**EXHIBIT A**

**818 S. Main Street Main (Building 1) M-F**

**Daily Scope of Work**

1. Trash
2. Remove all trash and replace can liners if needed.

NOTE: Do not forget outside trash can front and back.

1. Restrooms
2. Remove all trash and replace liners
3. Clean all stainless steel in the restroom
4. Clean mirrors leaving no spots or streaks
5. Clean and sanitize inside and out of toilets and sinks (including front and behind)
6. Wipe down walls around the toilets and under the soap dispensers
7. Refill all paper products

 (in public restroom, no extra paper products)

 (in employee restrooms leave 3 rolls of toilet paper on each toilet tank)

1. Clean the vents as needed a min of 1x a week
2. Breakrooms
3. Wipe down all tables
4. Clean microwaves inside and out
5. Resupply paper products if needed
6. Clean tops and side of trash cans
7. Wipe all counter spaces down (including the wall behind it if needed)
8. Clean the whole sink then use stainless shine
9. Sweep (including under the tables)
10. Mop entire floor
11. Glass
12. Spot clean all glass entry doors inside and out daily (clean frame too)
13. Squeegee interior glass on Fridays
14. Flooring
15. Vacuum carpets daily
16. Mop daily
17. Dust
18. Dust tops of cabinets, desks, baseboards, window ledges, bookshelves, etc.

**SET THE ALARM AND IF FOR ANY REASON PLEASE CONTACT STEFANI AT**

**541-200-5652**

**818 S. Main (Building 2) IT Building & 818 S. Main (Building 3) Genealogy building**

**Tuesdays and Fridays**

Trash

1. Remove all trash and replace can liners if needed.

Restrooms

1. Remove all trash and replace liners
2. Clean all stainless steel in the restroom
3. Clean mirrors leaving no spots or streaks
4. Clean and sanitize inside and out of toilets and sinks (including front and behind)
5. Wipe down walls around the toilets and under the soap dispensers
6. Refill all paper products

Breakroom

1. Wipe down all tables
2. Clean microwaves inside and out
3. Resupply paper products if needed
4. Clean tops and side of trash cans
5. Wipe all counter spaces down (including the wall behind it if needed)
6. Clean the whole sink then use stainless shine
7. Sweep (including under the tables)
8. Mop entire floor

Glass

1. Clean all glass entry doors inside and out

Flooring

1. Spot vacuum carpets daily
2. Mop daily
3. Thoroughly vacuum all offices and halls
4. Dust tops of cabinets, baseboards, window ledges, bookshelves.

(DO NOT MOVE THE PERSIONAL ITEMS)