

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



835

FROM: Economic Development Agency

SUBMITTAL DATE:

April 30, 2015

SUBJECT: First Amendment to Lease, Department of Public Social Services, Moreno Valley, 5-year lease extension, CEQA Exempt, District 5, [\$3,281,157]; 46.3% Federal; 28.6% State; 2.6% County DPSS Budget; 7.7% Realign; 14.5% Realign 2011; 0.3% Other

RECOMMENDED MOTION: That the Board of Supervisors

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities and Section 15061(b)(3);
2. Approve the attached First Amendment to Lease and authorize the Chairman of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the Notice of Exemption with the County Clerk within 5 days of approval by the Board.

BACKGROUND:

Summary

(Commences on Page 2)

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Esteban Hernandez 4/29/15

Robert Field
Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 625,950	\$ 3,281,157	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 16,275	\$ 85,310	\$ 0	

SOURCE OF FUNDS: 46.3% Federal; 28.6% State; 2.6% County DPSS Budget; 7.7% Realign; 14.5% Realign 2011; 0.3% Other

Budget Adjustment: No
For Fiscal Year: 2014/15-2019/20

C.E.O. RECOMMENDATION:

APPROVE

BY: Rohini Dasika
Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: May 12, 2015
xc: EDA, Recorder

Kecia Harper-Ihem
Clerk of the Board
By: [Signature]
Deputy

3-13

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS 4/29/15
DATE

By: Susan von Zabern
Susan von Zabern, Director
Department of Public Social Services

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

FORM 11: First Amendment to Lease, Department of Public Social Services, Moreno Valley, 5-year lease extension, CEQA Exempt, District 5, [\$3,281,157]; 46.3% Federal; 28.6% State; 2.6% County DPSS Budget; 7.7% Realign; 14.5% Realign 2011; 0.3% Other

DATE: April 30, 2015

PAGE: 2 of 3

BACKGROUND:

Summary

The County of Riverside has been under lease at this location since September, 2010. The facility occupied by the Department of Public Social Services Adult Protective Services (DPSS), Foster Care and Child Protective Services will continue to be utilized by the Department to provide program services to the community. The economic climate continues to support the need for services, and this First Amendment extends the Lease 5 years. The Lessor will provide carpet, paint, upgrade restrooms, pest control contract for interior and exterior of property and assess HVAC air distribution to the office at its expense. On September 14, 2010, the Board approved the Original lease which provided a 5 year term expiring June 30, 2015.

Pursuant to the California Environmental Quality Act (CEQA), the Lease Amendment was reviewed and determined to be categorically exempt from CEQA under CEQA Guidelines Section 15301 Class 1-existing facilities and Section 15061 (b)(3) Common Sense Exemption. The proposed project is the extension of letting of property involving existing facilities with minor tenant improvement alterations and negligible expansion of an existing use will occur.

Lessor: Bel Air Plaza Ltd
9201 Wilshire Blvd., Suite 103
Beverly Hills, CA 90210

Premises Location: 23119 Cottonwood Ave. Suite 100, 105 and 200
Moreno Valley, CA 92553

Size: 24,495 square feet.

Rent:	<u>Current</u>	<u>New</u>
	\$1.88 per sq.ft. modified gross	\$1.93 per sq.ft. modified gross
	\$45,964.42 per month	\$47,275.35 per month
	\$551,573.04 per year	\$567,304.20 per year

Term: Extended 5 years commencing July 1, 2015, and ending June 30, 2020

Rent Adjustment: 2.5% annually.

Utilities: County pays electric, Lessor to pay all other utilities.

Custodial: Included in rent.

Interior/Exterior Maintenance: Included in rent.

Improvements: Lessor, at Lessor's sole cost, will replace carpet, paint, upgrade restrooms, provide pest control contract for interior and exterior of property and assess HVAC air distribution.

(Continued)

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

FORM 11: First Amendment to Lease, Department of Public Social Services, Moreno Valley, 5-year lease extension, CEQA Exempt, District 5, [\$3,281,157]; 46.3% Federal; 28.6% State; 2.6% County DPSS Budget; 7.7% Realign; 14.5% Realign 2011; 0.3% Other

DATE: April 30, 2015

PAGE: 3 of 3

Impact on Citizens and Businesses

The public benefit continues with this location serving clients in the community and region.

SUPPLEMENTAL:

Additional Fiscal Information

See attached Exhibits A, B, & C

DPSS will budget these costs in FY2014/15 thru FY2019/20 and will reimburse EDA for all lease costs on a monthly basis.

Contract History and Price Reasonableness

This is a 5-year lease extension. The lease rate is competitive based on the current real estate market.

Attachments:

Exhibits A, B & C

Amendment

Notice of Exemption

Original Lease

Exhibit A

FY 2014/15

DPSS Lease Cost Analysis

23119 Cottonwood Ave. Bldg. A, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	24,495	SQFT	
Approximate Cost per SQFT (July - June)	\$	1.88	
Lease Cost per Month (July - June)		\$	45,964.42
Total Lease Cost (July - June)			\$ 551,573.04
Total Estimated Lease Cost for FY 2014/15			\$ 551,573.04

Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July - June)		\$	2,939.40
Total Estimated Utility Cost			\$ 35,272.80
RCIT			\$ -
Tenant Improvement			\$ -
EDA Lease Management Fee - 3.89%		\$	21,456.19
Total EDA Lease Management Fee			\$ 21,456.19
TOTAL ESTIMATED COST FOR FY 2014/15			\$ 608,302.03
Amount Previously approved in previous Agreement			\$ 608,302.03
Amount of FY14/15			\$ -
TOTAL COUNTY COST 2.60%			

Exhibit B

FY 2015/16

DPSS Lease Cost Analysis

23119 Cottonwood Ave. Bldg. A, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	24,495 SQFT	
Approximate Cost per SQFT (July - June)- 1st Amendment	\$ 1.93	
Lease Cost per Month (July - June) - 1st Amendment	\$ 47,275.35	
Total Lease Cost (July - June) - 1st Amendment		\$ 567,304.20
Total Estimated Lease Cost for FY 2015/16		\$ 567,304.20

Estimated Additional Costs:

Utility Cost per Square Foot	\$ 0.12	
Estimated Utility Costs per Month (July - June)	\$ 2,939.40	
Total Estimated Utility Cost		\$ 35,272.80
RCIT		\$ -
Tenant Improvement		\$ -
EDA Lease Management Fee - 4.12%		\$ 23,372.93
TOTAL ESTIMATED COST FOR FY 2015/16		\$ 625,949.93
TOTAL COUNTY COST 2.60%		\$ 16,274.70

Exhibit C

FY 2016/17 to FY 2019/20

DPSS Lease Cost Analysis

23119 Cottonwood Ave. Bldg. A, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office: 24,495 SQFT

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
Approximate Cost per SQFT (July - June)- 1st Amendment	\$ 1.98	\$ 2.03	\$ 2.08	\$ 2.13
Lease Cost per Month (July - June) - 1st Amendment	\$ 48,457.23	\$ 49,668.66	\$ 50,910.38	\$ 52,183.14
Total Lease Cost (July - June) - 1st Amendment	\$ 581,486.81	\$ 596,023.98	\$ 610,924.57	\$ 626,197.69
Total Estimated Lease Cost for FY 2016/17 to FY 2019/20	\$ 581,486.81	\$ 596,023.98	\$ 610,924.57	\$ 626,197.69

Estimated Additional Costs:

Utility Cost per Square Foot	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.12
Estimated Utility Costs per Month (July - June)	\$ 2,939.40	\$ 2,939.40	\$ 2,939.40	\$ 2,939.40
Total Estimated Utility Cost	\$ 35,272.80	\$ 35,272.80	\$ 35,272.80	\$ 35,272.80
RCIT	\$ -	\$ -	\$ -	\$ -
Tenant Improvement	\$ -	\$ -	\$ -	\$ -
EDA Lease Management Fee - 4.12%	\$ 23,957.26	\$ 24,556.19	\$ 25,170.09	\$ 25,799.34
TOTAL ESTIMATED COST FOR FY 2016/17 to FY 2019/20	\$ 640,716.86	\$ 655,852.96	\$ 671,367.47	\$ 687,269.83
TOTAL COUNTY COST 2.60%	\$ 16,658.64	\$ 17,052.18	\$ 17,455.55	\$ 17,869.02

F11: Cost - Total Cost \$ 3,281,157.06
 F11: Net County Cost - Total Cost \$ 85,310.08



Original Negative Declaration/Notice of Determination was routed to County Clerks for posting on.

5/13/15
Date

WJ
Initial

NOTICE OF EXEMPTION

April 2, 2015

Project Name: County of Riverside, First Amendment to Lease, Department of Public Social Services, Moreno Valley

Project Number: FM042462001300

Project Location:

23119 Cottonwood Avenue, Building A, Suites 100, 105, and 200, Moreno Valley, California;
Assessor Parcel Number 296-151-029 (see attached exhibits)

Description of Project: The County of Riverside (County), on behalf of the Department of Public Social Services (DPSS), proposes to amend and extend the term of the lease with Bel Air Plaza, LTD (Lessor) through June 30, 2020. The premise consists of existing buildings located at 23119 Cottonwood Avenue, Building A, Suites 100, 105, and 200, Moreno Valley, California, serving clients in the community and region. The original lease dated September 14, 2010 by and between County and Lessor, together with its amendment, shall collectively be referred to as the "Lease." County and Lessor desire to further amend the Lease by extending the term five years. DPSS has occupied this office in the City of Moreno Valley, providing adult protective services, foster care, and child protective services, and will continue to provide the program services to the community. This First Amendment to Lease includes tenant improvements provided by Lessor at Lessor's sole expense, which will include replacing carpet, paint, upgrade restrooms, pest control contract for interior and exterior of property, and assess the HVAC air distribution to the office. The leased premises consist of approximately 24,495 square feet for the purpose of providing services for the DPSS and shall not be used for any other purpose. The Project does not involve any changes to land use, the existing building, or the physical environment and the tenant improvements are limited to the interior of the structure. The Proposed project is the letting of property involving existing facilities with minor tenant improvement alterations and no expansion of an existing use will occur.

Name of Public Agency Approving Project: County of Riverside, Economic Development Agency

Name of Person or Agency Carrying Out Project: County of Riverside, Economic Development Agency

Exempt Status: State California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities Exemption; Section 15061(b)(3), General Rule or "Common Sense" Exemption.

Reasons Why Project is Exempt: The Project is exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The Project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The Project will not cause any impacts to scenic resources, historic resources, or unique sensitive biological environments. Further, no unusual

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Administration
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Maintenance
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Foreign Trade
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Parking
Project Management
Purchasing Group
Real Property
Redevelopment Agency
Workforce Development

circumstances or potential cumulative impacts would occur that may reasonably create an environmental impact. The extension of the term of the lease and minor tenant improvement alterations is not anticipated to result in any significant physical environmental impacts. Further, any tenant improvements are limited to the interior of the existing structure; no direct or indirect physical environmental impacts would be anticipated from such improvements.

- Section 15301 – Class 1 Existing Facilities Exemption. This exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The Project as proposed is the extension to the term of an existing lease with minor tenant improvements. No substantial construction impacts would occur and the facility will continue to operate in a similar use, capacity, and intensity. There will be no increase or expansion in the use of the site. Tenant improvements would only entail minor interior improvements and will not result in any direct or indirect physical environmental impacts, and once the improvements are complete, the structure will continue to operate in a similar use, capacity, and intensity. Therefore, the project meets the scope and intent of the Class 1 Exemption.
- Section 15061 (b)(3) – “Common Sense” Exemption. In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b)(3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *Muzzy Ranch Co. v Solano County Airport Land Use Comm’n* (2007) 41 Cal.4th 372. With certainty, there is no possibility that the Project may have a significant effect on the environment. The proposed extension to the term of the lease and minor tenant improvements will not have an effect on the environment. The use and operation of the facility will be substantially similar to the existing uses and will not create any new environmental impacts to the surrounding area. Additionally, any upgrades to the site would only entail interior tenant improvements which would not result in any direct or indirect physical environmental impacts. Therefore, in no way would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Economic Development Agency hereby concludes that no physical environmental impacts are anticipated to occur and the Project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 4/2/15

John Alfred, Acting Senior Environmental Planner
County of Riverside, Economic Development Agency

RIVERSIDE COUNTY CLERK & RECORDER

**AUTHORIZATION
TO BILL
BY JOURNAL VOUCHER**

Project Name: First Amendment to Lease, Department of Public Social Services, Moreno Valley

Accounting String: Fund: 524830-47220-7200400000- FM042462001300

DATE: April 2, 2015

AGENCY: Riverside County Economic Development Agency

THIS AUTHORIZES THE COUNTY CLERK & RECORDER TO BILL FOR FILING AND HANDLING FEES FOR THE ACCOMPANYING DOCUMENT(S).

NUMBER OF DOCUMENTS INCLUDED: One (1)

AUTHORIZED BY: John Alfred, Acting Senior Environmental Planner, Economic Development Agency

Signature:  _____

PRESENTED BY: Yoland King, Real Property Agent, Economic Development Agency

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: -

DATE: -

RECEIPT # (S) -



Date: March 25, 2015

To: Mary Ann Meyer, Office of the County Clerk

From: John Alfred, Acting Senior Environmental Planner, Project Management Office

Subject: **County of Riverside Economic Development Agency Project # FM042462001300**
First Amendment to Lease, Department of Public Social Services, Moreno Valley

The Riverside County's Economic Development Agency's Project Management Office is requesting that you post the attached Notice of Exemption. Attached you will find an authorization to bill by journal voucher for your posting fee.

After posting, please return the document to Mail Stop #1330 Attention: John Alfred, Acting Senior Environmental Planner, Economic Development Agency, 3403 10th Street, Suite 400. Riverside, CA 92501. If you have any questions, please contact John Alfred at 955-4844.

Attachment

cc: file

FIRST AMENDMENT TO LEASE

(Department of Public Social Services,
23119 Cottonwood Ave, Building A, Suites 100, 105, 200, Moreno Valley, California)

This **FIRST AMENDMENT to Lease** ("First Amendment") is made as of May 12, 2015, by and between the **COUNTY OF RIVERSIDE**, a political subdivision of the State of California ("County"), as Lessee, and **BEL AIR PLAZA, LTD**, a California limited partnership, ("Lessor") and sometimes collectively referred to as the Parties.

1. Recitals

a. Bel Air Plaza LTD, and County, entered into that certain Lease dated September 14, 2010, ("Original Lease") pertaining to the premises located at 23119 Cottonwood Ave., Building A, Suites 100, 105 and 200, as more particularly described in the Lease.

b. The Original Lease, as amended, shall hereafter be referred to as the "Lease."

c. County and Lessor desire to further amend the Lease by extending the term, modifying the rent, and including future tenant improvements.

NOW, THEREFORE, for good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

2. Term. Section 4.1 of the Lease shall be amended as follows:

The term of this Lease shall be extended for a period of five (5) years commencing July 1, 2015, and expiring June 30, 2020 (the "Extension Term").

3. Rent. Section 5 of the Lease shall be amended as follows:

5.1 Rent. Commencing July 1, 2015, County shall pay the sum of \$47,275.35 per month to Lessor as rent for the Leased Premises, payable, in advance, on the first day of the month or soon thereafter as a warrant can be issued in the normal course of County's business.

1 **5.2 Percentage Increase.** Notwithstanding the provisions of Section 5.1
2 herein, commencing July 1, 2016, the monthly rent shall be increased on each
3 anniversary of this First Amendment to Lease by an amount equal to two and ½
4 percent (2.5%) of such monthly rental for the preceding Lease year.

5 **4. Custodial Services.** Section 8 of the Lease shall be amended to add
6 subsection 8.3 as follows:

7 **8.3 Day Porter Services.** Lessor shall provide a Day Porter on site at the
8 premises Monday through Friday, during the hours of 9 a.m. to 5 p.m. Such services
9 shall be provided as set forth in the attached Exhibit "D" herein. The cost for this
10 service is \$3,600.06 per month and shall be reimbursed by County in the monthly rent
11 payment commencing upon approval of this First Amendment to Lease. If the cost for
12 the Day Porter increases due to wage or operational increases, County will be
13 responsible for the increase once Lessor provides at least thirty (30) days advance
14 notice. Such increase shall not exceed ten (10%) percent per lease year. The Day
15 Porter service contract may be modified or terminated by County upon not less than
16 thirty (30) days advance notice to Lessor. If the number of hours of service increases
17 at County's request, County will pay the related increase without regard to the 10%
18 "cap" mentioned above. The aforementioned monthly cost will not be included in the
19 annual rent increase calculation.

20 **5. Improvements by Lessor.** Section 11 of the Lease shall be amended to
21 add subsection 11.1.9 as follows:

22 **11.1.9 Additional Improvements by Lessor during the extended term.**
23 Lessor, at its total cost and expense, not subject to reimbursement by County, shall
24 completely upgrade and renovate restrooms, replace carpet with carpet tiles per DPSS
25 specifications; hard surface flooring where needed, Contract with professional pest
26 control company for interior and exterior of property, complete assessment of HVAC air
27 distribution and modify where needed for balanced air flow. Lessor's responsibility shall
28 include lifting of workstations utilizing furniture jacks, removal of existing carpet,

1 installation of carpet tiles as specified and selected by County and new top set base.
2 In addition, Lessor shall repaint the interior premises, color selected by County.
3 County's responsibility shall include packing of files, moving of files and stand-alone
4 office furniture and removal of art, etc. on walls. All work stated herein shall be
5 completed in phases, after hours or on weekends. Work to commence within sixty (60)
6 days upon County's request during the extended term.

7 **6. First Amendment to Prevail.** The provisions of this First Amendment
8 shall prevail over any inconsistency or conflicting provisions of the Lease, as heretofore
9 amended, and shall supplement the remaining provisions thereof. Unless defined
10 herein or the context requires otherwise, all capitalized terms herein shall have the
11 meaning defined in the Lease, as heretofore amended.

12 **7. Notices.** Section 19.18 of the Lease is hereby amended by changing the
13 Notification Addresses of the parties to read as follows:

14 County's Notification Address:

15 County of Riverside
16 Economic Development Agency
17 Attn.: Deputy Director of Real Estate
18 3403 Tenth Street, Suite 400
19 Riverside, CA 92501

20 Lessor's Notification Address:

21 Bel Air Plaza, LTD
22 Attn.: Mark Rubin
23 9201 Wilshire Blvd., Suite 103
24 Beverly Hills, CA 90210

25 **8. Miscellaneous.** Except as amended or modified herein, all the terms of
26 the Lease shall remain in full force and effect and shall apply with the same force and
27 effect. If any provisions of this Amendment or the Lease shall be determined to be
28 illegal or unenforceable, such determination shall not affect any other provision of the

1 Lease and all such other provisions shall remain in full force and effect. The language
2 in all parts of the Lease shall be construed according to its normal and usual meaning
3 and not strictly for or against either Lessor or Lessee. Neither this Amendment, nor the
4 Lease, nor any notice nor memorandum regarding the terms hereof, shall be recorded
5 by Lessee.

6 **9. Successor and Assigns.** This First Amendment shall inure to the
7 benefit of the Parties' successors and /or assigns.

8 **10. Effective Date.** This First Amendment to Lease shall not be binding or
9 consummated until its approval by the County's Board of Supervisors and fully
10 executed by the Parties.

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1 **IN WITNESS WHEREOF**, the Parties have executed this Amendment as of the date
2 first written above.

3 **LESSEE:**
4 **COUNTY OF RIVERSIDE**

LESSOR:
BEL AIR PLAZA, LTD, a California
limited partnership

6
7 By: Marion Ashley By: Mark Rubin
8 Marion Ashley, Chairman General Partner
Board of Supervisors

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10
11 **ATTEST:**
12 Kecia Harper-Ihem
Clerk of the Board
13 By: Kecia Harper-Ihem
14 Deputy

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16 **APPROVED AS TO FORM:**
17 Gregory P. Priamos, County Counsel
18 By: Synthia M. Gunzel
19 **SYNTHIA M. GUNZEL**
20 Deputy County Counsel

**COUNTY OF RIVERSIDE
Economic Development Agency
Real Estate Division**

**CUSTODIAL SERVICES REQUIREMENTS
FOR LEASED FACILITIES**

1. Background checks shall be performed, in a manner specified by County, of all qualified permanent and temporary employees.
2. Provide all required services and supplies.
3. Perform Custodial services five days a week during the hours of 5:00 pm to 1:00 am only.
4. Provide Day Porter services five days a week during the hours of 9:00 am to 5:00 pm.
5. Provide and replace all fluorescent light tubes and incandescent light bulbs using only those types of tubes and bulbs that are energy efficient as indicated by manufacturer. Fixture reflectors shall be wiped clean with each relamping.
6. Lessor and custodial staff shall be responsible for key control. Issuing keys to workers, collecting said keys at shift end and retrieving keys at the end of custodian's employment. If keys are lost, stolen or misplaced, rekeying costs are landlord's responsibility.
7. **SPECIFIC SERVICES – Frequency and coverage:**
 - A. **Daily:**
 1. Rest Rooms:

Empty all trash containers, refill dispensers, damp mop floors, clean, sanitize and polish all plumbing fixtures, chrome fittings, flush rings, drain and overflow outlets, clean and polish mirrors, clean wall adjacent to hand basins/urinals, dust metal partitions, remove finger prints from walls, switches, etc.
 2. Lobby Area – Main Corridors – Stairways:

Remove trash, vacuum, vacuum/damp mop tile, clean lobby and entrance doors, clean and sanitize drinking fountains.
 3. Employee Break Rooms/Kitchen:

Remove trash from building and deposit in dumpster, vacuum rugs and carpet, wipe spills, mop tile floor, remove fingerprints from doors, light switches, etc., and refill dispensers.

4. General and Private Areas:

Remove trash, vacuum carpets, mop tile floors, spot clean interior partition glass, clean counter tops and blackboards, dust desks, conference tables, credenza/file cabinets and bookcases.

5. Day Porter:

- a. Empty all trash in restrooms as needed.
- b. Clean, sanitize and stock restrooms as needed.
- c. Check lobby areas for debris and remove.
- d. Touch up door glass as needed.
- e. Keep entrances free from debris.
- f. Be available by phone for emergency spills or cleanups.
- g. Sanitize customer counters and walk up areas as needed.
- h. Empty outside trash cans and in lobby areas as needed.
- i. Inspect lunchrooms and stock as needed.

6. Building Security:

- a. Turn off all lights (except security and night lights).
- b. Close windows.
- c. Reset alarms and lock all doors.

B. Weekly – All Areas:

Polish buff hard resilient floors in traffic areas, spot clean carpeted areas.

Dust all high and low horizontal surfaces, including sills, ledges, moldings, shelves, locker tops, frames and file cabinets, damp wipe plastic and leather furniture.

Remove fingerprints from doors, elevator walls and controls, frames and light switches in office areas, clean and polish bright metal to 70" height, clean and sanitize waste containers in rest rooms and break rooms.

C. Monthly – All Areas:

Clean interior glass partitions/doors, dry dust wood paneling, remove dust/cobwebs from ceiling areas.

Spray buff resilient/hard floor areas, detail vacuum carpet edges, under desk/office furniture.

D. Quarterly – All Areas:

Spray buff resilient and hard surface floors and apply floor finish.

Clean interior/exterior windows, clean/polish office furniture, damp clean diffuser outlets in ceiling/wall, wash waste containers, clean/dust blinds, wash sanitize.

E. Semi-Annually – All Areas:

1. All Areas:
 - a. Clean and polish all baseboards.
 - b. Damp clean lobby and reception chairs.
 - c. Clean carpeted surfaces-use a water extraction method.

F. Annually – All Areas:

1. All resilient and hard surface floors:
 - a. Move furniture, strip, seal and apply floor finish to all resilient and hard surface floors.