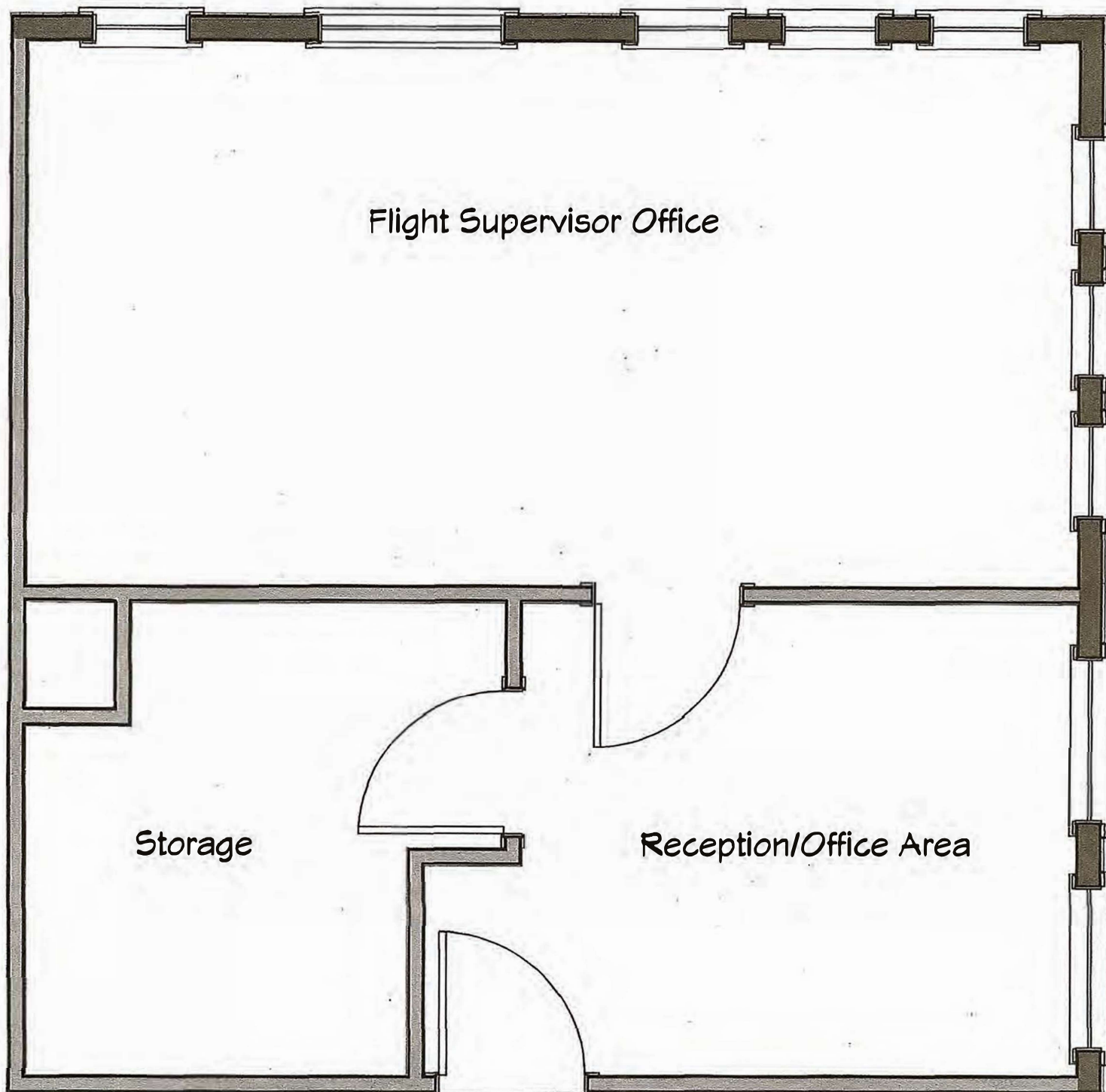


ARMED FORCES CAREER CENTER
EAST BROOK MALL
95 STORRS ROAD, Unit 18A
WILLIMANTIC, CT 06226
APPROX 1,600 SQ FT



U. S. Air Force
Riverview Office Building
49 C Tolland Turnpike
Manchester, CT 06066

Approx 509 Sq. Ft. +/-

EXHIBIT A

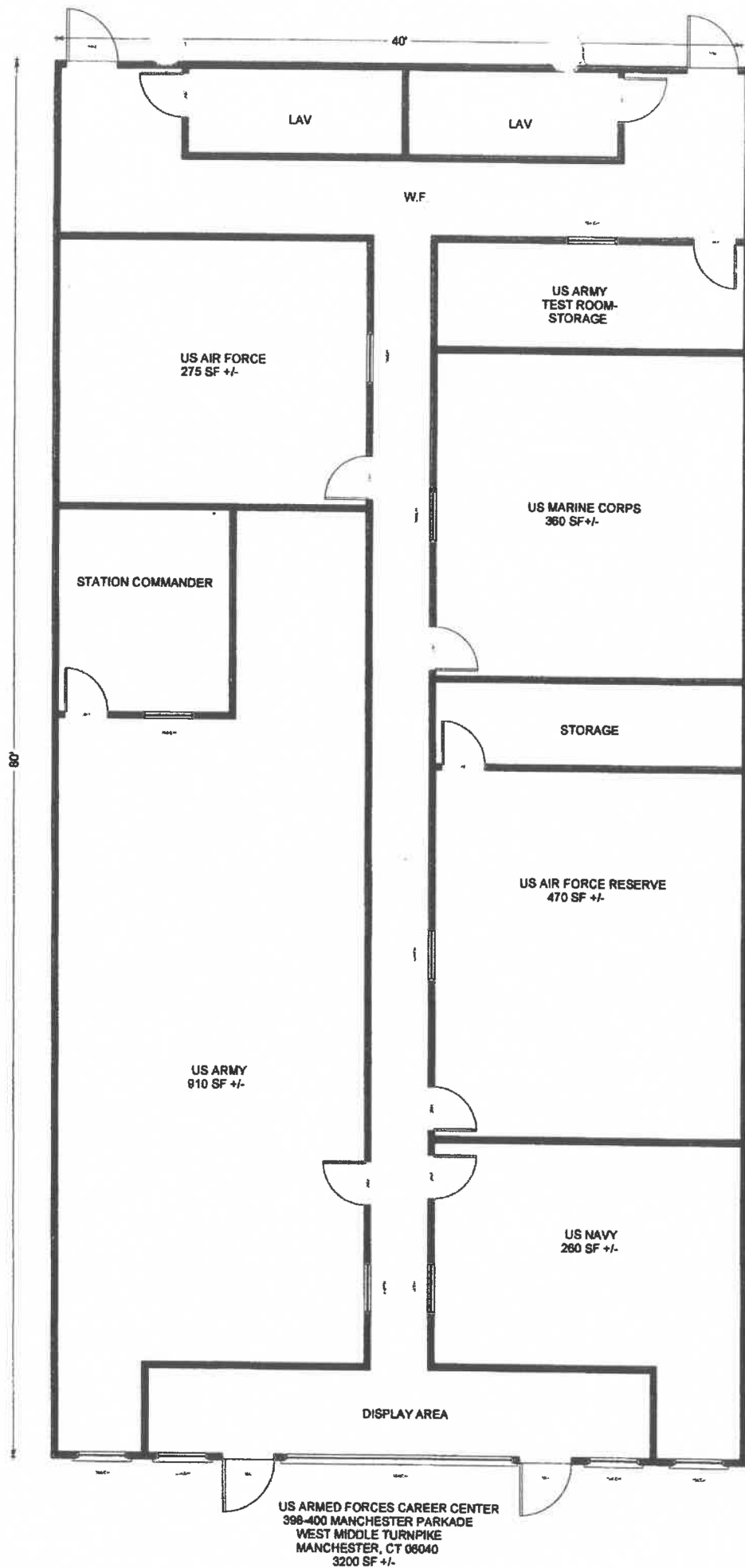


EXHIBIT "A"

MONTHLY JANITORIAL SERVICES CHECKLIST FOR FACILITIES - 3000 SQ FT or MORE

Address: _____

Recruiting Station ID: _____

SCAN & EMAIL Checklist at end of each month to the following: ceriae-re@usace.army.mil
COE POC For Janitorial Issues, No Access, or No Show reports: Joanne.K.Doucette@usace.army.mil

Address: _____

Recruiting Station ID: _____

MONTH/YEAR _____/_____ SERVICES TO BE PROVIDED:	CALNDAR DATES: FREQUENCY REQUIRED	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL
TRASH REMOVAL & CHANGE LINENS	3X - Week																								
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																									
DAMP MOP ALL HARD SURFACE FLOORS																									
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS ***																									
CLEAN AND DISINFECT WATER FOUNTAIN AND WIFE DRY																									
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SMUDGES																									
CLEAN GLASS SURFACES (EXT & INT) INSIDE & OUT	1x - Month																								
DAMP DUST ALL SURFACES****																									
WASH ALL TRASH RECEPTACLES																									
DE-SCALE TOILET BOWLS & URINALS																									
FURNISH RESTROOM SUPPLIES	As Required																								
SPOT CLEAN CARPETS																									
REPLACE LIGHT BULBS AND FLUORESCENT TUBES FOR LIGHT FIXTURES (RE-LAMPING)																									
CLEAN HVAC RETURN DIFFUSER & GRILLES																									
CHANGE HVAC FILTERS																									
SHAMPOO ALL CARPETS, REMOVING ALL DIRT AND NON-PENEM SPOTS OR STAINS***																									
CLEAN LIGHT FIXTURES																									
HIGH DUSTING/CLEANING	1x - Year																								
Contractor Representative Name certifying that all required tasks were completed for each week (Please Print)																									
Primary Service Representative Name																									
concurring that all required tasks were completed for each week (Please Print)																									
Change waste basket liners as necessary		Contractor/Contactor Supervisor Comments: <div style="float: right;"> RECRUITER IN CHARGE _____ RECRUITER TELEPHONE _____ SIGNATURE _____ </div>																							
No rust, encrustation or water rings shall exist																									
Steam clean required to remove																									
Damp dust IAW the FWIS																									

SSCAN & EMAIL Checklist at end of each month to the following: ceneae-re@usace.army.mil
COCOE POC For Janitorial issues, No Access, or No Show reports Joanne.K.Doucette@usace.army.mil

Recruiting Station ID: _____

MONTH/YEAR ____/____		CALENDAR DATES																MSR "RATING" or COMMENTS ON THE QUALITY OF THE WORK BELOW. Rating Key: S - Satisfactory M - Marginal U - Unsatisfactory I - Insufficient (Supplies)		
SERVICES TO BE PROVIDED:	FREQUENCY REQUIRED	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	
TRASH REMOVAL & CHANGE LINERS	2X - Week																			
VACUUM ALL FLOORS & UPHOLSTERED FURNITURE																				
DAMP MOP ALL HARD SURFACE FLOORS																				
CLEAN & DISINFECT ALL REST ROOM FIXTURES AND FLOORS **																				
CLEAN AND DISINFECT WATER FOUNTAIN, AND WIFE DRY																				
SPOT CLEAN ENTRANCE DOOR & INTERIOR GLASS TO REMOVE FINGERPRINTS & SWEARS	1X - Month																			
CLEAN GLASS SURFACES EXIT & INT. INSIDE & OUT																				
DAMP DUST ALL SURFACES****																				
WASH ALL TRASH RECEPTACLES																				
DE-SCALE TOILET BOWLS & URINALS																				
FURNISH RESTROOM SUPPLIES	As Required																			
SPOT CLEAN CARPETS																				
REPLACE LIGHT BULBS AND FLUORESCENT TUBES, FOR LIGHT FIXTURES (RELAMING)																				
CLEAN HVAC RETURN, DIFFUSER & GRILLES																				
CHANGE HVAC FILTERS																				
SHAMP/OO ALL CARPETS, REMOVING ALL DIRT AND NON-PERM SPOTS OR STAINS***	2X - Year																			
CLEAN LIGHT FIXTURES	1X - Year																			
HIGH DUSTING/CLEANING																				
Contractor/Representative Name (printing last name and first initial) Military Service Representative Name (Please Print) concurring that ALL required tasks were completed for each week (Please Print)																				
Contractor/Contractor Supervisor Comments:																				
* Change waste basket liners as necessary ** No rust, encrustation or water rings shall exist *** Steam clean required to remove **** Damp dust JAW the PWS																				
FORM UPDATED 06-29-2023																				SIGNATURE