



### **Cleaning**

The cleaning contractor provides base building cleaning services to the Tenants. The cost of these base services is part of the services provided by the Landlord. More specific information pertaining to cleaning is in your lease agreement. Cleaning services over and above base building cleaning can be performed by the cleaning contractor at the Tenant's expense by calling the Management Office at 952-837-8400.

Janitorial services are provided Monday through Friday. Listed below is a brief overview of services that are provided routinely:

- Mop all tile flooring in office spaces as necessary, not less than twice a week.
- Vacuum carpeted areas (rugs), moving light furniture other than desks, file cabinets, etc.
- Dust, and damp wipe open surfaces on tables, countertops, cubical tops, file cabinets, and window sills. Blinds are dusted twice a year with specially treated cloths. Personal items on desktops and shelving will not be moved. If the tenant would like a desktop or shelving cleaned and dusted, please remove such items and notify janitorial manager to schedule a time to do so.
- Sweep and wash restroom and shower room flooring. Wash and polish mirrors, Clean and polish sink fixtures and countertops, clean toilets (including seats, piping, and hinges) urinals and basins. Dust tops of lockers and partitions.
- Empty wastepaper baskets, receptacles, etc. Change trash liners as needed.
- Clean side light entry glass of suite as necessary to remove fingerprints and marks. Complete strip-washing of all interior glass using squeegee can be completed for an additional charge.
- Clean all kitchen sinks nightly, provided they are free of dishes. Clean all countertops and cabinet fronts to remove drips and marks. Damp wipe all kitchen tables. Cleaning staff will not

move any countertop appliances, such as coffee makers, microwave ovens, toasters etc. Kitchen floors will be swept and mopped as needed.

- Spot clean all partitions and partition glass.

In the event services are not to your satisfaction, please do not hesitate to report issues through your office contact person who will place a Work Request through the website so that we may respond to your needs in an efficient and effective manner. On a periodic basis, the Cleaning Supervisor will solicit your comments on the cleaning performance which is then forwarded to the Management Office. Please be explicit in your evaluation, as this is a tool to help everyone.

The Cleaning Contractor is also available to provide additional services such as carpet extraction, Strip-washing of interior glass, tile floor stripping and waxing beyond regular schedule, and cleaning of kitchen appliances. Please call the Janitorial Manager to obtain pricing for these services at 952-837-8490.

### **Trash**

Tenants are asked to refrain from placing trash, boxes, discarded office equipment, etc. in common areas of the building (i.e., corridors, stairwells, passenger and service elevator lobbies, restrooms, docks, etc.). Unused or unwanted items that are to be discarded and do not fit into a trash container must be marked as "trash." When possible, please break down all cardboard boxes. Janitorial staff will not discard items if they are not identified in this way.

Tenants are responsible for removing their own unwanted electronics, equipment and furniture. Contact the Management Office for recommendations on possible companies to assist in this process.

For regular types of trash that cannot fit into a regular container, please affix a self-adhesive trash sticker which can be obtained by calling the Management Office. Items marked as "trash" will be removed from Tenant spaces during regular nightly cleaning. If you need items to be removed during the day, Monday through Friday, please place a Work Request.

### **Recycling**

Tenants are asked to refrain from placing trash, boxes, discarded office equipment, etc. in common areas of the building (i.e., corridors, stairwells, passenger and service elevator lobbies, restrooms, docks, etc.). Unused or unwanted items that are to be discarded and do not fit into a trash container must be marked as "trash." Janitorial staff will not discard items if they are not identified in this way. All cardboard boxes to be recycled should be broken down whenever possible, they must also have a trash stickers on them.

Tenants are responsible for removing their own unwanted electronics, equipment and furniture. Contact the Management Office for recommendations on possible companies to assist in this process.

### Do Recycle

White typing paper (staples OK)  
White, yellow and pastel envelopes  
White adding machine tapes  
White writing tablet sheets (no backing)  
White (high grade) computer printout (CPO)  
Accounting paper  
Yellow legal pad paper  
Pastel colored paper (no dark colors)  
Letterhead paper (no foil imprints)  
Telephone message slips  
Manila file folders  
Inter-office envelopes  
Shredded office paper (no carbons)  
Newspaper  
Magazines  
Catalogues  
Business forms (no carbon forms)  
Telephone directories  
Corrugated cardboard  
Plastic bottles (empty – any type of neck)  
Cans (empty food & beverage only)  
Polystyrene packing peanuts (must be

bagged or boxed)

Polystyrene cups & plates (no food waste)

### Do Not Recycle

Notebook backing  
Chipboard (flat, grey or brown board)  
Food wrappers or containers  
Paper cups  
Bathroom tissue or toweling  
Facial tissue  
Napkins  
Carbon paper  
Construction paper  
Wax-coated papers  
Wet-strength papers (pop cases)  
Transparencies  
Cellophane  
Plastic or metal spiral notebooks  
Colored file folders  
Federal Express envelopes  
Mylar reinforcement taps/edging  
Plastic bindings  
Dark colored paper  
Food waste

Oil-soaked papers or cardboard

Windowed envelopes

Small cardboard desk-side recycling boxes are provided for tenants at no charge. Each desk should have two containers, one for trash, and one for recycle. The cleaning staff will empty the trash container only from under each desk. The small cardboard container is the tenant's responsibility to take this container when full to the larger central area container and empty it there. The cleaner will then empty this bigger container when full.

Batteries can be collected for recycling by placing a work order when pick up is needed.

If security of proprietary documents is a concern for your business, please consider shredding all sensitive material. The recycling company receives material to be recycled in a controlled, enclosed environment. For additional information about confidentiality of recycled materials, please contact the Management Office at 952-837-8400.