

Doug, here are the changes that Marilyn made on the list. If you see a problem w/ it - please let me know!  
 EXHIBIT "B" JD

### SERVICES TO BE PROVIDED AND FREQUENCY

The following schedule applies to all areas (offices) at the Police Building.

| Description of Services:   | Frequency:           | Day/Time to be Provided:                                   | Other: |
|--|----------------------|--|--------|
| <i>Dust/Clean Offices desktops, computers, etc.</i>  |                      |  |        |
| Empty trash receptacles  | Three times per week | After 5pm on weekdays and no time restrictions on weekends |        |
| <i>MMA</i> Clean & sanitize all restrooms  | Three times per week | Same   |        |
| Vacuum all carpeted areas  | Three times per week | Same   |        |
| ? Clean front entry<br>Back entry  | Three times per week | Same   |        |
| Dust &/or Damp Mop floors  | Three times per week | Same   |        |
| Clean windows inside   | Quarterly            | Same   |        |
| <i>Clean office doors</i><br>Dust Blinds   | Quarterly            | Same   |        |
| <i>MMA</i> Clean windows (outside), prepare & wax any uncarpeted floors, sweep front entrance sidewalk/steps, shovel snow front entrance sidewalk/steps, clean garbage cans, clean/dust chairs and bottoms of desks. | As needed or yearly  | Same   |        |

Initialed for identification

C.A.S

City

*MMA*  
Contractor