

Exhibit A - Administrative Office of the Courts  
 Janitorial Contract Specifications - Building 1  
 29,128 Square Feet

Daily Floor Maintenance	Days/Months to be Performed					Frequency	Performance Rating								
<b>1. Dust mop, then damp mop all uncarpeted floors</b>						DAILY									
a) Lunchrooms/Break Room	M	T	W	T	F	EVERY DAY	S	U							
b) Copy Room 223	M	T	W	T	F	EVERY DAY	S	U							
c) Restrooms	M	T	W	T	F	EVERY DAY	S	U							
d) Xerox room 112	M	T	W	T	F	EVERY DAY	S	U							
e) Stairwell	M	T	W	T	F	EVERY DAY	S	U							
f) Puget Sound Room 122 - Coffee Bar	M	T	W	T	F	EVERY DAY	S	U							
g) Materials Prep Room 118	M	T	W	T	F	EVERY DAY	S	U							
h) Front Entrance	M	T	W	T	F	EVERY DAY	S	U							
<b>2. Vacuum ALL carpeted Areas</b>															
a) Reception	M	T	W	T	F	EVERY DAY	S	U							
b) General Office Areas	M	T	W	T	F	EVERY DAY	S	U							
c) Carpet mats and runners	M	T	W	T	F	EVERY DAY	S	U							
<b>3. Vacuum Elevator Floor &amp; door grooves</b>	M	T	W	T	F	3 X WEEK	S	U							
<b>4. Strip, Seal and Wax All Tiled Floors</b>	<b>Month Due</b>														
a) Lunchrooms and Break Room	J	F	M	A	M	J	J	A	S	O	N	D	TWICE A YEAR	S	U
b) Xerox/Supply Room 112	J	F	M	A	M	J	J	A	S	O	N	D	TWICE A YEAR	S	U
c) Materials Prep. Room 118	J	F	M	A	M	J	J	A	S	O	N	D	TWICE A YEAR	S	U
d) Copy Room 223	J	F	M	A	M	J	J	A	S	O	N	D	TWICE A YEAR	S	U
e) Puget Sound Room 122 - Coffee Bar	J	F	M	A	M	J	J	A	S	O	N	D	TWICE A YEAR	S	U
<b>5. Clean Carpets Using Steam Extraction (Separate billing)</b>	J	F	M	A	M	J	J	A	S	O	N	D	ONCE A YEAR	S	U

Periodic General Building Maintenance	Days or Months to be Performed												Frequency	Performance Rating		
<b>6. Bathrooms</b>																
a) Clean & disinfect all toilet bowls and urinals	M	T	W	T	F									EVERY DAY	S	U
b) Empty waste receptacles/deposit in dumpster	M	T	W	T	F									EVERY DAY	S	U
c) Clean all wash basins, showers and fixtures	M	T	W	T	F									EVERY DAY	S	U
d) Clean all mirrors	M	T	W	T	F									EVERY DAY	S	U
e) Sweep, damp mop and disinfect all floors	M	T	W	T	F									EVERY DAY	S	U
f) Empty sanitary receptacles in all stalls	M	T	W	T	F									EVERY DAY	S	U
g) Spot wash and disinfect all toilet and urinal walls	M	T	W	T	F									EVERY DAY	S	U
h) Fill all paper supplies and soap dispensers	M	T	W	T	F									EVERY DAY	S	U
i) Wash and Disinfect Bathroom walls and partitions	J	F	M	A	M	J	J	A	S	T	N	D		MONTHLY	S	U
j) Pour 1 cup bleach in restroom floor drains	J	F	M	A	M	J	J	A	S	T	N	D		MONTHLY	S	U
<b>7. Kitchens</b>																
a) Clean Lunch room Counters	M	T	W	T	F									EVERY DAY	S	U
b) Clean table tops/arrange chairs	M	T	W	T	F									EVERY DAY	S	U
c) Clean Microwaves and toaster ovens	M	T	W	T	F									EVERY DAY	S	U
d) Clean all sinks	M	T	W	T	F									EVERY DAY	S	U
e) Clean outer surfaces of vending machines	M	T	W	T	F									EVERY DAY	S	U
f) Refrigerators - last business day NOT on Friday	J	F	M	A	M	J	J	A	S	O	N	D		MONTHLY	S	U

8. General Building Daily Maintenance	Days or Months to be Performed					Frequency	Performance Rating								
a) Empty all waste receptacles into dumpster	M	T	W	T	F	EVERY DAY	S	U							
b) Clean all 4 drinking fountains	M	T	W	T	F	EVERY DAY	S	U							
c) Wipe tables and arrange conference room chairs	M	T	W	T	F	EVERY DAY	S	U							
d) Spot clean finger prints, smudges, etc., from all doors, lights switches, walls and woodwork	M	T	W	T	F	EVERY DAY	S	U							
e) Clean out all ash tray receptacles					F	EVERY FRIDAY	S	U							
f) Sweep all outside entrances, stairs, and walkways.	M	T	W	T	F	3 x Week	S	U							
g) Dust banisters, reception furniture, lobby sills and re-light sills (inside and out)	M	T	W	T	F	2 x Week	S	U							
h) Pick up litter within 10 foot radius of building	M	T	W	T	F	1 x Week	S	U							
9. General Building Monthly Maintenance	Month Due														
a) Dust all window sills	J	F	M	A	M	J	J	A	S	O	N	D	4 x Year	S	U
b) Vacuum cloth chairs and couches/include staffs'	J	F	M	A	M	J	J	A	S	O	N	D	4 x Year	S	U
c) Vacuum cloth partitions	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
d) Clean and disinfect all waste receptacles, inside and outside, including restroom receptacles	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
e) Wash interior and exterior of all windows	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
f) Clean all Re-light Windows	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
g) Dust both vertical and horizontal blinds	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
h) Wash both vertical and horizontal blinds	J	F	M	A	M	J	J	A	S	O	N	D	2 x Year	S	U
i) Wash all light fixtures	J	F	M	A	M	J	J	A	S	O	N	D	1 x Year	S	U
j) Wash walls and hand rails in the elevator	J	F	M	A	M	J	J	A	S	O	N	D	MONTHLY	S	U

**SUMMARY OF TASKS TO BE PERFORMED DURING YEAR**

January	Strip, Seal and Wax all Tiled Floors	Dust all window Sills		
February	Vacuum all cloth chairs and couches			
March	Wash vertical and Horizontal Blinds	Clean and Disinfect all waste receptacles	Wash Windows inside and out	
April	Dust all window sills	Vacuum all cloth partitions	Clean all Re-light Windows	Steam clean carpets
May	Vacuum all cloth chairs and couches			
June	Wash all light fixtures			
July	Strip, Seal and Wax all Tiled Floors	Dust Vertical/Horizontal blinds	Dust all window sills	
August	Vacuum all cloth chairs and couches	Wash Windows inside and out	Wash Vertical/Horizontal blinds	
September	Clean and Disinfect all waste receptacles	Clean Re-light Windows		
October	Vacuum cloth partitions	Dust window Sills		
November	Vacuum all cloth chairs and couches	Dust Vertical/Horizontal blinds		
December				

**SUMMARY OF MONTHLY ITEMS**

Every Month	Bleach in Bathroom Drains
Every Month	Clean Kitchen Fridge
Every Month	Wash and disinfect restroom walls and partitions
Every Month	Wash walls and hand rails in the elevator.

**BILLABLE TASKS**

Clean Carpets w/Steam Extraction Method	April		Each Building
---	-------	--	---------------