

SCHEDULE A 2

Janitor Service

Daily (except Saturdays, Sundays and holidays)

1. Empty all wastebaskets and other waste containers.
2. Empty and clean all ashtrays.
3. Sweep and dustmop floors.
4. Clean all restrooms including floors and fixtures. Replenish soap, towel and toilet paper containers, if necessary.

Weekly

1. Dust all moldings and tops of rail partitions.
2. Dust all office desks, tables, counter tops and bookcases.

Monthly

1. Dust file cabinets and window ledges.
2. Dust lighting fixtures and venetian blinds.
3. Wet clean asphalt tile floor covering and polish all glass surfaces in windows, doors and partitions.
4. Wet clean restroom stall partitions.
5. Remove any accumulations of trash from the exterior of the building.

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 W. L. L.
 P. L. L.

Every Two Months

1. Thoroughly clean and wax asphalt tile floor covering.

Yearly

1. Thoroughly clean light fixtures in accordance with accepted standards recommended by the light manufacturer.

General

In addition to the foregoing, provide all maintenance tools, equipment any any other janitorial service responsibility necessary, upon request.

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FORM.
 R.W.L.
 SUBSTANCE
 R.W.L.

PLEASE
 See phone L.L.
 R.H.I.
 INITIAL