United States Department of Agriculture

Agriculture Research Services

United States National Arboretum
3501 New York Avenue, NE
Washington, D.C. 20002
www.usna.usda.gov

Statement of Work (SOW)

FOR

Janitorial Services

AT THE

United States National Arboretum

Washington, D.C.

August 3, 2026

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1. BACKGROUND

The United States National Arboretum (USNA) is a location within the United States Department of Agriculture (USDA), Agricultural Research Service (ARS), Northeast Area, Beltsville Area Office. USNA is located at 3501 New York Avenue, Northeast, Washington, D.C. and houses approximately 65 employees and is visited by approximately 450,000 people each year. The South Farm Complex is in Beltsville, MD. The USNA is open seven days a week from 8:00 a.m. to 5:00 p.m., except December 25. The Administration Building and National Bonsai & Penjing Museum are closed on federal holidays November through February.

GENERAL SCOPE OF WORK

The Contractor shall provide all labor, supplies, materials, equipment (including vehicles), and employee training as necessary to ensure custodial (basic cleaning, restroom cleaning, refuse removal) services are performed. Performance shall be in a manner that will maintain a satisfactory facility condition and present a clean, neat, and professional appearance always, at frequencies determined by the contractor. All work shall be in accordance with commercial standards, requirements of this SOW, and all federal, state, and local laws. The estimated square footage for these buildings is listed at the end of this document.

The Contractor shall maintain the following:

The USNA facility (Washington DC) consists of **approximately 34,866 SF** of area that needs cleaning and South Farm (Beltsville MD) consists of **approximately 720 SF** of area that needs cleaning for a total of **approximately 35,586 SF** of area.

2. SERVICE WORK AND HOURS OF OPERATION

2.1 Services will be performed between the hours of 07:00am and 5:00pm Eastern time with continuous coverage. Adjustments to those hours must be approved by the COR and Contracting Officer.

3. FEDERALLY OBSERVED HOLIDAYS

The USNA campus grounds are open to the public seven days a week except for December 25. USNA buildings are closed on New Year's Day, Martin Luther King's Birthday, Thanksgiving Day, and President's Day except for Arbor House Bathrooms. The COR or their designee shall notify the Contractor of closures due to severe weather events or Govt Shutdowns

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4. PERFORMANCE REQUIRMENTS (TASKS)

Within 10 business days prior to the start of work under this contract, the contractor shall submit a cleaning frequency schedule to the COR and the Contracting Officer. This schedule identifies cleaning frequencies for the requirements listed below. Additional cleaning as needed, such as for special events that occur. Failure to submit this schedule will result in a delay in starting work. The Contractor shall perform all tasks listed in this section.

4.1 Trash Collection, Recycling, and Removal. (Daily)

4.1.1 Empty and return all trash receptacles to their original location in common areas, hallways, lobby areas, office areas, bathroom facilities, storage areas, on the grounds near bathrooms, and throughout the USNA and other locations to be identified by the COR on a map of the facilities. This includes removing empty boxes, cans, and paper that is either marked as “Trash” or known to be trash. If additional refuse pick-ups are required, the contractor will be notified by the COR. Trash receptacles shall be emptied throughout the day as needed to ensure trash does not overflow.

4.1.2 Ensure all receptacle containers are clean and have a trash receptacle liner. Soiled or torn trash receptacle liners shall be replaced with new liners.

4.1.3 Dispose of all boxes or anything marked "TRASH" found in the building.

4.1.4 Trash will not be left in the building overnight. The lids shall be kept closed on trash collection containers. In the event trash becomes scattered on grounds because of open

lids or spillage, the contractor shall clean the area.

4.1.5 Pick up all litter found inside and outside the building. Pick up any trash that may fall onto the facility or grounds during removal of such collected trash. Trash shall be deposited in the exterior trash collection point. To maintain a clean and neat appearance, ensure USNA grounds are free of litter.

4.1.6 Monitor cans designated for recycling materials to prevent overflow of paper and cardboard paper. Recyclables shall be deposited into designated recycling storage bins and designated dumpsters for cardboard. Procedures for removal will be addressed by the COR at post-award conference.

4.1.7 Empty outside cigarette receptacles to ensure area has a neat and orderly appearance. Cigarette receptacles shall be emptied of debris on an as-needed basis.

4.2 Non-Carpet Floor Maintenance. (Daily)

4.2.1 Clean all non-carpet floors and keep them free of any dirt, litter, or grime to ensure a clean appearance; non-carpeted areas shall be swept, dust mopped, or damp mopped to ensure they are free from dirt, debris, dust, scuff marks, heel marks, and any other foreign matter. All accessible areas shall be mopped. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris, or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area. Baseboards, corners, wall, and floor edges shall also be clean. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc.

4.2.2 Chairs, trash receptacles, and other moveable items shall be moved to maintain floors underneath these items. All moved items shall be returned to their original and proper placement.

4.2.3 Mop all non-carpeted floors. If after one (1) hour floors are found to be wet, sticky, or have a visual spill, they will need to be re-mopped. Use floor signs to alert building occupants of any slippery and/or wet surfaces. Mopping will be done daily. Additional mopping of select t areas may be required.

4.2.4 Take precautions and post signs alerting building occupants of wet and/or slippery floor condition during inclement weather, as well as during cleaning operations. Signs shall be posted where easily visible to minimize accidents.

4.2.5 All wax needs to be stripped off the terrazzo flooring and maintained with a high speed burnisher and burnishing gel. Buff/Burnish with gel all non-carpeted floors throughout the facility to ensure they display a high gloss shine. Submit a buffing/burnishing schedule to the COR one (1) work week in advance prior to any buffing being performed in the facility. Buffing/burnishing will be performed in accordance with the COR and contractor agreed to schedule. Buffing/Burnish floors **twice** a month

4.2.6 Ensure that when furniture or equipment must be moved, no chairs, wastepaper baskets, or other similar items are stacked on desks, tables, windowsills, laboratory benches, or other stationary equipment. Upon completion of work, all furniture and equipment shall

be returned to its original position.

4.2.7 Additional floor requirements:

4.2.7.1 Terrazzo, tile, and wood floor areas located in facilities including corners, radiators, and doors, under furniture, etc. must be kept clean and free of debris. No heel or wheelchair marks, dust, or water streaks should be visible, and the floor shall not appear dingy or cloudy. Floors shall be cleaned and finished to display a high glossy shine and shall be maintained to provide safe anti-slip walking condition. Waxed floors need to be properly stripped and waxed with no least then 10-12 coats of wax, in order to burn waxed floors. High and low dusting twice and week.

4.2.7.2 The floors shall be cleaned in such a manner so that no dust is raised. Debris shall be deposited in receptacle(s) provided for this purpose.

4.2.7.3 Special attention should be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance.

4.3 Carpeted Floor Maintenance

4.3.1 Vacuum all carpeted areas including mats throughout the facility to ensure they are free of any accumulated dirt and debris. This includes but is not limited to sand, grit, soils, dust, cigarette ashes, and other types of non-adhesives.

4.3.2 All vacuuming shall be done during normal working hours. **Entrance mats shall be vacuumed daily and office spaces vacuumed weekly. Additional frequency may be directed by the COR as necessary.**

4.3.3 Clean with government approved biodegradable cleaning agents. Any carpeted area that still displays a spill, soiled, stained appearance after two (2) hours will be re-accomplished to ensure no carpeted area is left discolored or showing excessive wetness.

4.3.4 There shall be no spots, smears, stains, dirt streaks, spillage, or crusted material.

4.3.5 Notify COR by the end of the workday if unable to remove spots or stains. That includes rips, tears, or other carpet defects.

4.3.6 Assure that there shall be no evidence of frizzing caused by harsh rubbing or brushing of carpet fibers.

4.3.7 Assure that debris is deposited in receptacles provided for this purpose.

4.3.8 Use of HEPA vacuums is mandatory for all vacuuming tasks.

4.4 Restroom Maintenance

4.4.1 **Restroom maintenance is required daily** and as specified the Contractor shall:

4.4.1.1 Thoroughly clean all restrooms in accordance with the schedule and provide all consumable products. Provide additional cleaning as necessary during peak seasons, high visitations, and special events. Clean all restroom toilets, sinks, urinals, mirrors, stall doors, plumbing fixtures, floors, trash receptacles, soap dispensers, paper towel dispensers, and sanitary dispensers to ensure they are free of foul odors, have a fresh, clean odor, and a sanitized appearance that is free of any unsightly trash, dirt, grime, debris, scale deposits, excess water, or foreign matter. This includes: all wall surfaces, partitions, window frames, sills, floor drains, and shelving areas. Urinal traps shall be free of foul odors. If dispensers are found defective, notify the COR prior to the end of the workday with the location and type of dispenser.

4.4.1.2 Deep Clean tile floors, walls, partitions to remove urine, stains, Bi-Weekly

4.4.1.3 Descaling of sinks, plumbing fixtures, toilets, and urinals shall be performed as required to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

4.4.1.4 Periodically the contractor may be required to plunge a toilet and clean up spills that happen throughout the normal duty day. If the toilet is beyond plunging or normal janitorial duties, the contractor shall notify the COR for building maintenance to repair.

4.4.1.5 Replenish restroom supplies such as paper towels, toilet paper, hand soap, seat cover sheets, where required. Restroom supplies shall be always available to the user.

4.4.1.6 Waste and sanitary napkin receptacles shall be emptied, disinfected, and new bags inserted, as necessary, to ensure a sanitary environment throughout the day.

4.4.1.7 Notify the COR immediately upon discovery or notification of any defective contractor equipment or property. Notify COR of any defective equipment found that needs repair throughout the buildings or grounds.

4.4.1.8 The Contractor shall perform daily maintenance of the public restrooms located off the main Lobby in the Administration Building and shall be accomplished by 8:30 a.m. and reviewed throughout the day between 7:00 am to 5:00 pm. to ensure they are clean and stocked. Spot cleaning of the restrooms may be required.

4.4.1.9 Maintenance of all public restrooms shall be completed throughout the day between 7:00 am to 5:00 pm each day to ensure they are clean and stocked. Spot cleaning of the restrooms may be required.

4.5 Miscellaneous Cleaning

4.5.1 Doors and Walls: Clean all interior/exterior glass doors including entry way doors in all

facilities as identified **daily**. After cleaning the glass, there shall be no traces of film, dirt, smudges, water, or other foreign matter. Also, clean walls to the Lobby area of main building entrances to ensure they are free of any smudges, fingerprints, lint, cleaning marks, cobwebs, stains, marks, and streaks, paying particular attention to walls or glass areas adjacent to drinking fountains, toilet walls, stalls, and partitions. The doors and walls shall have a clean appearance and be free of cleaning film.

4.5.2 Interior Windows: Clean all interior windows **twice** per contract year as scheduled with the COR.

4.5.3 Elevators: Clean and polish the elevator interior and elevator doors **weekly**. All exterior surfaces shall be cleaned including crevices on the corridor, front facing entrances, and door channels. The car interior shall be clean and free of debris and foul odors daily.

4.5.4 Dusting: Dust all common area walls, furniture, cabinets (exterior surfaces only), windowsills, ledges, and vertical blinds to ensure they are free of collected dust. Ensure the visual surface areas are free of oils, residue, spots, or discolored smudges. If necessary, clean windowsills with lightly dampened sponge using water only.

4.5.5 Drinking Fountains and sinks: Clean, disinfect, descale all porcelain and polished metal surfaces including the orifices and drain as well as exterior surfaces of all drinking fountains to ensure they are kept free of dust, spots, mold, streaks, and stains.

4.5.6 Vacuum and clean interior carpet floor mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil, and other foreign matter. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed down outside to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal locations.

4.5.7 Stairways: Clean **weekly** all stairways, handrails, ledges, grilles, fire extinguishers, exit signs, and stairway walls and doors to ensure they are free of foreign matter, dirt, and grime. Additional frequency may be required to maintain a safe environment.

4.5.8 Restock Common Areas: The contractor shall restock all supplies suitable for the dispensers located in the common areas, for example, roll towels for a roll towel dispenser. Supplies shall be placed in dispensers, if dispensers exist in the common area. No overstocking shall be permitted.

4.5.9 Perform general spot cleaning on a continual basis in all Hallways and Common Areas as specified. Spot cleaning includes, but is not limited to, removing or cleaning smudges, fingerprints, marks, streaks, spills, etc. from washable surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

4.5.10 Ceilings: Shall be free of cobwebs.

4.5.11 Herbarium: No routine cleaning in the herbarium. May be required to sweep floor once a month

4.5.12 Outside Entrances: Sweep landings and entrance rugs, polish and clean both sides of entrance glass of main entrances.

4.5.13 Clean floors and baseboards in accordance with the following:

4.5.13.1 After sweeping/vacuuming floors, use a clean wet mop and clean water to mop floor

4.5.13.2 Use water only, no cleaner or other additives. Floors and baseboards shall be free of marks and stains. If there are marks or stains, see (e) below.

4.5.13.3 Do not allow mop strings to hit walls, cabinets, doors, or stored materials.

4.5.13.4 It is mandatory that baseboards be wiped with a clean, water dampened sponge **weekly**. Do not use cleaners or additives.

4.5.13.5 Where there are marks or stains that water will not remove, spray a small amount of All-Purpose Cleaner/Degreaser, to remove marks or stains, then mop or wipe with water until no cleaner residue remains. Advise the COR and Contractor Supervisor if marks and stains are not removed with water or all-Purpose Cleaner/Degreaser.

4.5.14 Clean Signage in accordance with the following:

4.5.14.1 It is mandatory that signs and metal mesh be lightly dusted using feather duster or paint brush to avoid scratches and breakage **daily**.

4.5.14.2 If marks are found on signs, remove using all Purpose Cleaner/Degreaser and damp sponge. Advise the COR and Contractor Supervisor if marks cannot be removed with water or all-Purpose Cleaner/Degreaser.

4.5.15 Use of HEPA vacuums is mandatory for all vacuuming tasks.

4.6 Other Service Requirements

4.6.1 Report within one (1) working day prior, any change in personnel or new personnel to the COR for coordination with the guards to ensure they have access to the facilities.

4.6.2 Report and turn over to the COR within twenty-four (24) hours any lost or unclaimed articles found by Contractor employees at the facilities. These items shall be tagged with the location and the time of discovery. The contractor shall report any findings to the Contracting Officer.

4.6.3 Turn off lights when not in use.

4.6.4 Immediately notify the COR/Security when an unauthorized or suspicious person is seen on the premises or if items noticed are suspicious in nature.

4.6.5 All cleaning supplies and products shall be submitted to the COR or Designated USNA Staff for review and approval prior to use on campus.

4.7 Special Events: USNA, ARS, USDA has approximately Seven (7) routine special events per calendar year. These are sponsored events to showcase the Arboretum and bring public awareness to our mission. We also host weddings on the grounds anywhere from 25-30 approximately mostly during the spring/summer seasons.

4.7.1 With events being held during normal duty hours and some after-hours/weekends the contractor may need to provide an additional person as needed based on the size of the event to ensure that all janitorial requirements are completed.

4.7.2 Normal janitorial requirements are still required before, during, and after these special events.

4.7.3 Cleaning of bathrooms, restocking supplies, and refuse removal during and after the special event is required.

4.7.4 The government will notify the contractor of any additional special events, and the contractor will be notified of all special events at least one (1) week in advance for USNA Events. FONA shall notify the Contractor 1 week in advance of any special events sponsored by them and shall provide 48 hours' notice of any cancellations.

5. <u>GOVERNMENT FURNISHED SUPPORT, SUPPLIES, MATERIALS, UTILITIES AND PROPERTY</u>

The Government shall furnish:

5.1 Electrical power outlets will be available for the Contractor.

5.2 Utilities to perform the requirements of this contract.

5.3 The COR will provide space in the building for any of the specific uses described below. The COR and Contracting Officer reserve the right to change the space if needed.

5.3.1 An office or other space for use by the Contractor in conducting the official business of this contract.

5.3.2 Two (2) government radios will be provided and programmed to the USNA frequencies which can be used to communicate with the contract employees while they are away from their phone. The Contractor will keep these radios on government property with them during duty hours when not in their office. The radios will remain in the offices at the end of each day. T h e Contractor is responsible for these radios and will report any loss, damage, or problems with the radios immediately to the COR.

5.3.3 Space for storage of an inventory of supplies and equipment. The Contractor will not store any flammable or explosive liquids in the building. The

Government will not be responsible in any way for damage to or loss of the Contractor's stored supplies, materials, or equipment.

5.3.4 Janitor's closets at various points throughout the buildings, for storing equipment including mops, brooms, dust cloths, etc. The Contractor shall store all materials and supplies in compliance with applicable fire regulations. These closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The Contractor is responsible for safekeeping of government issued keys to all facilities and any storage or office door keys.

5.3.5 All defective government furnished property/equipment shall be reported to the COR immediately upon discovery or notification. Defective dispensers shall be reported to the COR by the end of the workday.

5.4 The Contractor Shall Provide Materials or Supplies and Equipment Data Sheets (MSDS Sheet):

5.4.1 The government approved materials or supplies shall not be used in performance of this contract (or placed on Government property) until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels) have been obtained by the Contractor. The Contractor shall maintain the MSDS in a location accessible to all employees and will advise the COR of their location. The MSDS will be available for inspection by the COR upon request.

5.4.2 The Contractor must comply with the Farm Security and Rural Investment Act of 2002 (FSRIA), 7 U.S.C. 8102; The Food, Conservation, and Energy Act of 2008 (FCEA), 7 U.S.C. 8102; the Federal Acquisition Regulations; Executive order (EO) 13514, *"Federal Leadership in Environmental, Energy and Economic Performance,"* dated October 5, 2009; EO 13423, *"Strengthening Federal Environmental, Energy, and Transportation Management,"* dated January 24, 2007; and Presidential memorandum, *"Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement,"* dated February 2012 to provide biobased products.

5.4.3 The Contractor shall use recycled and bio-based products to the greatest extent possible. To the greatest extent possible, the contractor shall use commercially available chemicals, which meet Federal, State, and local codes, and are made with recycled materials.

5.4.4 Preference should be given to concentrated cleaning chemicals which use ecologically sound packaging and are phosphate-free, non-corrosive, nonflammable, and fully biodegradable.

5.4.5 The Contractor shall take every precaution to ensure that only safe products are used at these facilities. Any damage caused to fixtures, walls, partitions, flooring, etc., will be the responsibility of the Contractor.

5.4.6 The Contractor shall maintain supplies and equipment in such a manner as to

ensure its cleanliness and long life. If a piece of equipment needs repair and is determined unsafe by the COR, the Contractor shall immediately stop using the equipment. If the COR and the Contractor determine the equipment to be inoperable and unable to be repaired, the Contractor shall be responsible for its replacement at no additional cost to the Government.

5.4.7 The Government is not responsible for damages to Contractor stored equipment, supplies, materials, or employees' personal belongings. Personal belongings shall be stored in the office provided and the office shall remain locked when not occupied.

6. SUPERVISION OF CONTRACT WORK

The supervisor shall be responsible for ensuring employees receive proper guidance in performing the various tasks under the resultant contract. The supervisor and/or approved alternate shall be on-site or available at all times while contract work is in progress. The Supervisor shall perform inspections of the work being performed **weekly** and provide a report to the COR as to the results of the inspection.

7. CONTRACTOR PERSONNEL CONDUCT/ADHERENCE TO USDA POLICIES

7.1 The Contractor shall require employees, including supervisors, to wear clean and visible uniforms with the Contractor's name for easy identification and display a USDA issued badge that identifies them as "Contractor Employee."

7.2 In addition, all personnel shall comply with USNA, NEA, BA, ARS, USDA traffic, safety rules, and security regulations, adhere to energy conservation policies and any other instructions pertaining to conduct of personnel while in a Government facility. Employees shall be notified of infractions of any rules, regulations, or prohibitions and that they may be grounds for removal from the Government property. See website below (for copies of bulletins, policies and procedures); for Personnel Bulletin No. 735-1 on Employees Responsibilities and Conduct; and Section(s) 240.3 on Physical Protection, Security and Conduct While on ARS Controlled Property, and 343.3-ARS Smoking Policy under website:

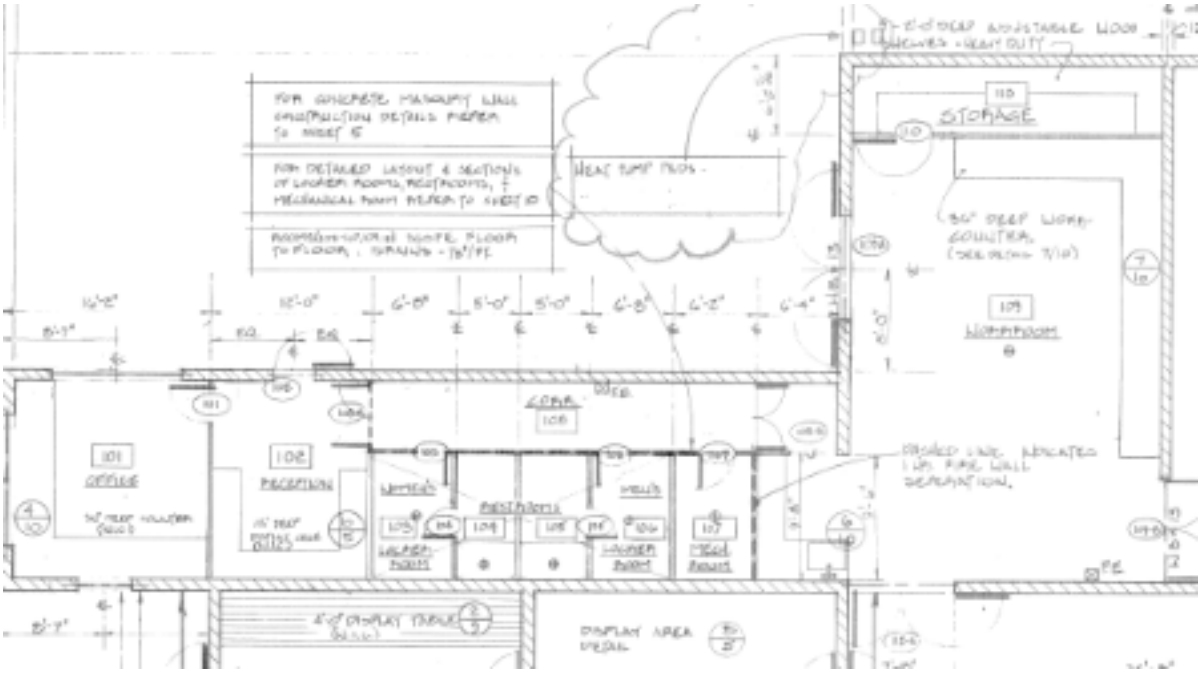
http://www.afm.ars.usda.gov/ppweb/index.htm

8. TRAINING

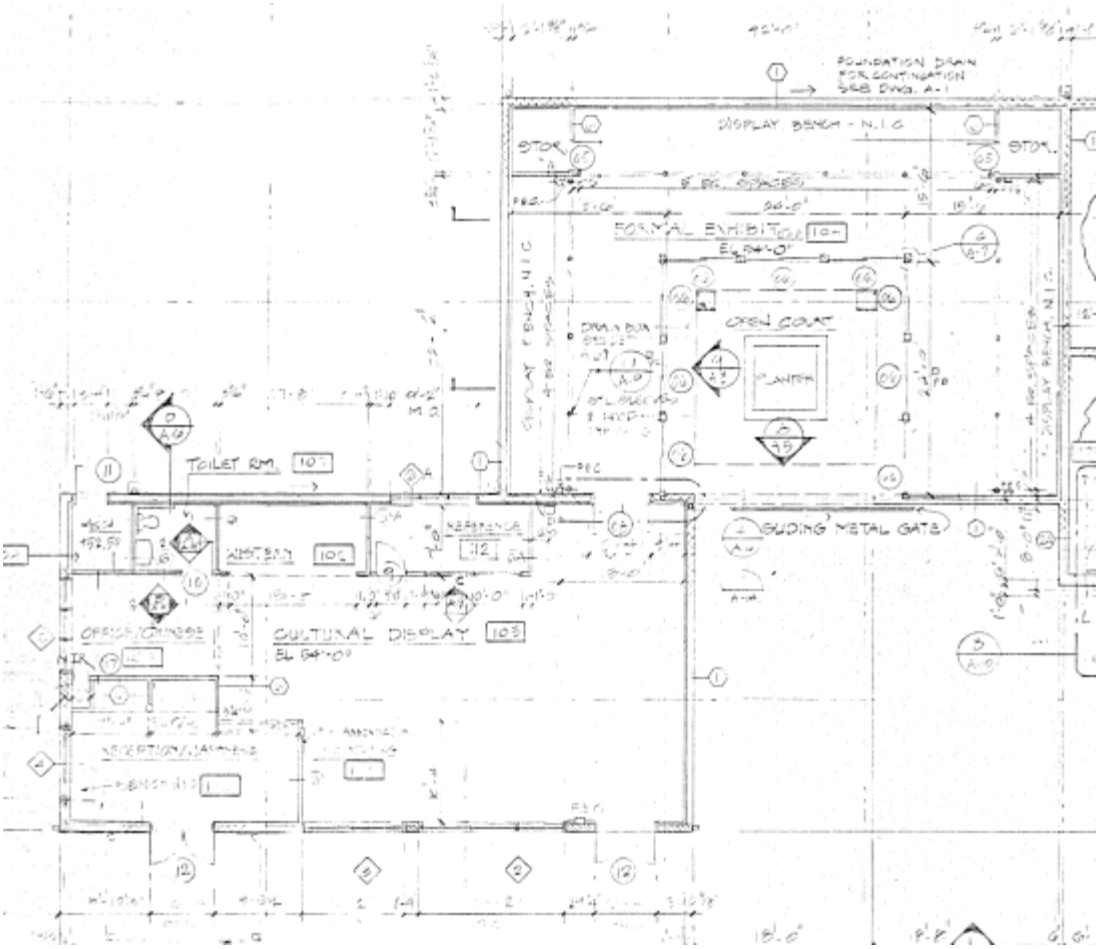
Employees working in a laboratory environment shall possess the skills, knowledge, and training required for working in a research laboratory environment to avoid unsafe and/or hazardous conditions. Training shall be provided prior to the start of employment or working on site at USNA. The Contractor shall submit a copy of its plan for training employees on how they should perform in a research laboratory environment. The Plan shall include course or subject title, date or planned date of training, description of course content and updated as new employees are hired. Employees shall be trained in proper storage and handling of flammable materials.

Building	Room	Description	Sq Ft	Flooring Type	Entrance Doors	Drinking Fountains	Sinks	Urinals	Toilets	Showers and Stalls	Partition and stalls	Trash Cans
Shops					2	1		3	2	2	2	
012	416	Lunch Room	416	VT								1 small
012	154	Locker Room	154	VT								1 small
012	210	Restroom	210	CT								1 small
012	111	Office	111	VT								1 small
Head House/Greenhouse					2	1	2	2	2	1	2	
018	101	Men's Room	120	VT								1 small
018	101A	Shower/Locker	104	VT								0
018	102	Lunchroom	239	VT								1 small
018	112	Women's Room	112	VT								1 small
018	105	SOIL PREP AREA	503	Cement								1 Tall and 1 Med
018	106	OFFICE	230	VT								1 small
018	108	LAB	153	VT								1 small
018	109	LAB	296	VT								1 small
018	110	LAB	152	VT								1 small
018	103	Office	111	VT								1 small
018	104	Office	170	VT								1 small
Administrative Building				VT	6	5						
NA19	G02	IT Specialist (Stefanye)	460	VT								1 small
NA19	G03	IT Storage	144	VT								0
NA19	G04	Staff Lunch Room	338				1		1			1 Tall
NA19	G06	Staff Restroom - Unisex	117	VT			1		1			1 small
NA19	G08	Staff Swing Offices	375	VT								0
NA19	G16	Trash/Recycle	88	Cement			1					0
NA19	G17	Freight/Receiving	117	VT								0
NA19	G18	Facilities Computer Room	45	VT								0
NA19	G27	Drying Room (Herbarium)	88	VT								0
NA19	G28	Plant Mounting Room (Herbarium)	260	VT			1					0
NA19	G29	Lower Herbarium	4,111	C								0
NA19	G30	Office (Herbarium)	87	C								1 small
NA19	G32	Intern Office	142	C								1 small
NA19	G33	FNPRU Office (Xia)	140	C								1 small
NA19	G34	FNPRU Office (Scanlon)	139	VT								1 small
NA19	G41	Cleaning Staff Office	167	VT								1 small
NA19	101	Classroom (Public)	731	CT								1 medium
NA19	103	Women's Restroom/Public	351	CT			3	0	9	0	9	1 small mounted to wall; 1 small
NA19	104	Men's Restroom/Public	215	CT			3	2	2	0	2	1 small mounted to wall; 1 small
NA19	105	Family Restroom/Public	88	VT			1	0	1	0	0	1 small mounted to wall
NA19	106	Janitor Closet	40	T			1					
NA19	108	Lobby (Public)	1,625	T								2 (1 recycables/1 trash)
NA19	109	Information Desk	104	T								1 small
NA19	111	Food Prep Area (Public)	107	T			1					l Large
NA19	112	Coats (Public)	58	T								0
NA19	113	Hall (Public)	127	T								0
NA19	114	Serving (Public)	55	T								0
NA19	115	Hall (Public)	127	VT								0
NA19	116	Chairs Storage (in Classroom)	96	T								0
NA19	119	Auditorium	1,920	T								
NA19	120	Storage (Auditorium 120)	99	T								0
NA19	120A	Storage (Auditorium 120)	120	C								0
NA19	121	Information Reception Office	124	C								0
NA19	122	NCAFGC Office	146	C								1 small
NA19	123	Volunteer Office (Linforth)	139	C								1 small
NA19	124	GArdens Unit Office	139	C								2 small
NA19	125	FNPRU Office	139	C								1 small
NA19	126	Horticulturist Office (vice Carole)	139	C								1 small
NA19	127	Horticulturist Office (Chris)	139	VT								1 small
NA19	128	GU Curators (3#) Office	285	C								3 small
NA19	130	Interpretive Specialist (Julia)	117	C								1 small
NA19	131	Special Events Coordinator (Markita)	227	C								1 small
NA19	132	Director's Conference Room	370	C								0
NA19	133	Director's Secretary Office	214	C								1 small

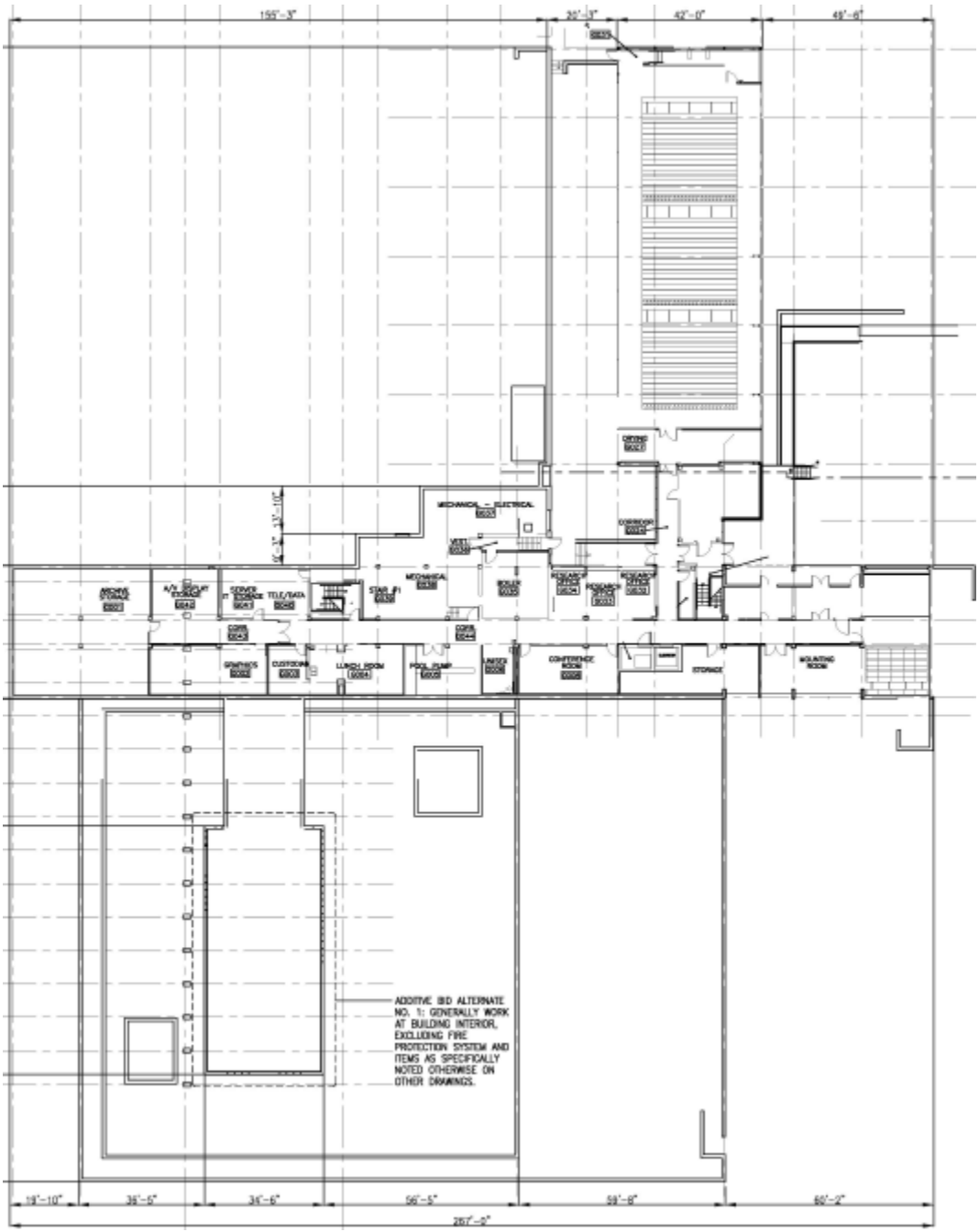
NA19	134	Director's Office (Olsen)	296	C								1 small
NA19	135	A/M Manager Office (vice Linda)	131	C								1 small
NA19	136	Admin Officer Office (Byers)	139	C								1 small
NA19	137	Facilities Specialist Office (Jewett)	139	C								1 small
NA19	137	Admin Office (Fin Tech, Clerk)	303	C								2 small
NA19	140	Copier Room	117	CT								1 large trash; 1 large recycables
NA19	144	Women's Restroom (Staff)	125	VT			2	0	3	0	3	1 small mounted to wall
NA19	145	Janitorial Closet	22	CT			1					0
NA19	146	Men's Restroom (Staff)	125	VT			2	1	2	0	2	1 small mounted to wall
NA19	148	Storage (Plant Records)	107	C								0
NA19	149	Gardens Unit Office (KED)	137	C								2 small
NA19	150	Plant Records Office (+ Stefan)	237	C								1 small
NA19	151	Reading Room	528	C								2 small
NA19	152	Plant Records Office (Kevin)	92	C								1 small
NA19	153	Taxonomy Research Office (Alan)	92	C								1 small
NA19	154	Herbarium Manager Office (Harlan)	92	C								1 small
NA19	155	Herbarium Reading Room	564	VT								1 small
NA19	156	Archives Storage	152	VT								0
NA19	157	Herbarium Workroom (Volunteers)	231	VT								
NA19	161	Upper Herbarium	1,462	VT								1 small
NA19	163/164	GU Curators (5#) Office	496	C								4 small
NA19	165	Gardens Unit Leader Office (Scott)	190	C								1 small
NA19	166	GU PSA-Secretary Office (Blain)	139	C								1 small
NA19	167	Horticultural Programs Office (Piper)	139	C								1 small
NA19	168	Security Office	215									1 small
												1 small
Chinese and International Pavilion (Bonsai Museum)					4	2	1					
27	101	Reception	171	VT								
027A	101A	Office	220	VT								2 small
027A	102	Women's Restroom/Shower	103	VT								1 small
027A	103	Men's Restroom/Shower	103	CEMENT								1 small
027A	105	Work/Classroom	852	CEMENT								2 tall
027A	105	Lab	65	CEMENT								1 small
027B	101	Reception Area	321	VT								0
027C	102	Chinese Room	143	VT								0
027C	104	Restroom	52	VT								1 small
027C	105	Western Room	94	VT								1 small
027C	106	Reference Room	104	VT								1 small
027C	107	Cultural Display	1,465	VT								
027C	108	Special Exhibits Wing	1,449	VT								
NA22		Asian Collection Bathrooms	284	VT			2	2	3	0	3	1 small
009		M Street Bathrooms	465	VT			4	3	7	0	7	1 small
	South Farm Trailers											
	12' by 60" Trailer (cleaning 2x monthly)		720	office/carpet; bathroom/VT			1	0	1	0		
Arbor House												
NA20		Arbor House/Gift Shop	2482	Upper Level/carpet; Lower Level/ VT; restroom/ VT			1		1			
NA20A		Arbor House Public Bathrooms	1002	VT			10	3	12	0	12	
		Total Square Footage	35,586									



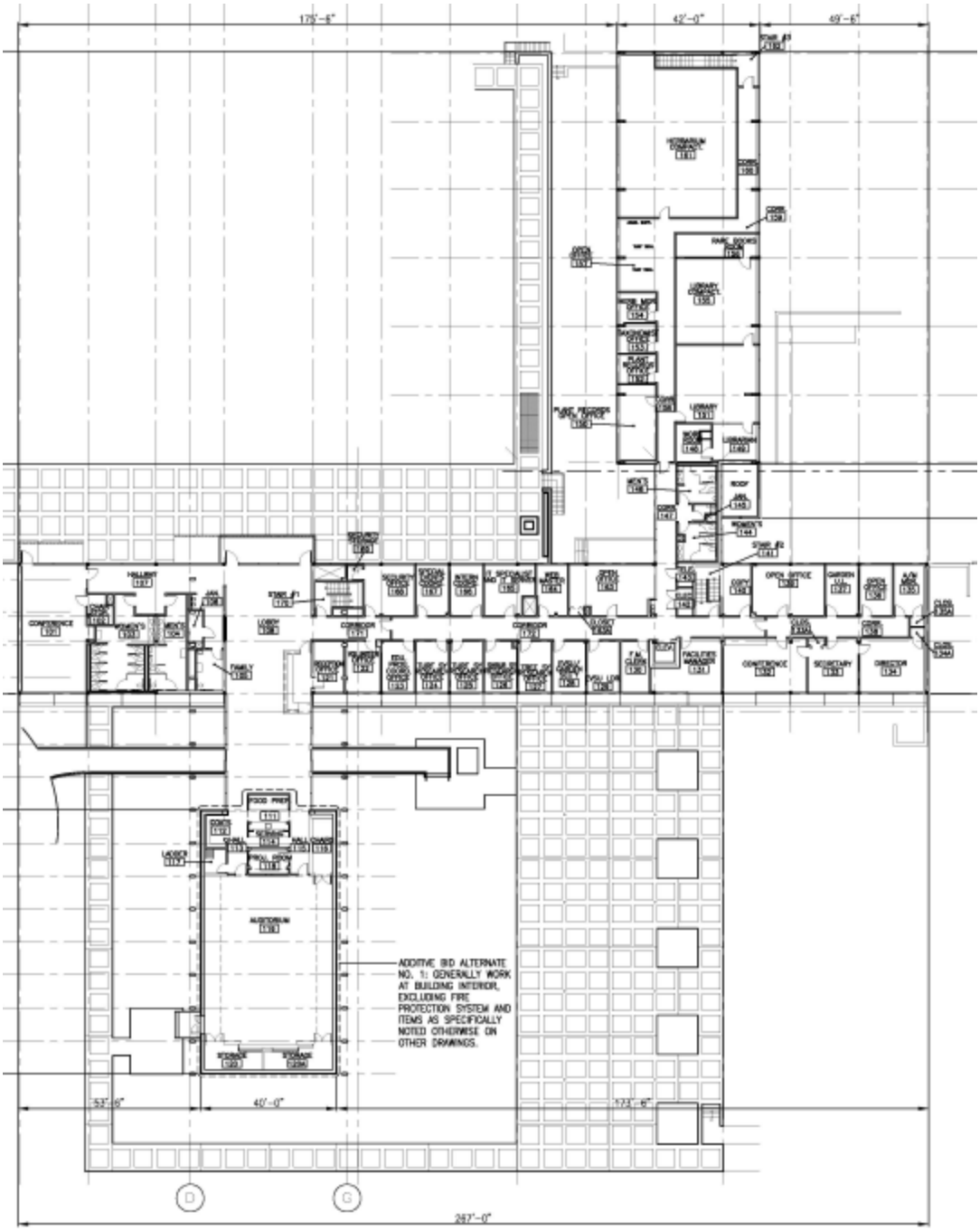
Japanese Pavilion



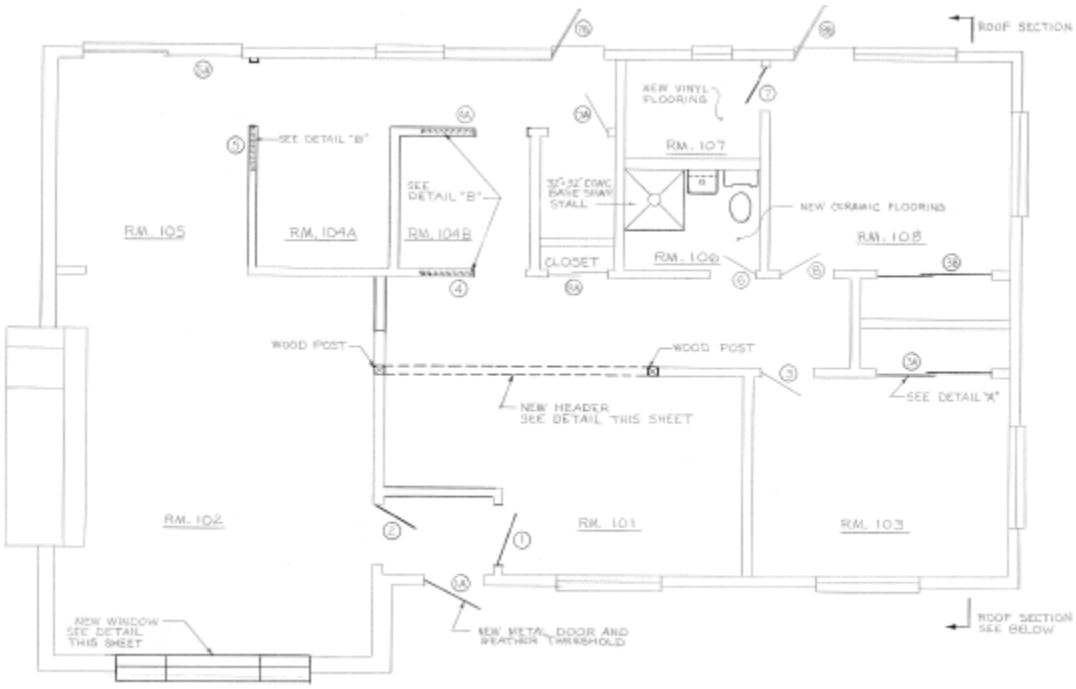
International Building and Exhibit Wing



Admin Bldg Ground Floor



Admin Bldg Main Floor


ROOF SECTION
NEW VINYL FLOORING
RM. 107
SEE DETAIL "B"
SEE DETAIL "B"
32"x32" CONC. BASE SHWR STALL
NEW CERAMIC FLOORING
RM. 105
RM. 104A
RM. 104B
CLOSET
RM. 106
RM. 108
WOOD POST
WOOD POST
NEW HEADER SEE DETAIL THIS SHEET
SEE DETAIL "A"
RM. 102
RM. 101
RM. 103
NEW WINDOW SEE DETAIL THIS SHEET
NEW METAL DOOR AND WEATHER THRESHOLD
ROOF SECTION SEE BELOW

Arbor House