.
g. All Restrooms (completed during daily operational hours)
   i. All restrooms shall be swept and wet mopped at least twice each day.
   ii. All paper products and hand soap shall be replenished.
   iii. Review feminine hygiene products and replenish as necessary. Restock of feminine hygiene products will be provided by the VA through the VA COR.
   iv. All surfaces, including commodes, urinals, walls, mirrors, counters, and sinks, shall be cleaned and disinfected. Sponges and cloths shall not be used to clean commodes and urinals. Commodes and urinals shall be cleaned with disposable items that are disposed of after cleaning commodes and/or urinal in each toilet room. Items used to clean commodes and urinals shall not be used in turn for cleaning other items or wiping down other surfaces. Clean exterior of commodes and urinals first, followed by cleaning of the interior.
h. Flu Stations (completed during daily operational hours)

i. Review product stock at flu stations (tissue, hand sanitizer, and/or face masks) and replenish as necessary. Restock of such items will be provided by the VA through the VA COR.

i. Ceramic Tile Areas (other than restrooms) (complete after patient appointments have concluded on each operational day)0
    i. Ceramic tile floors shall be swept, and damp mopped. If dirt build up occurs, ceramic tile floors shall be scrubbed when determined that it is required by the VA COR.

j. Corridors, Waiting Areas, Administrative Areas, Behavioral Health (complete after patient appointments have concluded on each operational day)
    i. The areas shall be swept, wet mopped with a neutral cleaner, and burnished.
    ii. Carpeted areas shall be vacuumed.

k. Restricted Areas (Clean Supply/Medication Storage, Warehouse, OIT, Telephone Room, Police Station/Security, and any other area specified by the VA COR) (complete during operational day hours when VA department staff are present)
    i. Trash receptacles shall be emptied, and liners changed.
    ii. The areas shall be swept, wet mopped with a neutral cleaner and burnished.
    iii. Areas with cushioned flooring shall be maintained in accordance with manufacturer's recommendations.
    iv. Carpeted areas shall be vacuumed.
    v. Restrooms shall be swept and wet mopped once each day and all paper products and hand soap replenished.
    vi. All restroom surfaces, including commodes, urinals, walls, mirrors, counters, and sinks, shall be cleaned and disinfected.
    vii. Hazardous waste and full sharps containers shall be collected in red plastic bags and placed in cardboard boxes provided.

l. GIP Storage (complete during operational day hours when VA staff are present)
    i. Trash receptacles shall be emptied, and liners changed.
    ii. Flooring shall be swept and wet mopped with a neutral cleaner.
    iii. Daily documentation of housekeeping tasks in each GIP rooms shall be completed (cleaning log provided by VA Logistics Department via VA COR)

m. Conference Rooms (if unoccupied)
    i. The areas shall be swept, wet mopped with a neutral cleaner, and burnished.
    ii. Carpeted areas shall be vacuumed.
    iii. Dust furniture, desks (do not disturb papers on desk), machines, phones, file cabinets, window ledges, etc.
    iv. Clean and disinfect all tabletop surfaces and chair arms with germicide.
    v. Areas with cushioned flooring shall be maintained in accordance with manufacturer's recommendations.

n. Waiting Room Tables, Doors, Walls, and Trim
    i. Dust tables, ledges, sills, moldings, and baseboards.
    ii. Neatly arrange all reading materials
    iii. Clean and disinfect all tabletop surfaces and chair arms with germicide.

o. Mirrors and Glass Cleaning
    i. Clean all mirrors and glass at entrances (fingerprints, smudges, etc.)

p. Housekeeping Aide Closet
    i. Clean sinks, floor, and shelves.

q. Isolation Rooms (rooms with positive and/or negative pressure relationships to adjacent space)

i. Any room where patients with suspected infectious disease have been examined will be thoroughly cleaned with germicide (terminal cleaning). Two step method (clean twice) for all Isolation Rooms.

r. Water Coolers
   i. Clean water coolers.
   ii. Housing shall be wiped down. Particular attention shall be given to top surface and spout to prevent lime build-up, bacterial growth, etc.

C. Weekly Cleaning Requirements

a. Furniture (complete after patient appointments have been concluded on an operational day)
   i. Clean as necessary, but not less than weekly.
   ii. Vacuum upholstered furniture.

b. All Restrooms (complete during operational hours if the closure of the restroom does not exceed a half hour. If these weekly tasks cannot be completed within that timeframe along with the daily restroom cleaning tasks, complete this task after patient appointments have concluded for the day)
   i. Scrub floors and ceramic tile base and wipe down with germicide.
   ii. Clean ceramic tile walls and wipe down with germicide.
   iii. Spot wash painted walls as necessary.
   iv. Damp wipe toilet stall partitions and waste receptacles with germicide.

c. Doors, Walls, Trim, Sills, and Ledges
   i. Spot wash (for fingerprint, smudges, etc.) as necessary but no less than once weekly.

d. Mechanical/Electrical/MEP Equipment Rooms
   i. The area shall be swept and wet mopped with a neutral cleaner.
   ii. Collect, remove, and dispose of refuse, trash, and garbage from the space.

e. OIT Data Closets (complete during operational hours of day when VA staff are present to provide escort)
   i. Areas shall be swept and wet mopped with a neutral cleaner.
   ii. Collect, remove, and dispose of refuse, trash, and garbage.

f. Glass Cleaning (complete throughout operational day, without impacting employees, patients, and visitors)
   i. Clean interior and exterior of door and entrance glass in waiting areas, exam rooms, offices, specialty areas, and treatment/isolation rooms.

g. Floor Maintenance of Resilient Tile Areas (complete after patient appointments have concluded for the operational day. When completing these tasks, maintain access for building occupants for fire egress. For areas within VA restricted access areas, coordinate work with VA COR)
   i. Apply cleaning soap, as recommended by resilient tile manufacturer, scrub and re-wax hallways, waiting rooms, and lobbies.

D. Monthly Cleaning Requirements

a. Furniture (complete after patient appointments have concluded on an operational day)
   i. Polish all furniture as necessary, but not less than monthly.

b. Air Conditioning Grilles and Registers (complete after patient appointments have concluded on an operational day)
   i. Vacuum all grilles and registers.
   ii. Clean baseboard grilles and all air diffusers.

c. Waiting Areas, Exam Rooms, Offices, Specialty Area, Isolation/Treatment Rooms (complete after patient appointments have concluded on an operational day)
    i. Wash waste receptacles with germicide.
d. Floor Maintenance of Storage Areas
    i. Sweep storage areas.

E. Quarterly Cleaning Requirements

a. Building Interior (complete after patient appointments have concluded on an operational day)
    i. Dust window coverings and blinds.
    ii. Dust handrails and handrail brackets.
    iii. Light fixtures checked and cleaned.
    iv. Clean elevator tracks.

F. Semi-Annual Cleaning Requirements

a. Furniture (complete after patient appointments have concluded on an operational day)
    i. Shampoo upholstered furniture during January and July
b. Floor Maintenance of Resilient Tile Areas (complete after patient appointments have concluded on an operational day. When completing this task, maintain access for building occupant life safety egress. For flooring that is within an area deemed 'restricted', coordinate time with VA COR to complete task.)
    i. Strip floors, apply sealer, apply wax, and refinish all resilient tile floors.
c. Floor Maintenance of Carpet Areas (complete after patient appointments have concluded on an operational day. When completing this task, maintain access for building occupant life safety egress. For flooring that is within an area deemed 'restricted', coordinate time with VA COR to complete task.)

    Carpets shall be professionally steam cleaned and soil resistant treatment applied during January and July.

    i. If cleaning cannot remove soiled/stained marks lessor shall replace carpeting in kind.
d. Glass
    i. Wash inside glass and clean interior of all window frames and window stools.

G. Annually

a. Lessor shall ensure that staff entry into their position and then annually thereafter, that VA training course 10203 Privacy and HIPPA training be completed and passed.
b. Course training materials will be provided by the VA COR.
c. Completed staff training documentation to be submitted to VA COR.

H. Every Three Years

a. Lessor shall ensure that staff who are assigned biohazard tasks associated with handling, collecting, packing, and signing the associated manifest complete and pass the required tests to perform such work.
b. VA COR will provide training materials.
c. Tests shall be completed upon staff entry to such position and then every three years thereafter.
d. Completion certificates shall be posted in the biohazard accumulation room.

I. Pest Control

a. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the VA Environmental Management Integrated Pest Management Technique Guide (E402-1001).
b. Provide quarterly interior and exterior extermination of insects and rodents. The lessor shall provide additional service at the request of the VA, if any signs of re-infestation appear.
    i. For interior extermination of insects and rodents upon any sign of infestation, lessor shall provide documentation to the VA COR on how the space was treated and what was found. Lessor to provide terminal cleaning, as deemed necessary, post treatment.
c. Lessor shall provide necessary treatments when notified by VA COR of bed bug exposure in the facility. Lessor to provide terminal cleaning, as deemed necessary, post treatment.

2.1 BUILDING MAINTENANCE BY LESSOR

The Lessor is responsible for total maintenance of the leased premises. The Lessor must have a building superintendent or a local, designated representative available to promptly correct deficiencies or attempt to correct deficiencies upon written notice of such condition from the VA. The Lessor's superintendent or designated representative shall correct or attempt to correct deficiencies within the timeframes specified in the Operating and Maintenance plan and agreed to by the Government. If no substantial attempt has been made to correct the deficiencies within the specified time, action will be taken by the VA to correct such deficiencies and the cost of repairs will be deducted from the next month's rental payment.

The Lessor shall provide the labor, material, and supervision to adequately maintain the structure, the roof, the exterior walls, windows, doors and any other necessary building appurtenances to provide watertight integrity, structural soundness, and acceptable appearance.

The Lessor's maintenance responsibility includes initial supplies of all items, materials, and equipment necessary for such maintenance. All maintenance work will be done in accordance with applicable local Building Codes and ordinances, and inspection certificates will be displayed as appropriate.

Maintenance by Lessor includes, but is not limited to, interior and exterior care of the building the site; all sidewalks, parking areas, driveways, private access roads, lawns, and shrubbery, utilities and building service equipment including all repairs and replacements. All equipment and systems shall be maintained to provide reliable service without unusual interruption, disturbing noises, exposure to fire or safety hazards, or unusual emissions of dirt.

Lessor shall maintain the Essential Electrical System as required by NFPA and Joint Commission, including but not limited to, weekly, monthly, annually, and triennial tests and activities.

2.2 FREQUENCY OF MAINTENANCE

A. As Required/Requested Requirements
    a. Lessor responsible for replacement of worn floor or wall coverings (this includes the moving and returning of furnishings and equipment), unless caused by negligence on the part of the VA.

b. Water the grass and plantings as necessary to maintain their health and attractive appearance.
c. Fertilize all plants and trees with type of fertilizer recommended by manufacturer.
d. Dead plantings or lawn shall be replaced with the like kind immediately. Partially dead plantings may be trimmed if, after trimming, a good appearance is maintained.
e. Rake and remove leaves to ensure a good appearance of the site.
f. Clean HVAC units inside and out upon any signs of mildew or bacterial growth.
g. Pans in HVAC units shall be treated as required to prevent mildew or bacterial growth.
h. Before operational hours, remove snow and ice from all entrances, sidewalks, parking lots and approaches. In the even of snow or freezing rain during working hours, removal must occur withing one hour from receipt of notification by VA staff. Lessor shall be deemed the 'spotter' for weather events at the site to determine necessary response.
i. All building equipment shall follow manufacturer recommendations for preventative maintenance.
j. Lessor shall provide VA COR owner level access to work order system platform being utilized to review/monitor status of preventative maintenance, inspections, work orders, etc.
k. Lessor responsible for the privacy curtains. Lessor shall replace the privacy curtains if they are visibly soiled, when performing terminal cleans in a space with such curtain or as determined by the VA COR. Curtains shall be replaced with clean curtains.

B. Weekly
   a. Mow and edge lawns weekly during the growth season.

C. Monthly
   a. Remove weeds from around building, parking areas, all landscaped areas (including lawn) and fence borders (both sides of fence).
   b. Mow and edge lawns at least once a month during the dormant season.
   c. Trim and prune shrubbery and trees to maintain an attractive appearance. Shrubbery shall be not allowed to grow up and cover windows.
   d. Lessor to provide VA COR monthly reports on the quantity of recyclables and Lessor generated hazardous waste.

D. Quarterly
   a. Trim/maintain onsite landscaping as required; complete during the hours of 7:00 am – 5:00 pm.
   b. Lessor shall provide the VA COR a certified report every quarter from an independent 3rd party test and balance company identifying the airflow in CFM, the air changes per hour (ACH) and pressure differential for all rooms identified having positive or negative pressure relationships to the adjacent space (isolation room, procedural rooms, etc.) At a minimum, the report will include the room number, minimum CFM required, minimum ACH required, minimum pressure differential required, actual CFM, actual ACH, actual pressure differential and date that the testing occurred. The first certified report for all room types is due within 45 day of building acceptance.
      i. If report indicates a change in original room design, Lessor shall immediately notify VA COR and provide corrective action plan.

E. Semi-Annually
   a. Replace all filters in the HVAC system. Replace on a more frequent basis if required by the manufacturer's recommendations.

b. Remove all washable patient privacy curtains and replace with clean curtains.

F. Three Times Per Year
   a. Fertilize all lawn areas. Fertilize application prior to the start of the growth season shall contain week killer per manufacturer's recommendations.

G. Annually
   a. Clean interior of all double wall HVAC units and drain pans.
   b. Re-mulch all planting beds.

2.2 EXTERIOR CLEANING

A. Lessor's Responsibilities

The Lessor shall maintain the leased premises to provide a clean, neat, and attractive appearance by performing the functions outlined below.

a. Daily
   i. Building entrances and gazabos. Pick up trash, litter, and debris.

b. Three Times Weekly
   i. Sweep landings, steps, and sidewalks
   ii. Police all sidewalks, parking areas, green areas, planting beds, driveways, lawns, shrubbery, outside loading dock areas, platforms, etc. to maintain a neat attractive appearance. This shall include, but not limited to, the removal of debris, litter, trash, limbs, etc. (from both sides of fences, if applicable)

c. Monthly (completed after building has closed, allowing for parked cars to be at a minimum)
   i. Parking lot sweeping.

d. Quarterly
   i. Clean bugs from the interior and exterior of light lenses.
   j. Clean balconies, ledges, courts, areaways, gutters, and flat roofs.
   k. Clean mildew from exterior of building, sidewalks, and roof areas, etc.
   l. Trim/maintain onsite landscaping (complete during the hours of 7:00 am – 5:00 pm)

e. Semi-Annually
   i. Wash outside of all exterior windows, glass located over and in exterior and vestibule doors, and all exterior plate glass around entrances, lobbies, vestibules, and skylights.
   ii. Drainage System: (complete during the hours of 7:00 am – 5:00 pm. Off tour work is also permitted to complete these tasks.)
      1. Inspect and clean all onsite catch basins and storm drain inlets of trash, leaves, and other deleterious materials.
      2. Detention/retention and silting basins shall be inspected and cleaned of weeds and overgrowth to ensure proper drainage is maintained.
      3. Basin bottoms should be scarified to maintain the integrity of the drainage design.

f. Annually
   i. Clean exterior of building. Remove all spider webs, wasp nests, stains, etc.

g. Every Three Years (must be completed during nonoperational hours)
   i. Curb painting
   ii. Parking lot line striping