

**SUBMITTAL TO THE BOARD OF DIRECTORS OF THE  
REDEVELOPMENT AGENCY  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

473



**SUBMITTAL DATE:**  
December 10, 2009

**FROM:** Redevelopment Agency

**SUBJECT:** New Lease Agreement – Riverside Centre

**RECOMMENDED MOTION:** That the Board of Directors:

1. Ratify the attached lease agreement and authorize the Chairman to execute the same on behalf of the Agency; and
2. Approve the allocation of \$3,600,000 for improvements in the leased space.

**BACKGROUND:** (Commences on Page 2)

Robert Field, Executive Director

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$4,358,664	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ -0-	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$ -0-	<b>For Fiscal Year:</b>	09/10

<b>SOURCE OF FUNDS:</b> Redevelopment Agency Funds to be reimbursed by EDA Divisions through sublease payments	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

County Executive Office Signature

Reviewed by  
 Christopher Hans  
 CHITTEAM  
 DATE 12/10/09  
 MICHELLE CLACK  
 Departmental Concurrence

Consent  
 Policy  
  
 Consent  
 Policy  
  
 Dep't Recomm.:  
 Per Exec. Ofc.:

Prev. Agn. Ref.: \_\_\_\_\_ District: 2 Agenda Number: \_\_\_\_\_

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

4.5

**BACKGROUND:**

The Redevelopment Agency of the County of Riverside was previously located at 1325 Spruce Street, Riverside, where they leased office space from a private landlord. With the merger of the Economic Development Agency (EDA) and the Department of Facilities Management, it has been deemed efficient to relocate and consolidate these groups including the Redevelopment Agency (RDA), EDA Management, Design & Construction, Real Estate Division, and other related divisions into office space at Riverside Centre, a county owned facility, located at 3403 Tenth Street, Riverside. The new lease agreement provides the necessary office space for the Redevelopment Agency and divisions of EDA which provide support for overall redevelopment and economic development activities throughout the County. A separate sublease to EDA for the various divisions within EDA will be completed and submitted to the board at a later date. The terms are as follows:

Location: 3403 Tenth Street, Floors 4 and 5 and a portion of Floor 3, Suite 630  
3499 Tenth Street, Suite 100  
Riverside, California

Lessor: County of Riverside

Size: 53,806 square feet

Term: January 1, 2010, through November 30, 2014

Rent: \$2.35 per square foot or \$126,444 per month.

Parking: 221 parking spaces available for staff at the established monthly rate.

Utilities: Provided by County.

Custodial: Provided by County.

Maintenance: Provided by County.

Tenant  
Improvements: \$3,600,000 to be funded by Lessee.

RCIT: None

**FINANCIAL DATA:**

Through the Lease, EDA Real Estate Division will receive rent revenue from RDA for the rental on the above referenced office space. RDA will fund the tenant improvements directly and be reimbursed for the improvements from EDA divisions. Therefore, no net county cost is incurred as a result of this transaction.



1           5.     Term. The term of this Lease shall be for a five (5) year period (herein the  
2 "Original Term") commencing as of December 1, 2009, and terminating November 30, 2014.  
3 Any holding over by Lessee after the expiration of said term or any extension thereof shall be  
4 deemed a month to month tenancy upon the same terms and conditions of this Lease.

5           6.     Option to Extend Term. County grants to Lessee two (2) options to extend  
6 the Lease term ("Extension Option"). The Extension Options shall be for a period of two (2)  
7 years ("Extended Term") each, subject to the conditions described in this Section. The  
8 Extension Options shall be exercised by Lessee delivering to County written notice to thereof  
9 no later than one hundred eighty (180) days prior to the expiration of the Original Term or any  
10 extension thereof. The rent payable by Lessee during any Extended Term shall be three (3%)  
11 percent greater than the rent for the previous year. All other terms and conditions of this  
12 Lease as they apply shall remain the same.

13           7.     Monthly Rent.

14           a.     Office Space. Lessee shall pay the sum of \$2.35 per square foot or One  
15 Hundred Twenty Six Thousand Four Hundred Forty Four Dollars (\$126,444) per month to  
16 County as rent for the premises, payable, in advance, on the first day of the month or as soon  
17 thereafter as a warrant can be issued in the normal course of Lessee's business; provided,  
18 however, in the event rent for any period during the term hereof is due which is for less than  
19 one (1) full calendar month, said rent shall be pro-rated based upon the actual number of days  
20 of said month. The monthly rent for the premises shall be increased by three percent (3%)  
21 annually during the term of the lease.

22           b.     Parking Spaces. Lessee shall pay the standard County monthly rate for  
23 221 unreserved parking spaces and 1 reserved parking space.

24           8.     Tenant Improvements. Any Tenant Improvements required pursuant to  
25 this Lease will be at the cost of the Lessee.

          9.     Utilities. County shall provide, or cause to be provided at County's  
expense, electricity, gas, trash and water as may be required in the use and maintenance of  
the leased premises. Lessee shall provide or cause to be provided at Lessee's expense any  
other utility services required, including but not limited to telephone, internet connections, and  
other computer/data requirements, if any

          10.    Repairs and Maintenance. County shall, at County's sole cost and expense  
and in connection with the terms of this Lease, repair, replace and maintain in attractive  
condition, good order and function throughout the term, (a) the structural portions of the  
Premises (defined to include the roof, foundation and load bearing walls); (b) the nonstructural  
portions of the Premises (defined as the roof covering and membrane) including but not limited  
to all improvements, alterations, fixtures, bust excluding furnishings; (c) all systems and  
equipment, including but not limited to , Base Premises Systems as heretofore described that  
serve the Premises; and (d) the exterior portions of the Premises, and real property including,  
but not limited to, landscaping, driveways, sidewalks, lighting and parking facilities servicing  
the Premises. It is the intent of this paragraph that County performs any and all building  
repairs, replacements and maintenance. County agrees to make all repairs to or alterations of  
the Premises that may become necessary by reason of industry standard for age, wear and

1 tear, deferred maintenance of defects in any construction thereof by County, unless Lessee is  
2 responsible.

3 11. County's Default. Repairs shall be made promptly when appropriate to  
4 keep the applicable portion of the Premises and other items in the condition described in this  
5 Section. County understands certain response time is required to ensure Lessee's operations  
6 continue with minimal interruption to ensure the safety of employee and delivery of services.  
7 The commencement of repairs within a reasonable time frame, from written notice include  
8 electrical power, HVAC operations and certain essential daily custodial services. County shall  
9 not be in default of its repair and maintenance obligations under this Section 11. if County  
10 commences the repairs and maintenance within a reasonable time frame of the  
11 aforementioned areas, and thirty (30) days for all others after written notice by Lessee to  
12 County of the need for such repairs and maintenance. If, due to the nature of the particular  
13 repair or maintenance obligation, more than thirty (30) days are reasonably required to  
14 complete the work, County shall not be in default under this Section 11. if County begins work  
15 within this thirty (30) day period and diligently pursues the work to completion.

16 12. Custodial Services. County shall provide, or cause to be provided, and pay  
17 for all custodial services in connection with the Leased Premises and such services shall be  
18 provided as set forth in the attached Exhibit "B." County will perform background checks  
19 through Live Scan or in the manner specified by County, of qualified permanent and temporary  
20 employees to determine their suitability for employment. In the event the Custodial services  
21 provider is not the County Custodial Division, the provider will be bonded in the sum of  
22 \$10,000.00, and proof of such Insurance, as supplied by the County, shall be furnished to  
23 Lessee. In addition to bonding as required herein, County shall also receive proof of statutory  
24 workers' compensation insurance, commercial general liability and vehicle liability insurance  
25 from the provider for any custodial functions performed at the Leased Premises location, and  
furnish copies of same to Lessee.

16 13. Improvements by Lessee.

17 a. Any alterations, improvements or installation of fixtures to be undertaken  
18 by Lessee shall have the prior written consent of County after Lessee has submitted plans for  
19 such proposed alterations, improvements or fixtures to County in writing.

20 b. All alterations and improvements made, and fixtures installed by Lessee  
21 shall remain Lessee property and may be removed by Lessee at or prior to the expiration of  
22 this Lease Renewal; provided, however, that such removal does not cause injury or damage to  
23 the leased premises, or in the event it does, the premises shall be restored to their original  
24 shape and condition as nearly as practicable. In the event such alterations, improvements and  
25 fixtures are not removed, County may, in its election, either 1) remove and store such  
alterations, improvements and fixtures for the account of Lessee, and in such event, Lessee  
shall promptly after billing and accounting therefore reimburse County for the costs so  
incurred, or 2) take and hold such alterations, improvements and fixtures as its sole property.

26 c. In the event County terminates the Lease pursuant to the provisions  
27 herein, and Lessee is no longer allowed to use the Premises pursuant to Section 4 herein,  
28 County shall pay to Lessee the unamortized or unreimbursed costs of the tenant  
29 improvements(s) that cannot be reasonably removed by Lessee.

1           14.   Assignment. Lessee shall not assign, sublet, mortgage, hypothecate or  
2 otherwise transfer any of its rights, duties or obligations hereunder to any person or entity with  
3 regard to this lease without the written consent of County being first obtained.

4           15.   Hold Harmless.

5           a.    Lessee represents that it has inspected the leased premises, accepts  
6 the condition thereof and fully assumes and all risks incidental to the use thereof. County shall  
7 not be liable to Lessee, its officers, agents, employees, clients, guests, subcontractors or  
8 independent contractors for any personal injury or property damage suffered by it which may  
9 result from hidden, latent or other dangerous conditions in, on, upon or within the leased  
10 premises; provided, however, that such dangerous conditions are not caused by the sole  
11 negligence of County, its officers, agents or employees.

12           b.    Lessee shall indemnify and hold County, its officers, agents, employees  
13 and independent contractors free and harmless from any liability whatsoever, based or  
14 asserted upon any act or omission of Lessee, its officers, agents, employees, subcontractors  
15 and independent contractors, for property damage, bodily injury, or death (Lessee's  
16 employees included) or any other element of damage of any kind or nature, relating to or in  
17 anywise connected with or arising from its use and responsibilities in connection therewith of  
18 the leased premises, and Lessee shall defend, at its expense, including attorneys' fees, the  
19 County, its officers, agents, employees and independent contractors in any legal action based  
20 upon such alleged acts or omissions.

21           c.    In the events any damage or injury to the leased premises is caused by  
22 the acts or negligence of Lessee, its officers, employees, agents, clients, guests or invitees,  
23 any repairs made, or caused to be made, by County as may be necessary to restore the  
24 premises as a result of such damage or injury shall be paid promptly by Lessee to County  
25 upon billing and accounting therefore by County.

          16.   Insurance. Lessee shall during the term of this Lease procure or cause to  
be procured at its cost and expense the following insurance policies:

          a.    Procure and maintain Workers' Compensation Insurance as prescribed  
by the laws of the State of California.

          b.    Procure and maintain comprehensive general liability insurance  
coverage that shall protect Lessee from claims for damages for personal injury, including, but  
not limited to, accidental and wrongful death, as well as from claims for property damage,  
which may arise from Lessee's use of the leased premises or performance be by Lessee, by  
any subcontractor, or by anyone employed directly or indirectly by either of them. Such  
insurance shall name County as an additional insured with respect to this Lease and the  
obligations of Lessee hereunder. Such insurance shall provide for limits of not less than One  
Million Dollars (\$1,000,000.00) per occurrence.

          c.    Cause its insurance carriers or any to furnish County by direct mail with  
Certificate(s) of Insurance showing that such insurance is in full force and effect, and that  
County is named as an additional insured with respect to this Lease and the obligations of  
Lessee hereunder. Further, said Certificate(s) shall contain the covenant of the insurance

1 carrier(s) that thirty (30) days written notice shall be given to County prior to modification,  
2 cancellation or reduction in coverage and on the effective date thereof, this Lease shall  
3 terminate forthwith, unless County received prior to such effective date another certificate from  
4 an insurance carrier of Lessee's choice that the insurance required therein is in full force and  
effect. Lessee shall not take possession or otherwise use the leased premises until County  
has been furnished Certificate(s) of Insurance as otherwise required in this Paragraph 16.

5 17. Lessee's Right to Early Termination. The Parties hereto recognize and  
6 understand that the rental consideration hereunder originates from County, State and/or  
7 Federal sources, and therefore Lessee shall have the right to terminate this Lease (a) if such  
8 funding is reduced or otherwise becomes unavailable, based on Lessee's annual fiscal  
9 budget, or (b) if any law, rule or regulation precludes, prohibits or materially adversely impairs  
10 Lessee's ability to use the Premises for the use permitted herein, or (c), if Lessee in its sole  
11 discretion determines that the premises are no longer suitable for its use for any reason or  
12 cause. Lessee shall provide County with written notification of its election to terminate this  
13 Lease at least sixty (60) days prior to the date of termination. Lessee's notice shall state the  
14 reason for its termination of this Lease. Lessee's obligation to pay Rent shall continue through  
15 the termination date.

16 18. County's Right to Early Termination. County shall have the right to terminate  
17 this Revenue Lease:

18 a. In the event Lessee fails to perform, keep or observe any of its duties or  
19 obligations hereunder; provided, however, that Lessee shall have thirty (30) days in which to  
20 correct its breach or default after written notice thereof has been served on it by County;  
21 provided, further, however, that in the event such breach or default is not corrected, County  
22 may elect to terminate this Revenue Lease in its entirety or as to any portion of the premises  
23 affected thereby, and such election shall be given by an additional fifteen (15) days written  
24 notice to Lessee.

25 b. Without cause upon sixty (60) days' written notice served upon the  
County.

19 19. Inspection of Premises. County, through its duly authorized agents, shall  
20 have, at any time during normal business hours, the right to enter the leased premises for the  
21 purpose of inspecting the obligations of Lessee, as provided hereunder and for the purpose of  
22 doing any and all things which it is obligated and has a right to do under this Lease.

20 20. Quiet Enjoyment. Lessee shall have, hold and quietly enjoy the use of the  
21 leased premises so long as it shall fully and faithfully perform the terms and conditions that it is  
22 required to do under this Lease.

22 21. Compliance with Government Regulations. Lessee shall, at Lessee's sole cost  
23 and expense, comply with the requirements of all local, state and federal statutes, regulations,  
24 rules, ordinances and orders now in force or which may be hereafter in force, pertaining to the  
25 leased premises. The final judgment, decree or order of any court of competent jurisdiction, or  
the admission of Lessee in any action or proceeding against Lessee, whether Lessee be a  
party thereto or not, that Lessee has violated any such statutes, regulations, rules, ordinances,

1 or orders, in the use of the leased premises, shall be conclusive of that fact as between  
2 County and Lessee.

3 22. Toxic Materials. During the term of this Lease and any extensions thereof,  
4 Lessee shall not violate any federal, state or local law, or ordinance or regulation, relating to  
5 industrial hygiene or to the environmental condition on, under or about the leased premises  
6 including, but not limited to, soil and groundwater conditions. Further, Lessee, its successors,  
7 assigns and sublessees, shall not use, generate, manufacture, produce, store or dispose of  
8 on, under or about the leased premises or transport to or from the leased premises any  
9 flammable explosives, asbestos, radioactive materials, hazardous wastes, toxic substances or  
10 related injurious materials, whether injury is by themselves or in combination with other  
11 materials (collectively, "hazardous materials").

12 23. Free from Liens. Lessee shall pay, when due, all sums of money that may  
13 become due for any labor, services, material, supplies, or equipment, alleged to have been  
14 furnished or to be furnished to Lessee, in, upon, or about the leased premises, and which may  
15 be secured by a mechanic's, materialmen's or other lien against the leased premises or  
16 County's interest therein, and will cause each such lien to be fully discharged and released at  
17 the time the performance of any obligation secured by such lien matures or becomes due;  
18 provided, however, that if Lessee desires to contest any such lien, it may do so, but  
19 notwithstanding any such contest, if such lien shall be reduced to final judgment, and such  
20 judgment or such process as may be issued for the enforcement thereof is not promptly  
21 stayed, or if so stayed, and said stay thereafter expires, then in such event, Lessee shall  
22 forthwith pay and discharge said judgment

23 24. Employees and Agents of Lessee. It is understood and agreed that all  
24 persons hired or engaged by Lessee shall be considered to be employees or agents of Lessee  
25 and not of the County.

26 25. Binding on Successors. Lessee, its assigns and successors in interest,  
27 shall be bound by all terms and conditions contained in this Lease, and all of the parties  
28 thereto shall be jointly and severally liable hereunder.

29 26. Waiver of Performance. No waiver by County at any time of any of the  
30 terms or conditions of this Lease shall be deemed or construed as a waiver at any time  
31 hereafter of the same or of any other terms or conditions contained herein or of the strict and  
32 timely performance of such terms and conditions.

33 27. Severability. The invalidity of any provision in this Lease as determined by a  
34 court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

35 28. Venue. Any action at law or in equity brought by either of the parties hereto for  
the purpose of enforcing a right or rights provided for by this Lease shall be tried in a Court of  
competent jurisdiction in the County of Riverside, State of California, and the parties hereby  
waive all provisions of law providing for a change of venue in such proceedings to any other  
County.

29. Attorney's Fees. In the event of any litigation or arbitration between  
Lessee and County to enforce any of the provisions of this Lease or any right of either party

1 hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful  
2 party all costs and expenses, including reasonable attorney's fees, incurred therein by the  
3 successful party, all of which shall be included in and as a part of the judgment or award  
4 rendered in such litigation or arbitration.

5 30. Notices. Any notices required or desired to be served by either party upon  
6 the other shall be addressed to the respective parties as set forth below:

<u>COUNTY</u>	<u>LESSEE</u>
County of Riverside Economic Development Agency 3403 Tenth Street, Suite 500 Riverside, CA 92501	Redevelopment Agency for the County of Riverside 3403 Tenth Street, Suite 500 Riverside, CA 92501

8 or to such other addresses as from time to time may be designed by the respective parties.  
9

10 31. County's Representative. County hereby appoints the Assistant County  
11 Executive Officer as its authorized representative to administer this Lease.

12 32. Paragraph Headings. The paragraph headings herein are for the convenience  
13 of the parties only, and shall be deemed to govern, limit, modify, or in any manner affect the  
14 scope, meaning or intent of the provisions or language of this Lease.

15 33. Entire Lease. This written Lease is intended by the parties hereto as a final  
16 expression of their understanding with respect to the subject matter hereof and is a complete  
17 and exclusive statement of the terms and conditions thereof and supersedes any and all prior  
18 or contemporaneous leases, agreements and understandings, oral or written in connection  
19 therewith.

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34. Approval of County Supervisors. Anything to the contrary notwithstanding, this lease shall not be binding or effective until its approval and execution by the Chairman of the Riverside County Board of Supervisors.

Dated: \_\_\_\_\_

REDEVELOPMENT AGENCY FOR THE  
COUNTY OF RIVERSIDE

By: \_\_\_\_\_  
Jeff Stone, Chairman  
Board of Supervisors

**ATTEST:**  
Kecia Harper-Ihem  
Clerk of the Board

COUNTY OF RIVERSIDE

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
Jeff Stone, Chairman  
Board of Supervisors

**APPROVED AS TO FORM:**  
Pamela J. Walls  
County Counsel

FORM APPROVED COUNTY COUNSEL  
BY: Michelle Clack 12/10/09  
MICHELLE CLACK DATE

By: Synthia M. Gunzel  
Synthia M. Gunzel  
Deputy County Counsel

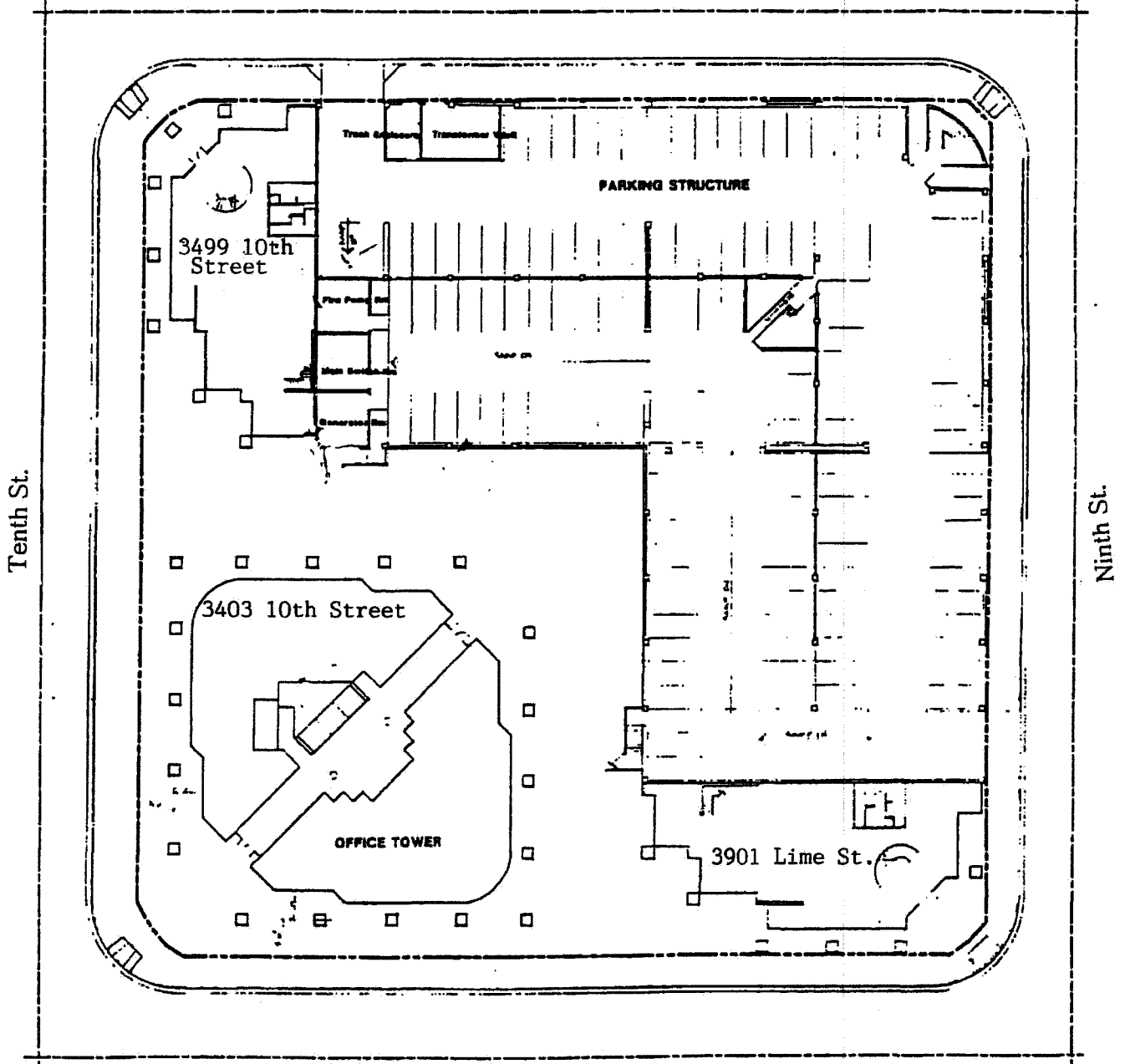
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# EXHIBIT "A"

SITE PLAN

# RIVERSIDE CENTRE

Lemon St.



Tenth St.

Ninth St.

Lime St.

# EXHIBIT "B"

Riverside Centre  
Janitorial Specifications

## I. GROUND FLOOR LOBBY

### A. Daily

1. Carpeting: vacuum, edge along baseboards and furniture, as needed, moving small furniture. Spot clean as needed.
2. Bricks: mop with water, moving plants.
3. Baseboards: wipe as needed (minimum of twice weekly).
4. Lobby glass: doors, directory glass, windows, door jambs to be wiped clean.
5. Walls and doors: spot clean to remove fingerprints, spills and such.
6. Metal work: wipe clean mail boxes, door hardware and frames.
7. Elevator doors: wipe down and polish, leaving no dust or streaks. Clean tracks and saddles.
8. Furniture: dust tops and sides, clean glass.

### B. Monthly

1. High dusting: dust tops of pictures, door frames.
2. Carpeting: bonnet buff carpeting.

### C. Quarterly

1. Marble: wash down to remove dust.
2. Carpeting: extract.
3. Walls: wash down, oil woodwork as needed to present clean appearance.

### D. Annually

1. Carpeting: steam clean, minimum of once per year.

## II. ELEVATORS

### A. Daily

1. Carpets: vacuum and spot clean in all areas.
2. Saddles, door tracks: wipe and remove stains. Vacuum dirt in tracks.
3. Walls and metal work: spot clean walls. Polish metal for uniform appearance.

### B. Monthly

1. Dusting: ceiling grills and light lenses to be dusted.
2. Carpets: bonnet buff to maintain even appearance.

### C. Quarterly

1. Carpet: extract.

### D. Annually

1. Carpet: steam clean.

### III. ELEVATOR LOBBIES, CORRIDORS, RECEPTION AREAS

#### A. Daily

1. Carpeting: vacuum and spot clean, including baseboards, where necessary. Edging to be done as needed. Edging and wiping of boards to be done, a minimum of twice weekly.
2. Uncarpeted areas: dust mop hard surfaces, moving light furniture and replacing as necessary.
3. Walls: spot clean to remove smudges, fingerprints. No abrasive cleaner to be used.
4. Doors and jambs: spot clean and dust.
5. Glass doors and partitions: remove fingermarks, smudges so glass is uniformly clean.
6. Metalwork: (includes drinking fountains, door hardware and frames, metal lettering and so on) wipe clean, polish, so free of streaks.
7. Elevator doors: wipe down and polish. Saddles to be wiped clean and dirt removed from tracks.
8. Dusting: furniture and other accessories to be dusted with treated dust cloth.
9. Fire extinguisher cabinets: dust, as needed.
10. Furniture and misc.: spot clean, empty trash and replace liners. Upholstered furniture to be vacuumed, as necessary.
11. Trash removal: remove from premises to trash bins in parking area.
12. Parquet floors: sweep, dust mop nightly.

#### B. Monthly

1. Carpet: bonnet buff elevator lobbies and hallways.
2. Uncarpeted floors: scrub and wax.
3. High dusting: dust picture frames, air diffusers, other horizontal surfaces beyond day to day dusting.
4. Interior glass (excluding perimeter windows): spot clean.
5. Parquet: apply paste wax, buff. These areas must not become too slippery to walk on, yet need to be evenly polished.

#### C. Quarterly

1. Carpeting: extract.
2. Uncarpeted floors: strip and wax.
3. Wainscot: oil to maintain uniform appearance.
4. Ceiling grills: vacuum.
5. Doors and jambs: wooden doors are to be oiled. Laminated doors to be polished. Jambs will be washed with water and dried.

#### D. Semi-annually

1. Air diffusers: wash.

#### E. Annually

1. Carpeting: steam clean.
2. Light lenses: wash and reinstall as often as necessary, but at least annually.
3. Walls: wash corridor walls.

## **IV. RESTROOMS**

### **A. Daily**

1. Floor and tile: sweep clean and wet mop, then dry to remove all water marks.
2. Metal fixtures: wash and polish all mirrors, bright work (including exposed piping), towel dispensers, receptacles.
3. Ceramic fixtures: scour, wash, and disinfect basins, bowls, urinals, including tile walls by urinals. Wash both sides of all toilet seats with germicidal solution.
4. Walls and metal partitions: Damp wipe with germicidal solutions. Dust tops of partitions and ledges.
5. Trash removal: remove all waste to designated area.
6. Supplies: restock toilet paper, seat liners, soap, towel dispensers, sanitary napkin dispensers and inform building management of malfunctions. County shall retain money from vending dispensers.

### **B. Bi-Weekly**

1. Floor drains: pour water down drains at least twice weekly to prevent sewer gases from escaping.
2. Walls, metal partitions, washable ceiling: Wash with water, germicidal solution. Polish.

### **C. Quarterly**

1. Light fixtures and ceiling grills: remove light lenses and grills, wash thoroughly, dry and replace.
2. Floors: strip and wax with non-skid wax.

## **V. TENANT AREAS**

### **A. Daily**

1. Carpeted floors: vacuum daily, moving light furniture. Spot clean stains.
2. Uncarpeted floors: all wood and tile floors to be dust mopped nightly, moving all light furniture. All furniture to be replaced in original position. Spot clean to remove spills, smudges.
3. Dusting: wipe all furniture tops, legs, and sides using treated dust cloths. Wipe clean lamps, ashtrays, and other accessories. Dust wipe all horizontal surfaces, including window ledges, wainscot, tops of partitions, filing cabinets. Papers left on desk tops will not be moved.
4. Furniture and accessories: spot clean all furniture, file cabinets, telephones, and accessories to remove streaks, stains, spills, fingermarks. Wash blackboards and trays. Empty all wastebaskets and replace liners as needed. Note: computer equipment is not to be touched or cleaned.
5. Doors and walls: all doors, jambs, walls, and glass partitions will be spot cleaned to remove streaks, stains, smudges, fingermarks. (Pay particular attention to areas by switchplates and door jambs around knobs.)
6. Trash removal: all to be removed from premises to dumpsters.
7. Baseboards: wipe as needed, at least twice weekly.

**B. Weekly**

1. Carpeted floors: edge vacuum along baseboards, especially in corners, behind doors, around furniture legs.
2. Furniture: wipe all chair legs and rungs, furniture legs, other areas not dusted daily. Vacuum chairs, sofas as needed to remove dust.
3. Waste baskets: wipe outside, inside as needed, at least 2 times a week.

**C. Monthly**

1. Floors, uncarpeted: scrub and wax.
2. High dusting: all horizontal surfaces and ledges, such as picture frames beyond the reach of normal nightly dusting, will be dusted with a treated cloth.
3. Glass partitions: all glass doors and partitions will be washed and polished.
4. Blinds: dust with treated dust cloth.
5. Furniture: vacuum all upholstered chairs, sofas and lampshades. Wipe all plastic/leather furniture. Polish wooden furniture.

**D. Quarterly**

1. Doors and jambs: polish, oil doors. Wipe jambs.
2. Air diffusers: wash and dry all air diffusers and grills as often as necessary, but not less than quarterly.

**E. Semi-Annually**

1. Carpeted areas: steam clean all carpets a minimum of once per year.
2. Vertical surfaces: wipe, vacuum partition walls and other vertical surfaces.

**VI. STAIRWAYS (Day porter handles these responsibilities)**

**A. Weekly**

1. Pick up trash.
2. Clean up spills.

**B. Monthly**

1. Sweep
2. Dust handrails, ledges.

**C. Quarterly**

1. Mop landings, steps.
2. Perform high dusting.

## **VII. JANITORS' CLOSETS AND STORAGE ROOMS**

All closets, mop sinks, storage rooms will be kept in a neat, clean, and orderly fashion at all times.

## **VIII. TRASH REMOVAL**

Contractor agrees to remove all trash, boxes, and other debris and place in the dumpster area in the parking garage.

## **IX. INITIAL CLEAN UP**

Property Manager will make every effort to have construction crews clean up new or remodeled spaces. Prior to tenant occupying such a space, contractor will perform a thorough clean up so that premises shall be in a clean, orderly condition. This work will be performed at no extra cost to the project, though the square footage of the building will be updated to include new tenant's space on the date that the cleaning begins. Contractor shall provide complete floor maintenance, and initial waxing and polishing prior to move in. Contractor to check with Property Manager prior to cleaning or waxing any floors requiring special cleaning.

## **X. STATIC GUARDING OF CARPETS**

All carpets in the Building will be static guarded, as needed and upon request.