ASSOCIATION SERVICES:

The tables below identify services provided under the Association and the frequencies in which those services are performed.

CUSTODIAL SERVICES

Core Custodial Duties	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Empty trash and recycle baskets	1			
Clean & sanitize drinking fountains	1			
Vacuum walk-off mats at facility entrances	1			
Mop/sweep floor areas in all building entrances	1			
Sweep and damp mop or vacuum stairwells		1		
Dust handrails and banisters		1		
Dust windowsills in lobby and public areas		1		
Dust file cabinets, partitions, etc./ but NOT personal offices			2	
Dust wall-hung articles in lobby and conference rooms			1	
Dust windowsills throughout the rest of the building			1	
Wipe cobwebs from walls & ceiling			1	
Pest Control			1	
Dust mini blinds throughout the building	As needed			
Dust all air grills, vents & ducts	As needed			
Keep custodial areas neat and swept	As needed			
Empty full brute barrels into dumpster	As needed			
Replace light bulbs	As needed			

Restrooms	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Dust and wet mop	1			
Clean & sanitize lavatories	1			
Clean & sanitize counter tops	1			
Clean & sanitize urinals-stools	1			
Clean mirrors and shelves	1			
Clean & fill all dispensers	1			
Clean walls and partitions where soiled by daily use	1			
Sweep floors	1			
Dust all ledges and windowsills		1		
Pour bucket of water down floor drains in bathrooms to prevent dry trap		1		
Wash stall doors			1	
Dust all air grills, vents and ducts			1	

Carpet (more often as needed)	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Vacuum all open areas and hallways	1			
Vacuum walk off mats	1			
Vacuum under all desks, computers, tables and all other furniture in conference rooms, offices and office cubicles		1		
Vacuum all edges and corners in public areas			1	
Remove spots (if possible)	As needed			
Bonnet carpets	As needed			

Window Cleaning	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Spot-clean lobby doors (interior) and glass partitions	As needed			
Clean entrance door glass	As needed			
Clean lobby window glass	As needed			
Clean exterior outside ground level windows				2

Hard Surfaces	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Dust mop (sweep)	1			
Damp mop	1 and As needed			
Spray buff		1		

Exterior of the Building	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Empty outside cigarette and trash containers	1			
Raise and lower flag	1			
Debris pick up on the grounds	1			

Additional services are available / quote provided upon request	
Examples:	Carpet Shampooing
	Hard Floor Polishing
	Event Set-Up
	Moves

CARPENTRY SERVICES

Core Carpentry Services	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Minor repairs to ceilings, floors, walls and windows not covered by infrastructure	As needed			
Facility Inspections			1	
Roof Inspection				1
Review construction documents	As needed			

Additional services are available / quote provided upon request
Custom woodworking: cabinets, countertops, furniture repairs, chair rails, moldings, bookshelves, work surfaces, etc.
Conference room installations: hanging projection screens, projectors, whiteboards, TV monitors
Glass installation
Window treatments/blind installation and repair
Remodeling: build walls, hang drywall, soundproofing, door installation
Project Management

PAINTING SERVICES

Painting Services	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Facility Inspections			1	
Paint parking lot stripes				1
Paint and repair common areas: halls, break rooms, restrooms				1
Review Construction Documents	As needed			

Additional services are available / quote provided upon request
Paint office areas: walls, doors, windows, wall partitions, conference rooms
Painting of remodels and new buildings
Sheetrock finishing and texture/drywall repair and patching
Vinyl wall coverings/wall talker/etc.
Furniture and woodwork refinishing

GROUNDS SERVICES

Turf Maintenance	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Mowing	As Needed			
Weed Whipping	As Needed			
Edging	As Needed			
Fertilizer Application	As Needed			
Seeding	As Needed			
Herbicide Application	As Needed			
Aeration	As Needed			
Leaf sweeping	As Needed			
Pesticide Application	As needed			
Parking Lot Maintenance	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Sand clean-up	As needed			
Repair pot holes	As needed			
Snow & Ice Removal	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Sidewalks	As needed			
Parking lots	As needed			
Streets	As needed			
Stairs	As needed			
Docks	As needed			
Clean Docks	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Pallets, Paper, Boxes, Furniture etc.		1		
Scrap Metals, Vendor Debris, etc.		1		
Tree Maintenance	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Water new trees	As needed			
Trimming & Pruning				1
Mulching				1
Plant new/replacement trees				1
Iron injections				Once every 2 years
Removal of storm damaged or dead branches	As needed			
Removal of dead trees & stump removal	As needed			

Landscape/Flower beds	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Interior Atrium and plant care		1		
Weed control	As needed			
Plant flower pots				1
Mulching				1
Watering	As needed			
Additional services are available / quote provided upon request				
Memorial tree and bench program				
Grade work				
Disposal of State property				
Event set-up and clean-up				

LOCKSMITH/AUTOMATION SERVICES

Locksmith/Automation Services	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Maintenance and minor repairs for high security lock system (MEDECO)	As needed			
Maintenance and minor repairs of card access system (Andover/Toye)	As needed			
Maintenance and minor repairs on Automatic doors (ADA)	As needed			
Maintenance and minor repairs on Fiber Optic Networks (CAS/Video/PA/Fire)	As needed			
Security Software Programming, Maintenance and assistance	As needed			
Maintenance on Parking Access gates and controllers	As needed			
Consulting with System design Architects, Engineers, Vendors	As Needed			
Key tracking, to agency, not to employee, key verification	As Needed			
Key security and consultation	As needed			
Repairs to primary doors (key ways only) CAM doors, dock doors, ADA, electronic	As Needed			

Additional services are available / quote provided upon request
Key cutting
Unlocking service (safes/doors/file cabinets/desks/etc.)
Re-keying
Lost key charge
Key audit (additional services above the normal service provided)
Changes to existing hardware
New hardware
Project Management

MECHANICAL SERVICES

Critical Life, Health & Safety Systems	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Elevator inspections and repairs		1		
Fire Extinguishers inspections and repairs			1	
PA system inspections and repairs			1	
Air Quality (does not include air quality testing, includes filter changes and cleaning coils)				2-4
Sprinklers, hoses, fire pumps inspection and repairs				1
Fire alarm systems response and service with annual inspection	As needed			1
Plumbing system repairs	As needed			
Door security automation review and analysis	As needed			
Heating	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Boiler watch, maintenance, repairs and inspections	24- Hourly			
Automation and monitoring	24- Hourly			
Chemical treatment	24- Hourly			
Cooling	**Times Per Work Day**	**Times Per Week**	**Times Per Month**	**Times Per Year**
Chillers maintenance, repairs and inspections	24- Hourly			
Automation and monitoring	24- Hourly			
Chemical treatment	24- Hourly			
Ventilation	Times Per Work Day	**Times** Per Week	Times Per Month	Times Per Year
Automation monitoring and controls (where applicable)	24- Hourly			
Environmental controls monitoring, inspection and control (where assessable)	24- Hourly			
Preventive Maintenance (PM's)	1			
Exhaust systems				4
Air handlers maintenance, inspection and repairs				4
Air Filter changes and inspections	As needed			
Facility Management	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Lighting and equipment monitoring and controls	24- Hourly			
Trouble shooting	As needed			
Lighting Schedules	As needed			
Equipment optimization programming	As needed			
Trouble Calls				24/7 - 365
Additional services are available / quote provided upon request				

ENERGY MANAGEMENT				
Optimize heating and cooling systems to save on energy usage and energy costs.				
Schedule heating, cooling and lighting systems to operate during regular business hours and special events to save on energy usage and energy costs.				

ELECTRICAL SERVICES

Core Electrical Services	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Monitor Main power feed to the building (Does not include new electrical work)				
Monitoring power from the outside to switchgear	24- Hourly			
Switchgear to floor panel (Does not include new electrical work)				
Monitor, inspect and repair	24- Hourly			
Panel to floor (Does not include new electrical work)				
Monitor, maintain and repair	As needed			
Exterior lighting, parking lots, facility lighting and street lighting				
Inspect, maintain and repair		1		
Maintain, Emergency generators				
Monitor, test, maintain and repair (where applicable)			1	
Interior lighting				
Repairs and maintenance	As needed			

Additional services are available / quote provided upon request
New electrical service
Maintain and support department specific generators
Change in electrical service (New floor boxes, cap floor boxes, furniture electrical whip(s) and lighting/switching changes). Does not include modular furniture components.
Project management

Document Revisions
Revised 9/1/2015
Reviewed 4/1/2019
Reviewed 5/1/2024