



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

NOTICE

SOLICITATION # 94908

OFFICE OF ATTORNEY GENERAL

52,739-60,650 Usable Square Feet

Due Date: September 12, 2017

By Amendment, we are issuing a correction to Appendix D Building Specifications, on the space allocation identified on Page 5-6.

This is the only notice you will receive pertaining to the above information. This identical notice is being sent to all those originally receiving a solicitation proposal package.

Any questions regarding the above should be directed to Erica Dreher at 717-317-5315.

BUREAU OF REAL ESTATE

503 NORTH OFFICE BUILDING, HARRISBURG, PA 17120

TELEPHONE NO: (717) 317-5315

ATTACHMENT C

COMMONWEALTH OF PENNSYLVANIA

BUILDING SPECIFICATIONS, OFFICE DESIGN, AND GENERAL SPECIFICATIONS FOR THE OFFICE OF ATTORNEY GENERAL OFFICE/WAREHOUSE SPACE - HARRISBURG

Section A. General Requirements

1. Intent

It is the intent that the following specifications describe the total scope of work for this project. These specifications are not intended to serve as a substitute for a complete design/construction document or to eliminate the developer or contractor's need for independent analysis of conditions or requirements.

Lessee specifically disclaims any unverified accuracy of the data of the design construction document and/or the independent analysis of conditions or requirements.

Lessor and **Lessee** agree that any and all specification changes needed to effectively utilize a specific facility may be made as long as the **Lessor** and **Lessee** agree to any and all such substitution(s) and/or change(s), including changes in cost, in writing.

2. Professional Services

Lessor is required to create detailed architectural and engineering plans to meet all the specifications and provide the architectural plans to the **Lessee** for review and approval. The **Lessor** is required to provide a completed structure with fully developed interior fittings and features. **Lessor** is required to provide **Lessee** with complete as-built drawings of the completed structure to include electrical and HVAC prints in Auto CAD version 12.0 file format of either .dgn or .dwt on CD ROM. and multiple hard copy prints, drawn to a minimum 1/8" = 1'0" scale.

3. Location

The Central Regional Warehouse and Office for the Office of Attorney General should be located within a 10-mile radius of the City of Harrisburg. The Warehouse/Office building shall be located within a ten-mile radius of a major interchange, within a municipality that has a full-time (24 hours-a-day & 7 days-a-week) local police patrol, with exceptional cellular coverage and fiber optic communications.

4. Site Adaptation

The adaptation of these specifications to a particular design and site or to a current existing structure is an architectural/engineering design issue that must be resolved at the **Lessor's** expense as part of the proposal.

Mechanical equipment spaces, **Lessor's** general storage, elevators, stairways, fire towers, utility spaces and other service areas needed to complete the building scheme shall not be included as leased space for purposes of calculating leased square footage.

5. Construction Costs

Any and all construction costs must include all labor, materials and equipment. Any and all labor, material and equipment not specifically shown or described in the construction costs but are properly inferable from the architectural/engineering drawings deemed to be necessary for the finished project shall be performed and supplied by **Lessor** in accordance with the best recognized standards of the industry and trade.

Lessor shall be responsible for obtaining and maintaining all permits, approvals and licenses of any kind necessary for the proper and lawful execution of the work.

6. Drinking Water

Lessor shall provide and maintain hot and cold water coolers and five (5) gallon water bottles for drinking water in locations designated by **Lessee**.

The **Lessor** is responsible to provide potable water for the facility.

Potable water shall be defined as water that satisfies the Department of Environmental Protection, Bureau of Water Supply and Public Health Standards. Additionally, the water must be free of contaminants, odors, impurities and discoloration of any kind. The **Lessor** will be responsible to provide purification, filtration or any other means necessary to achieve water that is acceptable to the **Lessee**. Facilities that require connection to a public water system, as well as all costs related to water usage and maintenance thereof, shall be the **Lessor's** responsibility.

7. Alterations/Upgrades

During the lease term, the **Lessee** must be offered the option to upgrade existing space or to make alterations and renovations to the facility. This offer must apply during the initial term, the option periods or any subsequently negotiated extensions. It is understood that reimbursement will be made to the **Lessor** by lease amendment as noted in the terms and conditions.

8. Term

a. Term required: Ten (10) Years

- b. Options Requested: Two (2) @ Five (5) Years
- c. Occupancy Date Requested: January 1, 2018

9. Access

LESSEE requires 7 days-a-week, 24-hour access and use of the premises and lease amenities as necessary for the normal day-to-day operations.

10. Security (Location)

Preference will be given to the building location which has a full-time (24 hours-a-day & 7 days-a-week) local police patrol. The proximity of taverns, racetracks, junkyards and the like may be deterrent factors in the acceptability of the site.

11. Emergency Services

Emergency services for elevators, plumbing, heating, air conditioning, electrical systems, security systems and building structures are to be provided on a one (1) hour call response time with the exception of elevator entrapments which are to be provided on a thirty (30) minute call response time.

12. Security (Facility)

Lessee requests permission from the **Lessor** to install a security system of **Lessee's** design.

- a. The system will monitor building entrances and exits; as well as observe various areas such as the vehicle impound yard, parking areas, and building perimeters.
- b. **Lessee** will require from the **Lessor** additional stud supports in the wall for the mounting of shelving, conduit in areas such as the harden rooms, electrical service for security equipment in various areas such as exterior mounted cameras, additional electrical outlets in ceiling plenum, and exterior parking lot light poles with conduit placed beneath the macadam prior to paving.
- c. **Lessee's** security system shall be tied into the smoke and fire protection systems. All installation expenses, related maintenance, and tie in costs shall be the **Lessor's** responsibility.

Section B. Building and Space Requirements

1. Useable Square Feet Requested

This section describes the office space and auxiliary space design and specifications for **Lessee**, which will contain approximately 10,689-12,292sq. ft. of usable area.

2. Required Services

The **Lessor** shall provide the following services:

- a. Pest Control Services & General Pest Control Treatments
- b. Emergency Service for Mechanical Systems
- c. Cable Service to include CNN and PCN

d. Fiber Optics Connection into the building

3. Parking Requirements

- a. The parking area will have a minimum number of 130 parking spaces that must be contiguous to the facility. A minimum of twenty (20) parking spaces will require reserve signs. Contiguous to the stand alone garage/warehouse shall be an impound lot of 11,000 sq. ft.
- b. The impound lot shall be a secured perimeter area consisting of eight-foot high six-gauge security fencing with privacy slats, three (3) strands of barbed wire firmly attached along the top at 45 degrees from the perpendicular, at least one swinging man gate with a locking mechanism and a sliding gate with a locking mechanism. Post spacing shall not exceed 10'-0" O.C., concrete footings and pipe sizes for line, gate and corner posts shall be determined by the manufacturer.
- c. All parking for both areas must be paved, top coated and sealed, clearly marked, and have appropriate islands and parking well illuminated with automatically controlled dusk to dawn lighting.
- d. Camera-pole mounted equipment will be mounted on the exterior parking lot light poles and require conduit placed beneath the macadam prior to paving.
- e. All paved areas shall be repainted every five (5) years and resealed as required.
- f. Driveways and parking areas shall have guide rails installed where sudden changes of elevation cause a hazardous situation. Guide railing at an entrance driveway must be at least 28' between railings on each side of the driveway.
- g. Driveways with two way traffic must be twenty-four (24) feet wide, driveways for one way traffic must be fifteen (15) feet wide.
- h. Driveways entering onto a highway must allow for shoulders two (2) feet wide on each side of the driveway.
- i. The macadam must be constructed to support loaded box truck and rollback weight to prevent damage to the driveways and macadam at the loading dock area.
- j. A cement slab large enough to hold the Dumpster and recycling containers shall be supplied. Three sides of the cement slab will have fencing with privacy slats.

4. Exterior Requirements

- a. If the building is not elevated from parking area, bollards or an aesthetic barrier system shall be installed at each entrance door to prohibit direct impact of a vehicle. Additional bollards shall be placed on each side of any garage door.
- b. Located in the front of the building will be two flag poles with dusk to dawn illumination. Size and location of the flag poles will be determined during building layout. **Lessor** will be responsible for

supplying and replacing the US Flag and Pennsylvania State Flag as needed.

- c. If a retention pond is required the pond must be located away from the building and will need to be properly maintained and landscaped at all times.
- d. Exterior doors which allow direct access to or egress from the building to the Secured Impound Area, Interior Garage or Bulk Storage Area shall have a double sided keyed dead bolt installed into the door. This double sided keyed deadbolt is in addition to the required door hardware and shall be located above the required door hardware.

5. Office Specifications

OFFICE OF ATTORNEY GENERAL
AGENCY SPECIFICATIONS
CENTRAL REGIONAL OFFICE AND WAREHOUSE

A. PERSONNEL

SPACE STANDARD	ASSIGN EACH	NUMBER REQUIRED	TOTAL ASSIGNED
Executive I	425	0	0
Executive II	255	0	0
Senior Manager	225	3	675
Mid Mgr/Private Office	150	9	1,350
Supervisor/Technical	96	1	96
Analysis/Administrative	64	32	2,048
Clerical/Field	48	2	96
		47	4,265

B. AUXILIARY AREAS

TYPE	ASSIGN EACH	NUMBER REQUIRED	TOTAL ASSIGNED
Conference Room	17	20	340
Conference Room	17	12	204
File/Storage Room	250	3	750
Interview Room	150	1	150
Lunch Room	150	1	150
Polygraph Room	144	1	144
Mail/Copier Room	150	1	150
Wire Room	480	1	480

Telecom/Data Closet Harden	225	1	225
Computer Lab	360	1	360
Holding Cell	100	2	200
Locker Room/Shower/Rest Room	250	2	500
			3,653

C. OFFICE TOTAL (Including 35% for Access & Circulation) 10,689-12,292

D. WAREHOUSE SPACE

Warehouse - Evidence	8,950	1	8,950
Warehouse - Vehicles	30,000	1	30,000
Warehouse – Storage/Facilities	2,500	1	2,500
Warehouse – Tech Service Lab/Storage	600	1	600

E. WAREHOUSE TOTAL 42,050-48,358

6. Interior Design

- a. **Lessor** will be responsible for all costs associated with providing the design services and/or multiple designs to prepare the final office layout which shall include but not be limited to:
 1. The placement of workstations;
 2. The efficient movement of employees and visitors into, within and out of the facility; access to and location of restrooms;
 3. Finish details of all areas including vending and food service locations.
 4. Any and all design changes made to the floor plans.
- b. The design services must consider **Lessee's** operational requirements in the development of an office layout.
- c. The **Lessor** shall include the **Lessee** as a partner in the design process. The **Lessor** should consider this an evolutionary process requiring several iterations of a drawing before a final plan is approved.
- d. After approval of final drawings, changes can only be made as provided for in the lease document. The final agreed upon floor plan, initialed by both parties, should be the document used to construct the facility.
- e. **Lessee** shall provide and install all office furniture and accessories.

7. General Specifications

The following are general specifications, upon final approval of the **Lessee**. Unless otherwise noted, it is the responsibility of the **Lessor** to supply and meet the following:

- a. **Lessee** reserves the right to reject any workmanship and material, which does not meet the standards commonly recognized within the trades or which is substandard.
- b. **Lessor** shall supply **Lessee** with a construction schedule to meet project deadlines.
- c. The Lessor shall design the required space such that the following minimum live loads are permissible in all areas of the structure:
 1. Office Floors – 100 PSF
- d. If a sprinkler system is required, concealed sprinkler heads must be used throughout main office area and suicide resistant type sprinkler heads shall be installed in the Holding Rooms.
- e. Where required for the card access system, jambs shall have a **Von Duprin Series 6000 24 volt electronic latch** within the jamb, pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header, mounted face plates to cover the latch, hinges with non-removable pins, and door closures.
 1. Any room in which the public will have access (i.e... Main Conference Room, Main Rest Room, Interview Room) shall have doors which will open outward into the main hall area.
- f. Selections and options for the initial premises painting and all repainting are to be made by the **Lessee**.
 1. **Lessor** shall repaint the premises every five (5) years, upon request of the Lessee, during the term of the lease and any renewal options.
 2. **Lessor** will be responsible for moving office furniture, office equipment, bulletin boards, grease boards and to do minor patching in order to paint the premises.
- g. A paging system will be required throughout the entire office and lobby area.
 1. The paging system will be telephone accessible via a Cisco VoiP adapter.
 2. Designated areas will require wall mounted volume control device.
 3. The designated areas for speakers and volume control switches are to be determined by **Lessee**.
 4. The paging system to be installed shall be the **BOGEN Paging system**. Specific item names and part numbers of the BOGEN system will be supplied by **Lessee**.
- h. **LESSOR** shall provide, install and terminate all telecommunication and data communication cable.
 1. All communications cable will be **Plenum rated four pair, category five enhanced cable**.

2. In order to identify telecommunication cable from data communication cable, **Lessor** shall utilize two (2) different cable colors.
 3. Where wall locations installation is required, cabling will be in a single gang outlet box and the box shall be located the same height as the electric outlets.
 4. Each termination end point shall be specifically identified to coincide with the opposite end. **Panduit** shall be the designed end connection for all communications. Data Jack (CJ5E88TOR), 4 Position Wall Plate, (CFP4EI) & Blanks (MBEI-X), for the individual end user.
 5. For the Maintenance end, voice cables shall be terminated on M150s with an 89B standoff. Terminations shall be specifically identified. Data cables shall be terminated with individual Data Jacks (CJ5E88TOR) and mounted in Data Racks (CP48BLY), specifically identified for install in **Lessee** supplied Data Cabinet.
 - i. **Lessor** shall provide wire and install wire for cable TV hookup in approximately 5 destinations. Destinations and required amount per location shall be determined by **Lessee**.
 1. All cable connections within the leased premises shall run to the network closet with a minimum for 20 feet of spare cable each.
 - j. If a roof hatch is required, an interior dead-bolt with a hasp/lock is to be installed.
 - k. If an elevator is required the elevator equipment room (non-leased space) must be exhausted to the exterior of the building.
 1. **Lessee** shall be provided an override key which will automatically return the elevator to the first floor. This override key is only to be used to prohibit any guest from purposely shutting off and occupying the elevator in effort to create a standoff.
 - l. Final clean up shall be provided by **LESSOR** prior to occupancy.
8. Administrative/Clerical Areas
- a. **Lessor** shall provide an open area to be approximately **2,500 Sq. Ft.** which shall accommodate **Lessee** supplied modular furniture.
 - b. Modern, energy efficient, fluorescent light fixtures shall be uniformly provided throughout the entire space.
 - c. Phone, data & electrical sources must be available from the ceiling and accessible to each workstation.
 - d. Each workstation cluster shall have two (2) separate AC circuits and data cabling.
 - e. Each workstation shall have at least two (2) spare sets of data cabling installed for future use.
 - f. Approximately five (5) workstations will require a 2nd data cable.

9. Lunch Room

- a. Along one wall (to be determined by **Lessor** and **Lessee**), **Lessor** shall provide and install wall & base cabinets, Formica counter top, a sink with a minimum size of 27" x 18" x 8" to include a drain board area.
- b. **Lessor** shall provide the following Five Star Energy Efficient appliances:
 1. Microwave - minimum size 1.3 cubic foot;
 2. Frost free refrigerator - minimum size 18 cubic foot; and
 3. A four burner stove.
- c. Maintenance/replacement of the microwave, refrigerator and stove shall be **Lessor's** responsibility as long as maintenance/replacement is not due to **Lessee** abuse.
- d. **Lessor** shall install commercial grade exhaust fans, which shall be vented to the exterior of the building and shall be controlled by a wall-mounted variable switch.
- e. A minimum of two dedicated 20-amp circuits shall be installed for vending machines.
- f. A wall mount phone jack will be required.
- g. The floor covering in this room shall be VCT tile.
- h. If plans require three (3) or more floors then **Lessor** will be responsible for duplicating these requirements on an additional floor.

10. Lobby/Reception Area

- a. The lobby shall be the only public entrance to the office.
- b. Lobby will need to be designed as to have an air lock entrance to avoid exterior weather discomforting the receptionist.
- c. One phone jack shall be installed in the lobby and another phone in a water proof box outside the main door MAY be required. **Lessee** will make this determination prior to final layout approval.
- d. The floor covering in these areas shall be ceramic tile.
- e. All electric, data cabling and security wiring shall be in conduit within the wall. Additional conduit may be required for **Lessee's** security system.
- f. The Lobby/Reception area will contain one (1) Level III; bullet resistant transaction window approximate dimensions 48"W x 42"H, with voice around, recessed stainless steel dealer tray, and a Formica counter. Recommended Manufacture for the window should be **SABIC-Polymershapes**.
- g. All walls that surround the receptionist area must be reinforced with bullet resistant, fiberglass panels.
- h. To separate the lobby from the main entrance to the office, **Lessor** shall install one (1) door Model HM544, Level III Super Power Small Arms Bullet Resistance with electronic catch in jamb, reinforced steel entry with piano style hinge/steel jam, closet style lock set (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.

1. Handles for lock set will be lever type handles.
 2. Jamb shall have a Von Duprin 6000 Series 24 volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header.
- i. All video and security systems will be supplied and installed by **Lessee**.

11. Conference Rooms & Interview Rooms

- a. These rooms shall have an independent zoning of the HVAC system to maintain a constant temperature of 70 degrees.
- b. Each room shall have a built in coat rack, carpet tile flooring with a border and vinyl wallpaper.
- c. All walls in the interview rooms shall have ½” plywood behind the gypsum board.
- d. Unless prohibited by local code or by fire code, all doors for these two rooms shall open outward.
- e. Conference rooms shall have a data jack and outlet for TV or video conferencing connection at eye level.
 1. There shall be a minimum of four (4) data jacks in the ceiling for wifi amplifiers.
 2. The location and number of data jacks will be determined by the **Lessee**. It will be necessary to have supports mounted in the wall for the future installation of a roll down screen.
 3. In the adjacent wall from the screen, a switch box with conduit leading up into the plenum is required for a device to operate the screen.
- f. Multiple data runs, cable TV hookup and two ceiling mounted electric outlets shall be required.
- g. Additional supports for overhead projector may also be required.

12. Training Room/Main Conference Room

- a. This room shall have an independent zoning of the HVAC system to maintain a constant temperature of 70 degrees.
- b. This room shall have a built in coat rack, carpet tile flooring with a border and vinyl wallpaper.
- c. Unless prohibited by local code or by fire code, all doors for this room shall open outward.
- d. The ceiling lights will need to be divided into front and rear banks. Each bank will have its own light switch.
- e. Wall and base cabinets with a Formica counter top (length to be determined during floor planning stage) and a sink with a minimum size of 18” x 18” is required. The following appliances microwave minimum size 1.3 cubic foot and a small counter top frost-free refrigerator is required.

- f. The main conference room will require a wall to separate the kitchenette from the main room.
- g. Conference rooms shall have a data jack and outlet for TV or video conferencing connection at eye level.
 - 1. There shall be a minimum of four (4) data jacks in the ceiling for wifi amplifiers.
 - 2. The location and number of data jacks will be determined by the **Lessee**.
 - 3. It will be necessary to have supports mounted in the wall for the future installation of a roll down screen.
 - 4. In the adjacent wall from the screen, a switch box with conduit leading up into the plenum is required for a device to operate the screen.
- h. Multiple data runs, cable TV hookup and two ceiling mounted electric outlets shall be required.
- i. Additional supports for overhead projector may also be required.

14. Telecom/Data Closet Harden

- a. This 15'X15' room shall be constructed to eliminate the ability of forced entry and must be located in the interior of the building.
- b. Walls shall be constructed out of poured concrete or concrete block filled with cement and shall be 8" thick.
 - 1. ½" rebar is to be spaced every 8" in each core of block or center of poured wall.
 - 2. Walls shall be extended above the ceiling line to the underside of the metal roof decking or the metal floor deck above.
- c. All electrical wiring, data cabling and security wiring shall be in conduit within the wall.
- d. Ceiling shall be at the minimum a 4" thick poured concrete slab with 1" rebar spaced every 8" within the slab. **LESSOR** is responsible for proper engineering of this ceiling.
- e. The entrance door shall have an **SABIC-Polymershapes, Model HM544, Level III Super Power Small Arms Bullet Resistance** door with a 24-volt electronic catch in the jamb, reinforced steel entry with piano style hinge/steel jam, and closet style lockset (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.
 - 1. Jamb shall have a Von Duprin 24-volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header.
- f. The interior walls are to be covered with ¾" thick, 8-foot high plywood sheeting painted white.
- g. No HVAC ducts are to pass through the walls of this room.

- h. This room shall have a proportionally sized stand-alone commercial grade exhaust system to remove excess heat generated from electronic equipment.
 - 1. Exhaust system shall be vented to the exterior of the building and controlled by a negative thermostat wall switch.
 - 2. The wall switch shall have an indicator light that will light when the system is operational.
- i. Where supply and return vents are in this room there will be 1" rebar welded to each vent opening 8" apart.
- j. It will also be necessary to install a minimum of 16 double gang electrical outlet boxes with one duplex outlet per box. Four dedicated circuits will be required for these outlets. All outlets need to be 20 amps.
- k. **Lessor** shall also supply a WS-120 NEMA L6-30R this should be a sole circuit.
- l. If the **Lessor** has a generator for this room, **Lessor** shall supply an L5-20 to have the room connected to the generator.
- m. **Lessor** shall provide two (2) 4" pvc pipes to pass through into the common area of the Premises to allow Cat5 wires.
- n. Flooring shall be VCT tile.
- o. **Lessor** shall provide an ASD (Aspirating Smoke Detection) with very high sensitivity and with automated silent dry extinguishing systems for the Security and Equipment Rooms.

15. Wire Room

- a. This room shall have the capability to be divided into two separate rooms by means of a sound proof accordion partition.
- b. Each side must have its own entrance door from a common hallway and not from within the unit.
- c. Each room must have four (4) designated 20 amp electrical circuits with separate GFCI protection at the receptacle and not the breaker.
- d. This room will require electrical outlets spaced no less than every three (3) feet and located 36 inches off the floor from the center of the box.
- e. Data connections will be required at every other electrical outlet with a minimum of 8 per side/room.
- f. All telephone lines should appear at one central location within each wire room having a 25 pair modular block.
- g. Two TV cable hook ups will be required for each side.
 - 1. Where one of the two cable hookups are determined to be, **Lessee** will need additional support/bracing in the wall to safely mount a large screen monitor, location of the monitor \ to be determined by **Lessee**.
 - 2. Cable management should be run behind the wall to avoid visible cabling.
- h. This room will require voice jacks (CJ66EIY). The number and location of voice jacks and cabling will be determined by the Lessee.

- i. A standard industry depth 25-inch countertop will need installed at a height of 30 inches around the room.
 - 1. There should be two-inch diameter holes every 4 feet along the countertop for cable feeds.
- j. In addition around the room at a height of approximately two (2) feet above the counters, there will be double wooden melamine finish shelving to hold books and manuals.
- k. **Lessee** requires a wall section on each side of the room to have whiteboard paint such as the type manufacture Idea Paint (www.ideapaint.com) offers to be applied.
 - 1. Based on a wall height of eight (8) feet, the area of which the whiteboard paint is to be applied, shall be approximately two (2) feet down from the ceiling and approximately one (1) foot above the counter.
- l. A framed cork board approximately 3' x 3' supplied by **LESSOR** shall be mounted on each side of the room.
- m. The flooring must be of an antistatic type, preferably VCT tile.
- n. This room requires an independent stand-alone zoning of HVAC system to maintain a constant temperature of 70 degrees.
- o. This room shall have a proportionally sized stand-alone commercial grade "Low Noise" exhaust system vented to the exterior of the building and controlled by a wall switch. The system shall be operational from a wall switch in the room. The switch shall have an indicator light that will illuminate when the system is operational.

16. Polygraph Rooms

- a. The Polygraph Room shall be acoustically soundproof.
- b. Special attention needs to be given to the placements of these rooms. The rooms need to be isolated from high traffic areas, areas with noise producing equipment or where people are able to congregate.
- c. The doors for these rooms shall be Pressure Operated Sound Seal Doors.
- d. It will be necessary either in the ceiling or on the upper part of the back wall to have supports and an electrical outlet mounted in one (1) of the rooms for the installation of a **Lessee** supplied camera.
 - 1. **Lessee** shall provide wiring for the connection of the camera to the recording device; **Lessor** shall be responsible for installing the wire.
- e. A red illuminated "IN USE" lighted sign shall be installed on the outside wall of the room's entrance. There shall be a dedicated switch located on the room's interior to operate the "IN USE" sign.

17. Computer Forensics Lab

- a. The Computer Forensics Lab must have an independent stand-alone zoning of the HVAC system to maintain a constant temperature of 70 degrees.
- b. Walls shall be extended above the ceiling line to the underside of the metal roof decking or the metal floor deck above.
- c. This room will require electrical duplex outlets spaced no less than every three (3) feet and located 36 inches off the floor from the center of the box.
 1. A minimum of four (4) designated 20-amp electrical circuits shall be used for the electrical duplex outlets.
 2. Located at every other electrical duplex outlet shall be a four (4) port data connection and a two (2) port voice connection.
- d. In a location to be determined, A WS-120 NEMA L6-30R shall be installed.
- e. A standard industry depth 25-inch counter top will need installed at a height of 30 inches along one (1) of the interior room's wall.
- f. Approximately two (2) feet above the counter will be a double wooden melamine finish shelving to hold books and manuals.
- g. Along two (2) adjacent wall sections, **Lessor** shall provide and install a 24" deep laminate top work surface.
 1. Each section of the work surface shall be supported by non-powered leg supports and lockable File/File drawer type pedestals specifically manufactured for the work surface. Preferred manufacturer is Herman Miller.
 2. Provided with the work surface shall be an overhead adjustable metal shelf system and four (4) each keyboard holders with mouse pads. Preferred manufacturer is Datum.
- h. On a wall section, whiteboard paint such as the type offered by Idea Paint (www.ideapaint.com) shall be applied.
 1. Based on a wall height of eight (8) feet, the area of which the whiteboard paint is to be applied, shall be approximately two (2) feet down from the ceiling and approximately two (2) feet above the floor line.
- i. The door jamb shall have a Von Duprin 24-volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above the jamb header.
- j. The door shall have a closet style lockset (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.
- k. The flooring must be of an antistatic type, preferably VCT tile.

18. Holding Rooms

- a. The holding rooms shall be located next to each other.
- b. Walls should be constructed of concrete block, to include one interior window using one-way heavy gauge non-breakable glass. No other windows are permitted in these rooms.
- c. Front and rear entrance steel doors with three exterior sliding dead bolt locks are required.
- d. Each room must contain a heavy gauge stainless steel bench six (6) feet long securely fastened to the wall and floor.
 1. All corners shall be welded and ground to smooth round corners. Absolutely no rough edges or corners will be permitted.
 2. Two half-moon steel security rings shall be welded to the bench front. The half-moon rings are to hold another steel ring for securing interviewees.
 3. A heavy gauge piece of rebar the length of the bench is to be welded and mounted flush with the front of the bench 4" off of the floor.
- e. The 3-way light switches for these rooms must be mounted on the exterior of the room not in the holding rooms.
- f. The ceiling lights must not be easily accessible, lens covers must be of a non-breakable glass and lens covers should have security screws to close cover.
- g. The ceiling will need to be constructed out of a solid material such as corrugated decking. The decking must be securely mounted to the block as to not allow for escape from the room.
- h. Exterior access to this area must be separate from the main building to allow for private entry.
- i. Within this area shall be a fire extinguisher. This fire extinguisher shall be securely recessed mounted into the wall and the door shall be of a non-breakable type enclosure.
- j. A unisex restroom must be located next to this isolated area.
- k. If sprinkler heads are required in the Holding Rooms, the sprinkler heads shall be of suicide resistant type sprinkler heads. A suicide shut off valve for the sprinkler system shall be installed outside the Holding Room area.

19. File/Storage Rooms

- a. The file/storage room shall be located in the interior and is to be used for the storage of file records, office supplies, forms, and assorted bulk items.
- b. Floor covering in this room shall be VCT tile.

20. Copier/Mail/Fax Room

- a. This room shall have a minimum of three (3) dedicated electrical circuits. Amperage and location to be determined during floor plan stage of the building.
- b. Additional category six data cables and telecommunication lines will be required.
- c. A Formica counter top (size to be determined) with storage cabinets underneath for small supplies and a minimum of ten (10) storage mail bins sized to hold 8.5"x14" envelopes shall be required on part of a wall.
- d. Floor covering shall be VCT tile for these rooms.

21. Shower/Locker/Rest Rooms

- a. Separate men and women's lockers shall be provided with floor-to-ceiling walls.
- b. The **Lessor** shall supply two (2) showers with showerheads and controls, 15 lockers and appropriate mounted benches in each locker room.
- c. Lockers need to be placed on an enclosed base several inches above the floor, creating a kick plate.
- d. Pressboard or OSB board construction is not acceptable.
- e. Where plausible, men and women locker rooms shall be next to each other and a removable wall shall separate the two sides creating the ability to move said wall as to give more locker space to either side, as needed.
- f. The shower area shall be physically separated from the lockers and dressing area and shall maintain privacy.
 1. A floor drain placed by the openings of the showers shall be required to remove any excess water that may come out from the showers.
 2. Non-slip rubber mats capable of allowing water to pass through the drain system will be outside of each shower.
- g. The hot water heaters for the showers shall be oversized to accommodate the large usage that is expected.
- h. The area shall be both heated and cooled.
- i. A restroom area shall be incorporated in or contiguous with the locker room facility.
- j. Appropriate ventilation shall be provided to ventilate the restroom area, remove excess shower moisture and humidity to exterior of building.
 1. The ventilation system shall be automatically operated by a humidistat with manual override.
- k. A full height mirror shall be provided in the men and women's dressing area.
- l. Suitable counter area with electrical outlets shall be provided in the vicinity of the mirrors for use of personal grooming aids.

- m. Mirrors shall be above each restroom sink sized for individuals of various heights.
- n. The electric outlet(s) shall have GFCI protection.
- o. All lighting is to be manually controlled.

22. Phone & Utility Lines

- a. Phone and utility lines are to enter the interior of the building from underground. We request one (1) additional 4" spare conduit piping be installed for any future projects.
- b. Any exterior utilities and/or utility islands are to be protected by **Bollards** or concrete filled metal security posts.

23. Building Identification

- a. Lobby entrance door shall have the states coat of arms and the Attorney Generals name.
- b. The building, the main entrance doors and floor directories shall designate:

OFFICE OF ATTORNEY GENERAL
Josh Shapiro
ATTORNEY GENERAL

- c. The **Lessor** shall be responsible for the cost and the changing of the Attorney General's name when needed.

SECTION C. Standalone Warehouse/Garage

1. Intent

These specifications cover the materials and the fabrication for a **42,050-48,358** sq. ft. standalone steel warehouse/garage. The main purpose of the building shall be for securely housing various types of automobiles, recreational vehicles, commercial vehicles and other various types of heavy duty grade vehicles, paper archive storage and evidence lockers. These specifications are to provide a basic outline to insure that the **Lessor** has the basis for the design. The material and finishes listed are recommended for their economy, their low maintenance requirement and their pleasing appearance. The construction of the project facility shall be asbestos free.

If the Standalone Warehouse/Garage is not contiguous to the Office space building, then the Garage building must also be equipped to house an office area.

2. Foundations and Floors

- a. All foundations must be constructed of sufficient size and strength and placed on load-bearing soil of sufficient compactness to carry the weight of the building and the components and all equipment.
- b. The concrete for the foundations shall be reinforced where necessary and be homogenous and when hardened, shall have the required strength, resistance to deterioration, durability, resistance to abrasion, water tightness, appearance and other required properties.
- c. Floor areas to consist of a minimum of 6" thickness of concrete, 3500 PSI and reinforced. Floor must be leveled, properly insulated and must be treated with a surface hardener for warehouse use.
- d. Existing concrete floor must have all grease, substances, ground in dirt removed by washing, scraping, grinding, applying degreasing materials to provide the **Lessee** with a clean concrete surface. The surface should be restored in an acceptable manner to the **Lessee**.
- e. A ramp from the finished floor of the warehouse to the macadam parking area must be provided. The ramp slope and width must accommodate fully loaded rollback and box truck. All safety items must be included examples: railings, slip resistant surface, landings etc.

3. Walls

- a. Consideration shall be given to several factors in determining the proper wall construction and finishes which are:
 1. Durability
 2. Minimum Maintenance
 3. Sound Absorption
 4. Initial Cost
 5. Ease of Cleaning
 6. Effect of Water
 7. Fire Resistance
- b. Exterior Walls
 1. All exposed exterior walls must be constructed of masonry or wood frame construction with brick, stone or metal facing material approved by the **Lessee**.
 2. The interior clear height of the warehouse shall be at least twenty (20) feet.

4. Ceilings

- a. Ceilings shall receive insulation of an R – value of at least 30 or greater if required by code.
- b. The interior clear height of the warehouse must be at least twenty (20) feet.
- c. The warehouse space may have the exposed interior shell and structural system comprise an acceptable interior environment that does not need a suspended ceiling system for acceptable aesthetic, acoustic and lighting requirements. An exposed mechanical and electrical elements are

acceptable if in accordance with codes and if treated in an aesthetic manner and approved by **Lessee**.

5. Windows and Doors

- a. Windows must have wire mesh window guards installed. Window guards must be lockable and capable of being opened for window cleaning. If guards are not possible then all windows must be covered with Glass Armor window film to prevent glass shatter and forced entry.
- b. Exterior doors shall be insulated metal doors and frames with painted finishes with no windows. They shall be equipped with panic bars, kick plates and automatic door closing devices. Exterior doors shall be at least 3' 0" wide (in compliance with the Americans with Disabilities Act) and 1-3/4" thick and equipped with a 500 series keypad lock, including a key override. The device must comply with ADA, be weather resistant and designed for high frequency use. Labor and Industry will require additional emergency exits based upon the building size.
- c. The entrance for all employees to enter the facility will be accessible at all times.
- d. Interior doors shall be at least 36" wide and 1-3/4" thick and be equipped with kick plates and push pull plates. The doors may be solid or honeycomb core metal doors in metal frames.
- e. Each door (interior and exterior) shall have a minimum of 1 -1/2 pair of hinges (3 hinges per door).
- f. All hardware for windows and doors, interior and exterior, shall be rustproof and hard wearing. Door hardware shall be commercial grade in compliance with ADA requirements, must be ample size and weight to perform the service required. All doors, interior and exterior, will be lockable. Floor or wall mounted door stops shall be installed on all doors and kick plates shall be provided on the stop side. All entrance and exit doors must be keyed alike unless otherwise indicated.
- g. Canopies are needed at the main employee entrance and loading dock walk in entrance as well as the area where any exterior dock does not provide protection from the weather elements.

6. Overhead Garage Doors

- a. Provide and install insulated Overhead Garage Doors permitting truck entry into the building and must be of sufficient height and width (16' H x 12' W minimum) to accommodate all sizes of Office of Attorney General vehicles.
- b. Exterior dock space must have overhead doors of sufficient size to permit easy access for lift truck maneuvering.
- c. Overhead garage doors must have electronic door openers nearby each door. (See Loading Dock Requirements)
- d. One overhead garage door of sufficient height and width (16' X 12') and one man size door shall open from the garage into the secured impound lot.

7. Roof
 - a. Flat roofs shall be designed to carry the snow/ice load for the region and constructed of rubber roofing using a fully adhered system.
 - b. Soffit and fascia shall be aluminum on the roof overhang. An overhang of 2'-0" is required when inclined roofing is used.
 - c. Install rainwater gutters and downspout or rain water conductors to direct water away from the building or into the storm sewage system.

8. Electrical System
 - a. Properly grounded electrical quad outlets shall be installed on each of the perimeter walls.
 - b. Outlets are to be spaced no more than ten (10) feet apart.
 - c. There shall also be at least two (2) separate 240V single outlets installed.
 - d. Amperage rating and location to be determined by **Lessee**.
 - e. Provide two (2) exterior GFCI covered outlets near the garage entrance inside the impound lot.

9. Secured Impound Lot
 - a. Contiguous to the stand alone garage/warehouse shall be an impound lot of 11,000 sq. ft.
 - b. The impound lot shall be a secured perimeter area consisting of eight-foot high six-gauge security fencing with privacy slats, three (3) strands of barbed wire firmly attached along the top at 45 degrees from the perpendicular, at least one swinging man gate with a locking mechanism and a sliding gate with a locking mechanism. Post spacing shall not exceed 10'-0" O.C., concrete footings and pipe sizes for line, gate and corner posts shall be determined by the manufacturer.

10. Loading Dock Requirements
 - a. The loading dock must:
 1. Be located for easy access by service vehicles and should be separate from a public entrance to the building;
 2. Be convenient to freight elevators so that service is segregated from the main passenger elevator lobby and public corridor; and
 3. Accommodate vehicles used to deliver or pick up materials from the building. If the bed height of vans and trucks varies more than 18 inches, the loading berth should be equipped with a dock leveler. Typical docks are built 55 inches above grade level to accommodate most trucks.
 - b. The ground shall be sloped and recessed enough that a standard height trailer would be able to be loaded and unloaded from the door.
 1. The recessed area shall have some sort of drainage system to prevent buildup of rain water at the bottom of the ramp.
 - c. The loading dock should be protected with edge guards and dock bumpers.

- d. An easy access electronic overhead coiling door is preferred for loading dock. This door must be insulated and be able to close completely and lock and shall have no windows.
 - e. An interior/exterior doors for the loading dock area shall be located in close proximately to the doublewide door and shall be to the security specifications described in Paragraph 4 Windows and Doors.
 - f. The exterior entrance doors shall have no windows.
11. Evidence Lockers Harden
- a. These rooms shall be constructed to eliminate the ability of forced entry and must be located near the center of the building.
 - b. Walls shall be constructed out of poured concrete or concrete block filled with cement and shall be 8" thick.
 - 1. ½" rebar is to be spaced every 8" in each core of block or center of poured wall.
 - 2. Walls shall be extended above the ceiling line to the underside of the metal roof decking or the metal floor deck above.
 - c. All electric, data cabling and security wiring shall be in conduit with in the wall.
 - d. Additional conduit may be required for **Lessee** security system.
 - e. Ceiling shall be at the minimum a 4" thick poured concrete slab with 1" rebar spaced every 8" within the slab. **Lessor** is responsible for proper engineering of this ceiling.
 - f. Each entrance shall have an **SABIC-Polymershapes, door Model HM544, Level III Super Power Small Arms Bullet Resistance door** with electronic catch in jamb, reinforced steel entry with piano style hinge/steel jam, and closet style handles (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.
 - 1. Jamb shall have a Von Duprin 6000 Series 24 volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header.
 - g. Provisions should be made for additional conduit for **Lessee's** security wiring, including but not limited to providing a poly line pull string for each run where there is no wire in place.
 - h. No HVAC ducts are to pass through the walls of these rooms. Where supply and return vents are in these rooms there will be 1" rebar welded to each vent opening 6" apart.
 - i. Each room shall be on a separate regulated standalone HVAC system with the capability of maintaining a constant temperature of 70 degrees 24 hours a day.
 - 1. An on demand power ventilation system exhausted to the exterior of the building shall be in the room and shall be

- capable of removing the total cubic foot of air space every two hours.
2. The system shall be operational from a wall switch in the room. The switch shall have an indicator light that will light when the system is operational.
 3. The intake of air should match the exhaust of air.
- j. This room shall have a CHEMICAL cabinet that will be vented to exterior of building and, shall have an indicator light switch that will light when the system is operational.
 - k. The floor covering in this room shall be VCT tile.
 - l. A ceiling mounted motion detection switch is required to automatically turn on the lights.
 - m. Equipment such as hot or cold water tanks, HVAC units or any other potential items capable of leaking or that require maintenance shall not be permitted to be stationed on the ceiling concrete slab.
 - n. **Lessor** shall provide a 2" pipe to allow **Lessee** in all hardened rooms, *except the network closet*, to run cables.
 - o. **Lessor** shall provide an ASD (Aspirating Smoke Detection) with very high sensitivity and with automated silent dry extinguishing systems for the Security and Equipment Rooms.
 - p. A trap door/security mail shoot such as the type used by banks for night deposits shall be required and shall be securely mounted on one of the walls in each room.
 1. The opening for the trap door/security mail shoot is not to exceed 10"X18".
 2. The mail shoot will dispense into a securely mounted lockable cabinet.
 3. Trap door/mail shoot and lockable cabinet are to be supplied by **Lessor**.
12. Security/Data Closet Harden
- a. This 15'X15'room shall be constructed to eliminate the ability of forced entry and must be located in the interior of the building.
 - b. Walls shall be constructed out of poured concrete or concrete block filled with cement and shall be 8" thick.
 1. ½" rebar is to be spaced every 8" in each core of block or center of poured wall.
 2. Walls shall be extended above the ceiling line to the underside of the metal roof decking or the metal floor deck above.
 - c. All electrical wiring, data cabling and security wiring shall be in conduit within the wall.
 - d. Ceiling shall be at the minimum a 4" thick poured concrete slab with 1" rebar spaced every 8" within the slab. **LESSOR** is responsible for proper engineering of this ceiling.

- e. The entrance door shall have an **SABIC-Polymershapes, Model HM544, Level III Super Power Small Arms Bullet Resistance** door with a 24-volt electronic catch in the jamb, reinforced steel entry with piano style hinge/steel jam, and closet style lockset (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.
 - 1. Jamb shall have a Von Duprin 24-volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header.
 - f. The interior walls are to be covered with ¾" thick, 8-foot high plywood sheeting painted white.
 - g. No HVAC ducts are to pass through the walls of this room.
 - h. This room shall have a proportionally sized stand-alone commercial grade exhaust system to remove excess heat generated from electronic equipment.
 - 1. Exhaust system shall be vented to the exterior of the building and controlled by a negative thermostat wall switch.
 - 2. The wall switch shall have an indicator light that will light when the system is operational.
 - i. Where supply and return vents are in this room there will be 1" rebar welded to each vent opening 8" apart.
 - j. It will also be necessary to install a minimum of 16 double gang electrical outlet boxes with one duplex outlet per box. Four dedicated circuits will be required for these outlets. All outlets need to be 20 amps.
 - k. **Lessor** shall also supply a WS-120 NEMA L6-30R this should be a sole circuit.
 - l. If the **Lessor** has a generator for this room, **Lessor** shall supply an L5-20 to have the room connected to the generator.
 - m. **Lessor** shall provide two (2) 4" pvc pipes to pass through into the common area of the Premises to allow Cat5 wires.
 - n. Flooring shall be VCT tile.
 - o. **Lessor** shall provide an ASD (Aspirating Smoke Detection) with very high sensitivity and with automated silent dry extinguishing systems for the Security and Equipment Rooms.
13. Specifications
- a. The standalone steel warehouse/garage shall comply with those standards as outlined in the June 2010 ANSI/AISC 360-10.
 - b. The building design type shall be a Gable Symmetrical Clear Span frame.
 - c. There shall be no support poles or columns within the garage area.
 - d. The required amount and location of outside lighting shall be determined by **Lessee**.

- e. **Lessee** requires a floor drain system be installed within the first 200 sq. ft. area of each vehicle entry door.
- f. At each end of the warehouse/garage shall be a deep sink with hot and cold water.
- g. Two commercial grade work benches approximately 30" x 72" shall be installed along a perimeter wall. Above the work benches shall be two (2) electrical duplex outlets and one 30A/240V outlet.
- h. A Chemical storage cabinet must be vented to the exterior of the building. The system shall be operational from a wall switch in the warehouse. The switch shall have an indicator light that will illuminate when the system is operational.
- i. Two (2) frost proof Hose bib connections shall be installed on opposite ends of the warehouse/garage in close proximity to overhead doors.
- j. **Lessee** will be performing preventive maintenance on various types of automobiles, recreational vehicles, commercial vehicles and other heavy duty grade vehicles. Therefore, the **Lessor** shall provide the means to properly exhaust fumes to the exterior of the warehouse/garage.
- k. There shall be one (1) private office approximately 150 sq. ft. in size and a general office space to accommodate three (3) workstations and a work room.
- l. Each entrance shall have an **SABIC-Polymershapes, door Model HM544, Level III Super Power Small Arms Bullet Resistance door** with electronic catch in jamb, reinforced steel entry with piano style hinge/steel jam, and closet style handles (as to not be locked or unlocked manually with or without a key from the exit side of the door) with only the capability to be opened on the exit side of the door and remaining locked on the entrance side.
- m. Jamb shall have a Von Duprin 6000 Series 24 volt electronic latch within the jamb and pigtail wiring to control electronic latch mechanism extending at least twelve (12) inches above jamb header.
- n. Two (2) single person unisex restrooms shall be required.
- o. There shall be a permanent type walking service (concrete, macadam or asphalt) connecting the warehouse/garage to one (1) of the main building entrance doors and to the impound lot.
- p. There shall be three (3) 2" Schedule 40 conduit pipes from the main buildings to Security/Phone/Data Closet into the warehouse/garage.
- q. Three-way switches are required where there are multiple entrances to an area or room.
- r. Where practical, **Lessor** shall install motion activated switches.
- s. If the warehouse is not connected to the main office space, **Lessor** shall run a 4" pipe underground and run fiber to allow network access between the main office space and the warehouse.

Section D Janitorial Schedule

1. Intent

The Janitorial Schedule, detailed below, is to be followed precisely for the office location. As it pertains to the warehouse, janitorial services are not to be performed in secured access rooms or storage space.

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
ENTRANCE / VESTIBULE							
1. Empty and clean LESSOR provided cigarette urns.	X						
2. Thoroughly clean entrance doorways and vacuum walk off mats.		X					
3. Detail clean threshold plates.			X				
4. Sweep and wet mop hard surface floors.		X					
5. Spot- mop stains and spills using appropriate cleaner.	X						
6. Clean window glass on inside and outside of entrance doors and wipe frames.		X					
7. Spot-clean window glass on inside and outside of entrance doors and spot-clean frames.	X						
8. Dust.		X					
9. Dust all grills, vents, louvers and diffusers.			X				
10. Spot- clean walls and Light switches.	X						
11. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
12. Clean and polish bright metal surfaces.		X					
LOBBY/WAITING AREA							
1. Sweep and wet mop tile floors.		X					
2. Spot clean tile floors.	X						
3. Apply nonskid wax and buff tile floors.							X
4. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
5. Vacuum all carpeted areas.		X					
6. Spot vacuum carpet.	X						
7. Steam clean carpeting in high traffic areas.					X		
8. HEPA vacuum all offices.					X		
9. Dust.		X					

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
10. Dust all grills, vents, louvers and diffusers.			X				
11. Damp wipe horizontal surfaces.		X					
12. Spot clean walls and Light switches.	X						
13. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
14. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
15. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
16. Clean all drinking fountains.	X						
ELEVATORS							
1. Clean elevator.		X					
2. Sweep and wet mop tile floors.		X					
3. Spot- mop stains and spills using appropriate cleaner.	X						
4. Apply nonskid wax and buff tile floors.							X
5. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
6. Dust. Wipe all cab walls to remove dust, soil and stains.		2X					
7. Spot- clean all doors, threshold plates, horizontal and vertical surfaces, removing fingerprints, smudges and stains.		2X					X
8. Clean and polish bright metal surfaces.		X					
STAIRWELLS							
1. Spot-mop/vacuum floors and stairs.	X						
2. Spot -clean carpets or tile floors.	X						
3. Sweep /vacuum floors and stairs.		X					
4. Dust railings, ledges, pipes, lights and signage.		X					
HALLWAYS							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
1. Sweep and wet mop tile floors.	X						

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
2. Spot clean carpets or tile floors.		X					
3. Apply nonskid wax and buff tile floors.							X
4. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
5. Dust.			X				
6. Dust all grills, vents, louvers and diffusers.			X				
7. Spot clean walls and Light switches.		X					
8. Clean and polish drinking fountain.		X					
CONFERENCE ROOMS, TRAINING, MULTIPURPOSE ROOMS							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpet.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum carpet.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces.		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
OFFICE AREA							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
12. Maintain separation and removal of recyclables in accordance with local ordinance or code.	X						
13. Clean water coolers. If included in the LEASE, ensure paper cups are restocked and a supply is available to the LESSEE.		X					
PRIVATE OFFICES							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
12. Maintain separation and removal of recyclables in accordance with local ordinance or code.	X						
13. Clean water coolers. If included in the LEASE, ensure paper cups are restocked and a supply is available to the LESSEE.		X					
RESTROOMS							

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
1. Sweep and wet mop tile floors in restrooms using appropriate cleaner.		X					
2. Spot clean tile floors.	X						
3. Seal grout.					X		
4. Wash sinks, urinals, and toilet bowls using scouring powder to remove stains, clean under sides, wash both sides of toilet seats and tile walls near urinals with disinfectant.	X						
5. Empty, clean and reline all sanitary napkin receptacles.	X						
6. Fill and maintain mechanical operation of all toilet tissue dispensers, sanitary napkin dispensers, paper towel dispensers, soap dispensers and paper cup dispensers with LESSOR provided supplies. Ensure that replacement supplies are available to LESSEE.	X						
7. Polish metal work in rest rooms.							X
8. Clean shower stalls, if applicable.		X					
9. Wash doors, door handles, tile walls, stall partitions and fixtures with disinfectant.		X					
10. Clean mirrors.	X						
LUNCH, BREAK ROOM, KITCHENETTE							
1. Wash all counter surfaces, sinks, and table tops with antibacterial disinfectant.	X						
2. Clean kitchen cabinets inside and out. Wipe down outside of cabinets with a damp cloth and a disinfectant.					X		
3. Vacuum all carpeted areas.		X					
4. Spot vacuum carpets.	X						
5. Steam clean carpeting in high traffic areas.					X		
6. HEPA vacuum all offices.					X		
7. Sweep and wet mop tile floors.	X						
8. Spot clean carpets or tile floors.		X					
9. Apply nonskid wax and buff tile floors.							X
10. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
VENDING AREA							

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
1. Spot-mop/vacuum floors and stairs.	X						
2. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
OFFICE WALLS							
1. Dust all ceilings and light fixtures.				X			
2. Remove and dust pictures, charts, etc. from walls. Dust walls and re-hang pictures.					X		
3. Remove and clean pictures, charts, etc. from walls. Wash walls and woodwork. Re-hang pictures						X	
4. Spot clean walls and woodwork. Ensure stained ceiling tiles are replaced as soon as possible.							X
MISCELLANEOUS							
3. Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations.	X						