

# SCOPE OF WORK

Building Address: 550 Montgomery St San Francisco CA 94111

Graveyard Shift 3:30AM-7:30AM

|  | Area             | Task                                      |
|--|------------------|---|
|  | Outside Building | Take out trash bins                       |
|  | Lobby            | Remove trash and repace liner             |
|  | Lobby            | Vacuum floor and mat w/ Phantas           |
|  | Lobby            | Mop with Phantas                          |
|  | 2nd Floor        | Vacuum floor w/ Phantas                   |
|  | 2nd Floor        | Remove trash and repace liner             |
|  | 3rd Floor        | Vacuum floor and mat w/ Phantas           |
|  | 3rd Floor        | Mop with Phantas                          |
|  | 3rd Floor        | Clean and disinfect all toilets & urinals |
|  | 3rd Floor        | Clean all mirrors                         |
|  | 3rd Floor        | Sweep and mop restroom floors             |
|  | 3rd Floor        | Wipe clean all restroom stalls            |
|  | 3rd Floor        | Clean walls 8ft and below                 |
|  | 3rd Floor        | Clean microkitchen                        |
|  | 3rd Floor        | Load and start dishwasher                 |
|  | 3rd Floor        | Remove trash and repace liner             |
|  | 4th Floor        | Vacuum floor and rug(s) w/ Phantas        |
|  | 4th Floor        | Mop with Phantas                          |
|  | 4th Floor        | Clean and disinfect all toilets & urinals |
|  | 4th Floor        | Clean all mirrors                         |
|  | 4th Floor        | Sweep and mop restroom floors             |
|  | 4th Floor        | Wipe clean all restroom stalls            |
|  | 4th Floor        | Clean walls 8ft and below                 |
|  | 4th Floor        | Clean microkitchen                        |
|  | 4th Floor        | Load and start dishwasher                 |

|  |           |   |
|--|-----------|---|
|  | 4th Floor | Remove trash and repace liner             |
|  | 5th Floor | DARK                                      |
|  | 6th Floor | Vacuum floor and rug(s) w/ Phantas        |
|  | 6th Floor | Mop with Phantas                          |
|  | 6th Floor | Clean and disinfect all toilets & urinals |
|  | 6th Floor | Clean all mirrors                         |
|  | 6th Floor | Sweep and mop restroom floors             |
|  | 6th Floor | Wipe clean all restroom stalls            |
|  | 6th Floor | Clean walls 8ft and below                 |
|  | 6th Floor | Clean microkitchen                        |
|  | 6th Floor | Load and start dishwasher                 |
|  | 6th Floor | Remove trash and repace liner             |
|  | 7th Floor | Vacuum floor and rug(s) w/ Phantas        |
|  | 7th Floor | Mop with Phantas                          |
|  | 7th Floor | Clean and disinfect all toilets & urinals |
|  | 7th Floor | Clean all mirrors                         |
|  | 7th Floor | Sweep and mop restroom floors             |
|  | 7th Floor | Wipe clean all restroom stalls            |
|  | 7th Floor | Clean walls 8ft and below                 |
|  | 7th Floor | Clean microkitchen                        |
|  | 7th Floor | Load and start dishwasher                 |
|  | 7th Floor | Remove trash and repace liner             |
|  | 8th Floor | Vacuum floor and rug(s) w/ Phantas        |
|  | 8th Floor | Mop with Phantas                          |
|  | 8th Floor | Clean and disinfect all toilets & urinals |
|  | 8th Floor | Clean all mirrors                         |
|  | 8th Floor | Sweep and mop restroom floors             |
|  | 8th Floor | Wipe clean all restroom stalls            |
|  | 8th Floor | Clean walls 8ft and below                 |
|  | 8th Floor | Clean microkitchen                        |
|  | 8th Floor | Load and start dishwasher                 |

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|--|------------|---|
|  | 8th Floor  | Remove trash and repace liner             |
|  | 9th Floor  | Vacuum floor and rug(s) w/ Phantas        |
|  | 9th Floor  | Mop with Phantas                          |
|  | 9th Floor  | Clean and disinfect all toilets & urinals |
|  | 9th Floor  | Clean all mirrors                         |
|  | 9th Floor  | Sweep and mop restroom floors             |
|  | 9th Floor  | Wipe clean all restroom stalls            |
|  | 9th Floor  | Clean walls 8ft and below                 |
|  | 9th Floor  | Clean microkitchen                        |
|  | 9th Floor  | Load and start dishwasher                 |
|  | 9th Floor  | Remove trash and repace liner             |
|  | 10th Floor | Serviced by tenant                        |
|  | 11th Floor | Serviced by tenant                        |
|  |            |   |

| Day Porter Service |                  | 8:00AM-4:00PM   |
|--------------------|------------------|---|
|                    | Area             | Task  |
|                    | Outside Building | Clean any debris and graffiti when needed                     |
|                    | Outside Building | Bring in trash bins after Recology picks up trash             |
|                    | Basement         | Clean and manage janitorial closet                            |
|                    | Basement         | Inventory   |
|                    | Basement         | Break down any boxes  |
|                    | Basement         | Clean restroom  |
|                    | Lobby            | Clean all glass   |
|                    | Lobby            | Clean and disinfect high touch points                         |
|                    | Lobby            | Spot clean chair  |
|                    | Lobby            | Wipe clean reception desk                                     |
|                    | Lobby            | Remove trash and replace liner                                |
|                    | Lobby            | Fill in for security at reception desk when they are on break |
|                    | Lobby            | Clean inside elevator   |
|                    | Lobby            | Clean elevator bottoms  |

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|--|-----------------|---|
|  | Mailroom        | Clean as needed                         |
|  | Mailroom        | Retrieve packages                       |
|  | 2nd Floor       | Remove trash and replace liner          |
|  | 3rd Floor       | Remove trash and replace liner          |
|  | 3rd Floor       | Stock supplies in restrooms             |
|  | 3rd Floor       | Take care of all service request        |
|  | 4th Floor       | Remove trash and replace liner          |
|  | 4th Floor       | Stock supplies in restrooms             |
|  | 4th Floor       | Take care of all service request        |
|  | 5th Floor       | DARK                                    |
|  | 6th Floor       | Remove trash and replace liner          |
|  | 6th Floor       | Stock supplies in restrooms             |
|  | 6th Floor       | Take care of all service request        |
|  | 7th Floor       | Remove trash and replace liner          |
|  | 7th Floor       | Stock supplies in restrooms             |
|  | 7th Floor       | Take care of all service request        |
|  | 8th Floor       | Remove trash and replace liner          |
|  | 8th Floor       | Stock supplies in restrooms             |
|  | 8th Floor       | Take care of all service request        |
|  | 9th Floor       | Remove trash and replace liner          |
|  | 9th Floor       | Stock supplies in restrooms             |
|  | 9th Floor       | Take care of all service request        |
|  | Entire Building | Assist Engineering with maintenace task |

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| Frequency  | Notes  |
| 1 x Daily  |  |
| 1 x Daily  |  |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| 1 x Daily  |  |
| N/A        |  |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| 1 x Daily  | Phantas is cleaning while Carlos completes other tasks |
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| As Needed |  |
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| As Needed | Changing light bulbs, unclogging drains and etc... |