CUSHMAN & WAKEFIELD

Cleaning Guidelines
Centennial Lakes Office Park

Harvard Maintenance provides base building cleaning services for the Tenants. The cost of these base services are part of the services provided by the Landlord and are included in the monthly operating costs billed to each Tenant.

Cleaning services are provided Monday through Friday. Below is a brief overview of the services that are proved routinely:

- Mop all tile flooring in office spaces as necessary, not less than twice per week.
- Vacuum open areas nightly. Edge vacuuming under desks is done monthly
- Dust and damp wipe open surfaces on tables, countertops, cubical tops, file cabinets and window sills. *NOTE: Personal items on desktops and shelving will not be moved. If the Tenant would like desktops and shelving cleaned or dusted, the items need to be removed.*
- Blinds are dusted twice a year with specially treated cloths.
- Empty wastepaper baskets, receptacles, etc. Change trash liners as needed.
- Clean sidelight entry glass of suite as necessary to remove fingerprints and marks.
- Clean all kitchen sinks nightly, provided they are free of dishes.
- Clean all countertops and cabinet fronts to remove drips and marks.
- Damp wipe kitchen tables. *NOTE: 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 that the nightly janitorial services are not to your satisfaction, please submit a work request so that your needs can be addressed in an efficient and effective manner. On a periodic basis, the Cleaning Manager will solicit your comments on the cleaning performance.

Trash
Tenants are asked to refrain from placing trash, boxes, discarded office equipment, etc. in the common areas of the building (i.e. corridors, stairwells, passenger and service elevators lobbies, restrooms, docks, etc.). When possible, all cardboard boxes should be broken down.

Tenants are responsible for removing their own unwanted electronics, equipment and furniture. Contact the Management Office for recommendations on what companies can assist in removing these items.

For regular trash that cannot fit on a regular container, a self-adhesive trash sticker should be affixed to the item (s). The item (s) should then be placed near or next to a trash container. Items marked as trash will be removed from Tenant spaces during regular nightly cleaning. If you need items removed during business hours, a work order request should be submitted. Note that trash stickers can be obtained by contacting the Management Office.

Recycling

Small desk-side recycling boxes are provided for Tenants at no charge. Each desk should have two containers, one for trash and one for recycling. The cleaning staff will only empty the trash container from under each desk. The desk-side recycling boxes should be brought to a larger central area container within the Tenant space to be emptied. The larger central area container in the Tenant spaces will be emptied during regular nightly cleaning.

Organics recycling containers are provided for Tenants at no charge. If you are interested in participating in this program, contact the Management Office. Organics bins are ***not*** emptied nightly, rather when they are full.

Additional Services Available

Harvard Maintenance is also available to provide the additional services listed below for an additional cost. To obtain pricing for these services, contact the Cleaning Manager at (952) 837-8490.

- Carpet cleaning.
- Refrigerator cleaning.
- Appliance stainless steel polishing.
- Microwave cleaning.
- Strip-washing of interior glass.
- Wall washing.
- Dishwashing.
- Upholstery cleaning of furniture.
- Floor maintenance beyond regular schedule.
- Damp wiping of all desk surfaces, tops, sides, legs. *NOTE: all items must be removed from desk prior to cleaning.*
- Chair brushing and deep vacuuming.
- Disinfecting of all office surfaces and touch point surfaces.